



Northern
Ireland
Office

Position Specification

**Independent Commission for Reconciliation and Information
Recovery**
Commissioner for Investigations

Introduction

We're looking for a resilient, inquisitive, experienced professional to become the first Commissioner for Investigations of the Independent Commission for Reconciliation and Information Recovery ("the ICRIR"). The ICRIR is being set up to promote reconciliation and address the legacy of Northern Ireland's past.

In seeking to achieve this critical objective, the Northern Ireland Troubles (Legacy and Reconciliation) Bill will establish a new body, the ICRIR, a body corporate whose functions, as set out in the Bill, are:

- a) To carry out reviews of deaths that were caused by conduct forming part of the Troubles.
- b) To carry out reviews of other harmful conduct forming part of the Troubles.
- c) To produce reports on the findings of each of the reviews of deaths and other harmful conduct.
- d) To determine whether to grant persons immunity from prosecution for serious or connected Troubles-related offences, other than Troubles-related sexual offences.
- e) To refer deaths that were caused by conduct forming part of the Troubles, and other harmful conduct forming part of the Troubles, to prosecutors.
- f) To produce a record of deaths that were caused by conduct forming part of the Troubles.

The ICRIR is to be led by a Board, which will have collective responsibility for setting the strategic direction of the ICRIR to enable it to deliver its functions. The Chief Commissioner and Commissioner for Investigations will be executive members of the ICRIR Board. The Chief Commissioner will chair a judicial panel that will take decisions regarding requests for immunity, and the Commissioner for Investigations will have responsibility for the ICRIR's review functions into Troubles-related deaths and other harmful conduct. A further Commissioner and executive member of the ICRIR board will discharge the role of Chief Executive Officer and be designated as the Accounting Officer for the organisation. In addition, there will be a number of non-executive Commissioners to provide challenge and scrutiny in the running of the organisation. Ideally, the Board will include at least one Commissioner with experience gained outside the United Kingdom that is relevant to the work of the ICRIR.

The ICRIR will have full access to information from state agencies, as well as being able to seek to engage and take statements from individuals with potentially vital information. The ICRIR will review cases requested by a close family member of the deceased, as well as cases referred by the Secretary of State for Northern Ireland or others, such as the Attorney General for Northern Ireland. It is critical for the ICRIR to have credibility, expertise and legitimacy so that effective reviews can be carried out in an independent and professional manner that provides more information for families and promotes reconciliation.

The Role

This is a unique opportunity to make a difference to society in Northern Ireland and across the United Kingdom. The Commissioner for Investigations will be a leader in the design and establishment of this new organisation. The ICRIR will operate independently of government to further information recovery and reconciliation in respect of the Troubles in Northern Ireland.

The individual will have a background in investigative work, with a mind-set of putting the needs of those who request reviews at the heart of any process. They will have the flexibility to draw on existing criminal or other complex investigatory processes as well as developing new ones which focus on information recovery for victims, survivors and families. In leading the design of this new approach they will seize the opportunity to do things differently to support society in becoming increasingly reconciled to its past and able to look to a brighter future.

The Commissioner for Investigations, with the full powers and privileges of a constable, will be responsible for the operational control over the conduct of reviews by the ICRIR, the supply of information to the ICRIR and the referral of conduct to prosecutors if there is sufficient evidence that the conduct constitutes an offence. They will lead and provide direction to a specialist team of ICRIR officers and will have the ability to designate ICRIR officers with the powers and privileges of a constable. The ICRIR will be made up of a mix of investigative, family liaison, researcher and other specialist staff, some of whom may be on secondment from public sector organisations, such as police forces.

The Commissioner for Investigations will also play a senior leadership role in shaping the culture of the organisation and, after the Chief Commissioner, will be expected to have high public visibility and engagement. They will play a critical role in shaping attitudes and gaining the confidence of a wide variety of stakeholders. This will require significant proactive public engagement and a high level of resilience. The individual will need to command the confidence of all those they work with, especially families and victims as well as those organisations from whom they are requiring sensitive information. They will need to work constructively with the Chief Commissioner and the Chief Executive Officer in exercising operational control over reviews conducted by the ICRIR. Further responsibilities are detailed below.

Responsibilities

There are a number of specific functions that the Bill assigns to the Commissioner for Investigations including:

- designating ICRIR staff with the powers and privileges of a constable
- deciding on how requests for reviews of deaths or other harmful conduct can be made, determining their eligibility and how reviews are dealt with
- exercising operational control over the conduct of reviews by the ICRIR
- determining requirements for the provision of information to the ICRIR
- deciding to make a referral to prosecutors
- identifying sensitive information within the ICRIR, ensuring it is handled appropriately and agreeing disclosure protocols where appropriate.

Candidate Profile

This is a specialist and high profile role, pivotal to the success of the ICRIR and the culture of the organisation overall. While substantial investigative experience is essential, the Commissioner for Investigations will need to be sufficiently flexible and interested in developing a different approach to reviewing cases, promoting reconciliation.

Essential Criteria

- Substantial experience of leading and overseeing criminal investigations or the oversight of other complex investigations, inquiries or information gathering processes.
- Knowledge of the issues and challenges concerning victims of crime and victims' organisations and experience supporting victims in obtaining information through non-traditional criminal justice processes.
- Experience as a senior executive board member, working through a board of managing resources, legal compliance, risks and personnel, and playing a leadership role in an organisation.
- Experience of taking independent, impartial and evidence-based judgements in sensitive and complex cases.
- Demonstrate excellent external and internal communication skills and have the ability to collaborate effectively and develop and maintain effective working relationships with internal and external stakeholders.
- The ability to act impartially in discharging their responsibilities, meeting the Seven Principles of Public Life and the requirements of legislation in relation to any conflicts of interest.

Particulars

Time Commitment

This is a full-time position.

Location

The Commissioner will work at offices in Belfast and London which allows for a degree of flexibility, but the role-holder will be expected to spend a significant proportion of time in Northern Ireland. There may also be a requirement for some travel throughout the UK.

Salary

Remuneration on appointment will be within the range of £140-£149k per annum and will be paid monthly in arrears. This position is also pensionable.

Nationality and Security Clearance Requirements

Open to UK Nationals only. You need to be a British Citizen or hold dual British nationality.

This role requires the highest security clearance, known as Developed Vetting (DV). If successful, you must hold, or be willing to obtain, security clearance to DV level. More information about the vetting process can be found [here](#).

Reasonable Adjustments

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact responses@russellreynolds.com in the first instance.

Disability Confident Scheme

The Northern Ireland Office embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. Selection will be on merit. If you wish to apply under the DCS, you should complete the relevant section of the online diversity questionnaire. It is not necessary to state the nature of your disability.

Selection Process

Indicative Timetable

The proposed timetable is shown below, but timings and stages may be subject to change.



How to Apply

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of the programme team set up to establish the ICRIIR. Please submit your full application by email to responses@russellreynolds.com. Please quote the role title and assignment code **2303-068L** in the subject heading of the email. All applications will be acknowledged.

Your submission should include:

- A short covering letter of not more than two A4 sized pages succinctly highlighting your motivation, experience and skills against the requirements of the role.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps, giving details where applicable.
- A completed [Diversity Questionnaire](#). We're committed to implementing and monitoring our equality and diversity policies with the aim of recruiting, retaining and promoting staff regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Data will be reported anonymously, in an aggregate format and will not be seen by anyone assessing your application.

The closing date for applications is 23:59 on Tuesday 4th July 2023.