



**Lead Non-Executive Commissioner
Independent Commission for Reconciliation and
Information Recovery**

Candidate Prospectus
July 2023



Foreword

“A Commission that serves the people of Northern Ireland”

The Independent Commission for Reconciliation and Information Recovery (ICRIR) is being set up to provide information to families, victims and survivors of Troubles-related deaths and serious injury, and to work towards reconciliation for all parties.

I have taken on the role of Chief Commissioner for the ICRIR because I believe this is worth doing. The people of Northern Ireland and all those affected by the Troubles need the legacy of the past to be properly dealt with. Previous attempts to address this have failed but that does not mean we can simply give up.

I believe we have a real opportunity here to deliver the answers that people are looking for. To do this, we need to build an independent organisation that is founded on integrity, expertise and fairness.

To help us do this, I am looking for an individual with exceptional talent, vision and expertise to join me as Lead Non-Executive Commissioner. In addition to specific accounting, auditing, or financial management experience, your considerable professional experience may cover other important areas for our work, such as information security or work with survivors and victims. You are someone who thrives operating in a collegiate, collaborative environment. And to help ensure we can draw on global best practice in our work, we would like at least one of the Commissioner posts to be filled by someone who has international experience that is relevant to the work of the ICRIR.

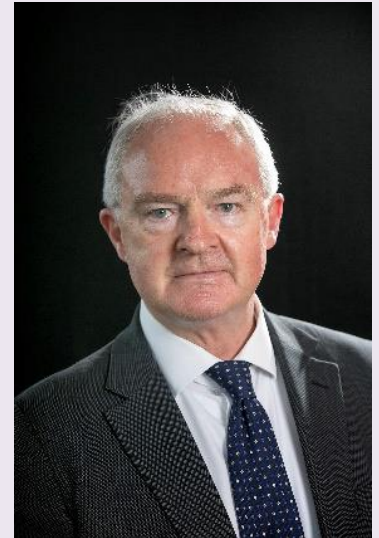
You will sit on our Board as the Lead Non-Executive Commissioner and Chair of the Audit and Risk Committee. Whatever your additional areas of expertise, you will provide the challenge, insight and scrutiny we need to establish this unique body. You will work closely to support the Chief Executive Officer, as the Accounting Officer, in ensuring proper use of public resources and management of risks.

As a member of the Board you will play a crucial role in setting the direction for the new Commission, helping shape our operational strategy as we prepare for our operational start in the summer of 2024. You will then help take the organisation forward as we navigate the challenges of recovering information and supporting communities and individuals to move towards reconciliation.

A key part of your role will be to act as an ambassador for the Commission, getting out and about to meet people from all walks of life and explain our work. The solutions the Commission puts forward will need to work for individuals across all of society, so I'm eager to hear from people from a diverse range of backgrounds. The Commission's independence, fairness and equality of approach will play a crucial role in helping ensure its decisions and recommendations are accepted, so it is vital that we represent all of society.

This is a unique opportunity to make a real and lasting difference to society. I hope you will want to be part of it.

Rt Hon Sir Declan Morgan
Chief Commissioner-designate



About the Role

Job Title

Lead Non-Executive Commissioner and Chair of the Audit and Risk Committee of the ICRIR.

Location

The ICRIR will have offices in both London and Belfast, and some travel will be required. Some Board and Committee meetings will be held online.

Salary

Remuneration will be within the range of £15,000 - £20,000 per year. This position is not pensionable.

Contract Type

The appointment is part-time with a time requirement of approximately 20-25 days per year.

It is expected that the appointment will commence around the Autumn, while the ICRIR is still in its 'shadow phase'. Terms of office will range from three to five years to facilitate Board renewal planning over the ICRIR's lifetime.

If you are appointed to the post, you will need to undergo a Security Check (SC) clearance.

The Organisation

The Northern Ireland Troubles (Legacy and Reconciliation) Bill is in its very final stages of parliamentary consideration, having passed both the House of Commons and House of Lords debate stages. The Bill aims to change the way that deaths and serious injuries in the Troubles are handled, establishing a new Independent Commission for Reconciliation and Information Recovery, and stopping current legal processes.

£250 million of dedicated funding has been provided to implement the proposals in the Legacy Bill. This will be drawn on annually to form a budget for the Commission based on what it needs over its lifetime.

The Commission's work will:

- *review deaths and other serious Troubles-related incidents, where requested, including deciding whether a criminal investigation should be part of the review*
- *as part of reviews, give the opportunity for individuals to make personal statements on how the incidents have affected them*
- *require that any information necessary for our work is provided by PSNI, the security services, the Northern Ireland Office or any other public body and require that any person comes to the Commission to provide information*
- *use police powers, where appropriate, including to secure evidence, arrest and question suspects*
- *produce and publish reports setting out the findings of our reviews*
- *decide whether to grant a person immunity from prosecution for serious Troubles-related offences (other than sexual offences) where they provide information through accounts that are true to the best of their knowledge and belief*
- *refer deaths and other serious Troubles-related incidents to prosecutors where appropriate*
- *meet high standards of probity, act with integrity and conform to legal obligations, including the Human Rights Act 1998 and equality legislation*
- *ensure that it does not do anything to put the life or safety of any individual at risk or risk prejudicing the national security interests of the country*
- *produce a record of deaths that were caused by incidents during the Troubles, and*
- *strive, through all it does, to promote reconciliation.*



The Board

The Commission is to be led by a board, which will have collective responsibility for setting the strategic direction of the body to enable it to deliver its functions. The Chief Commissioner, Commissioner for Investigations and the Chief Executive Officer will be executive members of the board. The Chief Executive Officer will also be the designated Accounting Officer for the Commission, with direct accountability to Parliament for the use of public funds. The Board will be supported by a wider Executive Team, including a Chief Operating Officer, General Counsel and a Strategy and Performance Director.

The Board will also have up to four Non-Executive Commissioners, one of whom will act as the Lead Non-Executive Commissioner and will chair the Audit and Risk Committee (the up to three other Non-Executive Commissioner roles are being advertised separately as part of this campaign). While not generally involved in individual cases and operational decisions, the Non-Executive Commissioners will bring vital scrutiny, challenge and support to the organisation.

We also want the Board to include at least one Commissioner with experience gained outside the United Kingdom that is relevant to the work of the ICRIR and strongly welcome applications from candidates who meet this description.

The board will be set up in 'shadow' form from the Autumn to begin consideration of the work ahead before the Commission is given legal status. The ICRIR will be operational and begin receiving requests from the Summer of 2024.

Person Specification

The Role

The core role of the Lead Non-Executive Commissioner will be to chair the Audit and Risk Committee, challenging and supporting the Chief Executive Officer, other Commissioners and the Executive Team on financial matters. They should be in a position to provide general external insight and to enable the board of the ICRIR to operate effectively as a public body. Beyond the core function, Non-Executive Commissioners may bring relevant experience on things such as information security, ensuring a victims and users centred approach, or similar work in other jurisdictions and countries. They will also have a representative role, explaining the work of the ICRIR to communities across Northern Ireland and will need an appreciation of the history and sensitivities of the Troubles.

Essential Skills and Experience

- Qualification in accounting/auditing.
- Senior finance experience in a complex organisation.
- Relevant experience of organisational audit and risk assurance.
- Comprehensive experience at board level, as an Executive or Non-Executive Director, of a public or private sector body, including the ability to challenge and bring a fresh, external view.
- Excellent communication skills and collaborative working style with the ability to contribute effectively to future strategic planning and delivery.
- Appreciation of financial and risk management, including supporting organisations to operate efficiently and affordably.
- Experience of providing non-executive support and challenge to those leading complex organisations.

Desirable

- Experience gained outside of the United Kingdom that is relevant to the work of the ICRIR. (In line with the Schedule 1, Part 2, Paragraph 8(2) of the current Northern Ireland Troubles (Legacy and Reconciliation) Bill.)



Application and Recruitment Process

This recruitment will be through fair and open competition, following the principles of the Governance Code on Public Appointments, and independently regulated by the Commissioner for Public Appointments.

The NIO and the ICRIR is committed to the principle of public appointments on merit with independent assessment, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns.

All applications received by the closing date will be acknowledged and put before an Advisory Assessment Panel, which will include:

- Rt Hon Sir Declan Morgan, Chief Commissioner designate to the ICRIR (chair)
- Vilma Patterson MBE, Independent Panel Member
- Jim Scholes, Independent Panel Member
- Les Philpott, Lead Non-Executive Director for the Northern Ireland Office

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of the programme team set up to establish the ICRIR. Please submit your full application by email to responses@russellreynolds.com. Please quote the role title and assignment code **P2307-067L** in the subject heading of the email.

Your submission should include:

- A short covering letter of not more than two A4 sized pages succinctly highlighting your experience and skills against the requirements of the role, and your motivation for applying.
- 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.

Russell Reynolds Associates will assess your application by comparing the information you give in your CV and personal statement against the essential skills and experience in the person specification.

The Advisory Assessment Panel will lead the selection process and make an independent recommendation on appointable candidates to the Secretary of State for Northern Ireland.

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable in order to meet the dates given. Please note that these dates may be subject to change.

Closing Date for Applications	6 th September 2023
<i>Longlist Meeting with Selection Panel</i>	<i>11th September</i>
Longlisted Candidate Interviews	w/c 11 th and 18 th September
<i>Shortlist Meeting with Selection Panel</i>	<i>25th September</i>
Final Candidate Interviews	w/c 9 th October

If you encounter any issues with your application, please get in touch with responses@russellreynolds.com

The closing date for applications is 23:59 on Wednesday 6th September 2023.

Conflicts of Interest

In the interests of transparency and openness, applicants are asked to consider whether their appointment may give rise to a conflict of interest and state this clearly in your application. You should provide information regarding relevant interests that you, or your immediate family, have that might be construed as being in conflict with the role of non-executive Commissioner of the ICRIR.

An appointee to a public position could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest once the person concerned holds a public appointment. Actual or perceived conflicts might include, for example, a situation where a candidate has a personal connection to someone who may request a review by the ICRIR.

There may be issues in your personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to the ICRIR or cause public confidence in the appointment to be jeopardised. It is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue/s in your application.

In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media and blogs. Due diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel and Ministers. The panel may explore any issues you declare with you or that have been identified from our due diligence checks before they make a recommendation on the appointment.

A relevant interest or potential conflict will not necessarily preclude an individual from appointment but candidates must be prepared to have this explored during the recruitment process and before an appointment is confirmed.

The legislation sets out specific bars to holding the office of Commissioner; these are that the person:

- has been sentenced to a term of imprisonment, or given a sentence of detention, of three months or more
- is insolvent, or
- is disqualified from being a company director.

Those holding elected office as set out in Schedule 1, Part 2, Paragraph 9 of the Northern Ireland Troubles (Legacy and Reconciliation) Bill are also not eligible for appointment.

Office holders will also need to ensure they can adhere to the relevant requirements of the Code of Conduct for Board Members of Public Bodies (as amended from time to time):

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies/code-of-conduct-for-board-members-of-public-bodies-june-2019>

A potential conflict will not necessarily preclude an individual from appointment but candidates must be prepared to have this explored during the recruitment process and before an appointment is confirmed.

The Seven Principles of Public Life

It is important that all public appointees uphold the standards of conduct set out in the Committee on Standards on Public Life's Seven Principles of Public Life. A copy of the principles is appended at Annex A.

Complaints

If you feel that you have any complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please email the competition co-ordinator at:

HRenquiries@ICRIR@icrir.independent-inquiry.com

Complaints must be received by the competition coordinator within one calendar month from the issue or after the campaign has closed, whichever is the later. Your complaint will be acknowledged within two working days of receipt and answered as quickly and clearly as possible; at the most within 20 working days of receipt. If this deadline cannot be met we will inform you why this is the case and when you can expect a reply. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments
Room G/8, Ground Floor
1 Horse Guards Road
London SW1A 2HQ
Tel: 0207 271 6729/0815
Email: publicappointments@csc.gov.uk

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. Information about the Commissioner's policy and manner in which complaints are investigated are set out in the Commissioners leaflet "Your Guide to Making a Complaint about a Public Appointments Process". More information about the role of the Commissioner and their Code of Practice is available from: <https://publicappointmentscommissioner.independent.gov.uk/>

Use of your Personal Information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised.

If you apply for this post we may hold your information for audit purposes as set out below:

- Your initial contact details, including your name and address will be held by the Northern Ireland Office for a period of at least two years.
- If you submit an application form, the form and any supporting documentation will be retained for at least two years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least two years.

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. We are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the requirements of GDPR and data protection legislation and the requirements of the Governance Code on Public Appointments. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address may be held by the Northern Ireland Office for a period of at least two years.
- If you submit an application form, then for audit purposes, the form and any supporting documentation will be retained for at least two years.
- Monitoring information which you provide will also be held for at least two years but may be held for statistical purposes for up to five years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the competition coordinator via the email address provided above.

Equality and Diversity Monitoring Information

This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint.



Annex A: The Seven Principles of Public Life

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected for appointment to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public services. The principles also have application to all those in other sectors delivering public services.

- **Selflessness.** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.
- **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership.** Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





Independent Commission for Reconciliation and Information Recovery

July 2023

