

Candidate Information Booklet

[Ref: CEO/10/24]

CHIEF EXECUTIVE OFFICER

North City Business Centre

(Permanent Full Time)



Closing Date:

Completed Application Forms must be received by

12.00 noon on Wednesday 23rd October 2024

Contents of the Pack

Prior to completing the application form applicants should familiarise themselves with the contents of the information pack. The pack includes:

- Section 1 – Important Information and key dates**
- Section 2 – About North City Business Centre**
- Section 3 – Job Description**
- Section 4 – Person Specification**
- Section 5 – Terms & Conditions of Appointment**
- Section 6 – Recruitment and Selection Process**
- Section 7 – Equality of Opportunity**
- Section 8 – Privacy Notice**

IMPORTANT INFORMATION AND KEY DATES

CHIEF EXECUTIVE OFFICER

Thank you for your interest in the post of Chief Executive Officer for North City Business Centre (NCBC).

RECRUITMENT PROCESS TIMETABLE

The indicative timeline is as follows:

Advert close date	Wednesday 23rd October 2024 at 12.00 noon
Panel Shortlisting	Monday 28th October 2024
Interviews	Tuesday 5th November 2024
2nd Interview (if required)	Friday 8th November 2024
Location	North City Business Centre

Following eligibility sift, the selection process will be based on a competency-based interview.

NCBC reserve the right to add additional stages to the process.

Applicants are advised that they must be available to attend on the above dates for interview if successfully shortlisted. No other dates are planned to be scheduled. However, please note that the panel reserve the right to alter or amend the timetable due to applicant numbers or unforeseen circumstances.

Please note applications received after the stipulated close date and time will not be considered.

COMMUNICATION WITH APPLICANTS

Please note: all communication in respect of this position will come from and should be directed to our third-party consultancy, Allen People Solutions, who have been appointed to manage this vacancy on our behalf - applications@allenpeoplesolutions.co.uk. Please contact them directly if you have any queries.

All communications, so far as possible, will be issued electronically. You should therefore check your email account to make sure that you do not miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

REASONABLE ADJUSTMENTS

Any candidates who require reasonable adjustments to any aspect of the selection procedure, including assistance completing their application form because of a disability, or who require the Candidate Information Pack and Application form in an alternate format, should contact Allen People Solutions via email on applications@allenpeoplesolutions.co.uk.

Candidates who wish to receive an Application Form and Candidate information pack in accessible formats are requested to advise the appointed Consultancy of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants.

ABOUT NORTH CITY BUSINESS CENTRE

We are seeking a dynamic professional to join our team in driving forward economic regeneration and sustainable growth directly within the business. This role involves the procurement of consultants and close collaboration with construction professionals, ensuring the successful execution of upcoming developments, including site refurbishments and infrastructure improvements.

Established in 1991, North City Business Centre (NCBC) is the Local Enterprise Agency for North Belfast, and a social economy, being a Company Limited by Guarantee and a registered charity. Located at Duncairn Gardens in North Belfast, it is a key agency leading the social and economic regeneration in the locality.

NCBC promotes all aspects of enterprise development including training and support in the locality and has an ambitious property development programme for the provision of office and enterprise workspace. (<https://www.north-city.co.uk>)

NCBC is currently at a pivotal moment in its journey, with exciting plans for site upgrades, expansion/construction projects, wider North Belfast investment in property and a strong commitment to reducing the businesses carbon footprint.

It has developed a large, purpose-built business park and has implemented successive building and property development phases since its establishment.

NCBC owns and manages 45,000 square feet of commercial workspace and office accommodation, occupied by over 40 tenant companies located within the Business Centre, as well as managing the Jolly Roger Complex in the Upper Ardoyne area of North Belfast and owns 8,320 square feet of land in Brougham Street, which is rented by way of a lease arrangement to a supermarket chain.

NCBC also provides business start-up advice and guidance for people thinking about starting a business, as well as outreach in community areas throughout North Belfast and currently delivers the NI wide Go Succeed business start-up service in North Belfast in partnership with a range of bodies including Belfast City Council and Enterprise NI.

The company is managed by a Board of Directors and a management and staff team located at the premises. Reporting to the Chair of the Board, the Chief Executive will be a critical player in the Management of the Company.

Our vision is to seek to play a key role in developing a North Belfast:

- Which is vibrant and thriving with a sustainable mix of businesses
- Where there are good employment opportunities, little unemployment, well skilled residents and a confident attitude for the future
- With an attractive physical environment where people want to live and work
- Where there is respect for other traditions and is free of sectarian interfaces

The mission for North City Business Centre is to play the key if not the lead role in meeting North Belfast's needs by working individually and in partnership with others to address enterprise creation and development, skills for employment and as a catalyst for economic regeneration.

Our Values

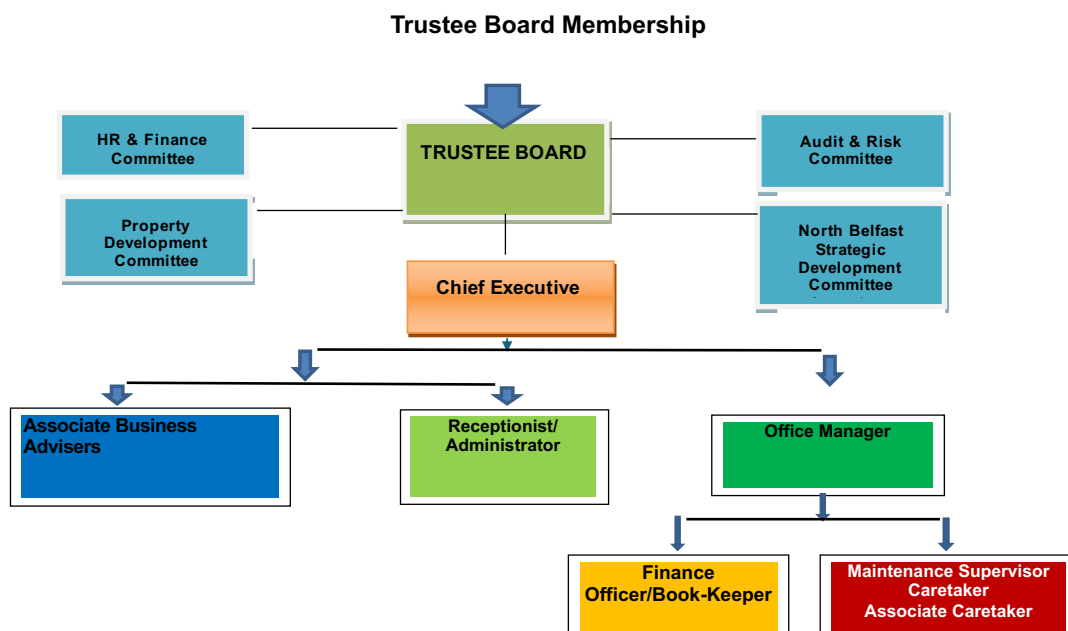
- Service - Our services will be accessible and confidential to all who require them.
- Diversity - We embrace and celebrate diversity and encourage others to do so.
- Respect - We treat people with respect and dignity and demonstrate our commitment to the highest professional standards.
- Teamwork - We foster teamwork, fun, enthusiasm and a passion for enterprise development. We collaborate innovatively for the benefit of our North Belfast clients and stakeholders.
- Courage - We take appropriate risks, embrace creativity and innovation, strive for excellence and aim to achieve more.
- Leadership - We support and empower staff, clients, customers and stakeholders to be entrepreneurial, to take the initiative and make decisions that are beneficial for the community and the economic development of North Belfast.

For the period 2023 -2026, our Strategic Plan is centred on the following:

- Strategic Aim 1** – Development of New Workspace and Attract Businesses to Locate in North Belfast
- Strategic Aim 2** – Supporting Business - Support and Develop Enterprise and Entrepreneurship at the Pre-Start, Start-Up and Growth Stages
- Strategic Aim 3** – Growing On-Site/Off-Site Businesses - To Support, Develop and Grow Businesses in North Belfast
- Strategic Aim 4** – Encouraging Inward Investment for Employment - To be a Catalyst for the Promotion of Business Investment

Our dedicated team of business and employment advisors provide support for the small business sector and those interested in starting up a business as well as helping local residents of North Belfast gain employment.

NCBC's Governance and Staff Structure



The post offers an exciting and rewarding opportunity to make a difference and for those who have the passion and drive to further evolve the Centre and our work.

JOB DESCRIPTION

Title	Chief Executive
Employer	North City Business Centre NCBC
Responsible to	Chairperson of North City Business NCBC
Location	NCBC, 2 Duncairn Gardens, Belfast BT15 2GG
Contract	Permanent
Hours and Flexibility	37.5 hours per week. The successful candidate is expected to work flexibly to meet the demands of the post and ensure the effective operation of the centre. This includes working outside normal working hours to service Board, Sub-Committee meetings and to attend other/networking events in the enterprise sector. A level of some travel may also be necessary to fulfil the demands of the post.
Salary	£60,000 - £70,000 depending on skills and experience

JOB SUMMARY

The Chief Executive is responsible for providing overall leadership and management to the organisation ensuring that the principles, values and policies as set down by the Board are observed.

Working within a Scheme of Delegation set down by the Board, they will implement an overall strategy for North City Business NCBC and to take responsibility for ensuring its operational delivery.

The Chief Executive will be expected to maximise income generation opportunities to ensure NCBC's continued financial viability, supporting and engaging with tenants and stakeholders in the community to sustain existing and further the on-going evolution of new enterprises, while meeting the wider needs of the North Belfast community.

The Chief Executive will lead the development and delivery of a new capital build programme at NCBC and as a place for people in North Belfast to grow ideas, businesses and networks through workspace and events.

KEY AREAS OF RESPONSIBILITY:

1. NCBC Governance and Strategic Leadership

- 1.1. Lead and manage NCBC in line with an agreed action plan including its vision, mission, values, aims and business plan and within the Scheme of Delegation .
- 1.2. Work with the Board to inform the development of the strategic plan and ensuring its operational delivery within agreed KPIs.
- 1.3. Provide effective leadership and management to all staff employed by NCBC to enable them to perform to their best and in line with our objectives and values.
- 1.4. Ensure effective communication with colleagues, tenants, members of the public and all other professionals.
- 1.5. Manage all aspects of NCBC, coordinating smooth day-to-day running, including resourcing, budgeting, staffing, repairs and maintenance, health and safety, security, report writing and liaison.
- 1.6. Work with NCBC staff to ensure that the Board and NCBC Subcommittee members are provided with all relevant reports required to enable the Directors to fulfil their obligations in terms of accountability, probity and managing the company's affairs.
- 1.7. Keep up to date with all current or proposed legislation that may affect the centre at present or in future. Make the Board aware of any legislation that may impact on the centre's operation and provide comment on its likely impact and proposed course of action.

- 1.8. Advise the Board in relation to its legal responsibilities both in managing the company and as an employer and ensure that it is able to fulfil all legal requirements, particularly, but not exclusively, in relation to human resources, health and safety and finance.
- 1.9. Work closely with the Company Secretary to ensure that s/he is kept aware of key dates, obligations and changes in legislation that may affect the operation of the company.
- 1.10. Provide a confidential secretarial support service to the Board and subcommittees when required.
- 1.11. Organise meetings of the Board and subcommittees as required by law and by the Board.

2. Enterprise Management and Development

- 1.12. Lead on developing our business model to maximise income generation and social value and ensure that all returns to Companies Register and the Charity Commission are made in line with statutory requirements.
- 1.13. Identify and follow-up new business opportunities and engage with potential customers, partners and/or suppliers.
- 1.14. Ensure the efficient management of all new enquiries and fully induct all NCBC tenants and users.
- 1.15. Ensure that NCBC is a welcoming, safe, productive and accessible space.
- 1.16. Develop and maintain a vibrant programme of events in line with the NCBC's vision.
- 1.17. Set up and maintain effective communication channels with NCBC users and other stakeholders.
- 1.18. Actively involve NCBC members and wider stakeholders in development and delivery of NCBC's work.
- 1.19. Plan and implement marketing activity, including social media, e-marketing and events with administration and support staff.
- 1.20. Evaluate and review agreed performance indicators for evaluation and promotional purposes.
- 1.21. Maintain good relationships with Enterprise Northern Ireland, Belfast City Council, Invest N.I. and other relevant public and funding bodies to ensure awareness of opportunities to deliver programmes which may be of benefit to tenants and local people and have the potential to generate additional income. Make the Board aware of such opportunities and present recommendations.

3. Centre/Property Management

- 1.22. NCBC are in a period of exciting growth and the candidate will be expected to drive forward and navigate these changes.
- 1.23. Ensure that tenancies are operated in line with Board policy and meet all relevant legal requirements.
- 1.24. Offer practical support and guidance to NCBC tenants and service users. This should ensure early awareness of any difficulties faced by tenants, either in relation to their premises or their business in general. Ensure that appropriate mechanisms are in place to assist tenants where possible to maximise their business and to identify and develop any opportunities for their growth.
- 1.25. Ensure that rental payments are made on a timely basis and take appropriate action to address shortfalls. Where appropriate, inform the Board of any potential problems and agree an appropriate course of action, taking into consideration the needs of the tenants.
- 1.26. Take responsibility for ensuring the centre and all its units are maintained to appropriate standards as agreed by the Board. Advise the Board in relation to maintenance standards, problem areas and prepare and update a formal maintenance plan and advise the Board on any financial implications.
- 1.27. As required take responsibility for the management of other facilities under contract to 'including the Jolly Roger Complex' and the management of relationships with external letting agents.

4. Financial Management and Income Generation

- 1.28. Work in line with the agreed annual budget and financial governance in liaison with the Board and to supervise all aspects of the financial affairs of NCBC with the Finance Officer and the Board.
- 1.29. Identify funding opportunities and work with the Board to support funding applications, competition entries, tenders, bids and consultancy
- 1.30. Ensure that NCBC's finances are maintained in line with the Board's policies, Generally Accepted Accounting Practice and in such a manner as to meet the requirements of HMRC.
- 1.31. Work within Board policy to ensure that the assets of the company are used most effectively. Identify new opportunities to maximise profitability, economy and efficiency to achieve the company's objectives and to maximise benefit to the local community in line with Board plans.
- 1.32. Inform the Board of any factors which may impact adversely on the company's financial position or its ability to meet legal or financial reporting obligations or may present opportunities for growth.
- 1.33. Work with the company's auditors, bank and other relevant professionals to ensure that good quality records are maintained and that there is clear accountability to the Board, seeking to demonstrate good governance.

5. Quality Standards, Reporting and Records Management

- 1.34. Develop, maintain and operate such quality systems as are needed to meet the centre's agreed standards and to fulfil its ISO 9001 accreditation.
- 1.35. Ensure that appropriate, good quality and up to date records are kept on all aspects of the business including tenant records, financial records, information on work done on any funded programmes, staff records, etc.
- 1.36. Provide regular reports and recommendations the Board, and its Subcommittees including a monthly report (or as otherwise required) on key issues affecting the centre and including an update on the finance, rental arrears, important staffing issues and any other key features that the Board should be made aware and / or which may have significant legal, operational or procedural implications and advise on courses of action of.
- 1.37. Take responsibility for collating all Board and subcommittee papers required to ensure good governance and provide these to the Directors at an agreed period before each meeting through the online and paperless communications tool. This includes providing concise one or two-page summary papers of any large documents that the Board needs to consider, including comment on implications and providing recommendations if appropriate.

6. Human Resources

- 1.38. Working with the Board, ensure that NCBC is adequately staffed to meet its operational needs, recruiting as necessary and working within agreed staffing budgets.
- 1.39. Take full responsibility for ensuring the safety, welfare and conduct of all personnel working within the site and take appropriate action, advising the Board accordingly, to ensure that health and safety requirements, legal obligations, etc., are addressed.
- 1.40. Provide regular and effective performance management including target setting, review, annual appraisal processes and provision of ongoing feedback and support to improve performance. When appropriate, ensure that staff who are involved in managing other staff have the required skills and expertise to do this effectively.
- 1.41. Maintain human resource records, and all other necessary records, as required by law, including GDPR, best practice and as required by the Board.

- 1.42. Maintain, develop and implement all relevant policies and procedures to enable the company to meet current legal requirements. This should include recruitment, grievance, disciplinary, target setting, review and appraisal, salary management, etc.
- 1.43. Ensure that all changes to working arrangements are discussed with the Chairperson and Board in advance and report all sickness/other absence as appropriate.
- 1.44. Maximise the use of digital and other resources where feasible and appropriate to maximise efficiency and effectiveness.
- 1.45. Ensure the maintenance of a high standard of health and safety at all times in line with procedure, and to report all accidents/incidents which take place both verbally to Board and on the standardised report forms.

7. Networking and External Relations

- 1.46. Work positively with a wide range of individuals within the enterprise network, local community and statutory and business sectors, including maintaining excellent working relationship with relevant statutory and other bodies, such as; Enterprise NI, Invest N.I, Belfast CC, DfC, North Belfast Community Partnership and North Belfast Area Learning Community (NBALC) and others that are relevant to the operation of the centre.
- 1.47. Proactively feed into development through relationship building, research and networking throughout NCBC's working networks including the local community, Belfast City Council, Invest NI, North Belfast Traders and other agencies that support economic regeneration in areas of disadvantage in Belfast and NI.
- 1.48. Develop and maintain good relationships with relevant community-based organisations in North Belfast, neighbouring enterprise centres and other relevant bodies, as agreed with the Board. Seek to work with such organisations to develop areas of common interest or mutual benefit.
- 1.49. Put in place and operate such mechanisms as are required to ensure good relationships and effective communication with the centre's tenants.

8. Personal Professional Development

- 1.50. Attend training as required and proactively identify training and development opportunities which will allow for continuous professional development.
- 1.51. Follow NCBC's policies and procedures at all times, setting the example, and ensuring adherence to the same by others including the safeguarding policies and procedures, sharing NCBC's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and reporting any concerns to the Board.
- 1.52. Ensure organisational confidentiality as per agreed agency policy.
- 1.53. Adhere to NCBC's Equal Opportunities Policy at all times and respect the varying needs of vulnerable adults/children and young people.

9. Other

- 1.54. Undertake any other duties appropriate to the grade and post as specified and agreed by your line manager, the Chairperson.

**This job description is subject to review and change by your Line Manager
and in line with the needs of NCBC.**

PERSON SPECIFICATION

The following will be used for shortlisting to interview:

ESSENTIAL ELIGIBILITY CRITERIA:

1. A minimum of a degree level of qualification OR at least 3 years' proven relevant experience gained within the last 5 years.
2. At least 3 years' proven relevant experience gained within the last 5 years working at senior management level including substantive experience of direct line management and of other resources within any sector. Senior management is defined as reporting to a Chief Executive/Director, Board of Directors or equivalent in any sector.
3. Sound financial / budget management experience including financial modelling.
4. Experience of developing, delivering and managing strategic/business plans.
5. Excellent I.T. skills, including spreadsheets, databases, social media and the use and application of digital resources.
6. A valid driving licence and the use of a car or as otherwise to enable the postholder to fulfil the mobility / travel requirements of the role.

Candidates must have a commitment to equality of opportunity and a willingness to work unsociable hours at times and to attend occasional evening meetings. **You are also advised that appointment to the post is subject to a satisfactory ACCESS NI Basic Disclosure Check.**

DESIRABLE CRITERIA:

1. Previous experience of working within the enterprise network and social and economic regeneration/development.
2. Ideally applicants will have experience of working with a Board or voluntary committee and have a good understanding of how to service and support such a structure.
3. Experience of securing sources of funding including completing funding applications and ability to complete tender submissions.
4. Hold a first degree and third level qualifications in business management or administration, economics, legal or financial qualifications, or equivalent.

In the event, of a large number of applicants meeting the essential criteria, NCBC reserve the right to apply the desirable criteria and in the order stated.

NCBC is committed to diversity and equality of opportunity and welcomes applications from all sections of the community.

ESSENTIAL COMPETENCIES:

Applicants must be able to demonstrate that they meet the following competencies which will be explored at interview:

1. Strategic Thinking and Planning

- Demonstrated ability to think strategically, including horizon scanning to foresee trends and opportunities, and in the development, implementation and delivery of business the planning processes
- Driven with a track record of setting clear objectives, ensuring the effective allocation of resources and remaining flexible in response to changing circumstance to ensure agreed KPIs are delivered and in line with the strategy.

2. Sound problem solving and decision-making skills

- Demonstrates a capacity for logical and systematic thinking to enable a sound analysis of the substantial issues to enable evidence based decision making to complex problems
- Ability to apply sound judgement, and manage risk, when solutions are not obvious and a range of stakeholder views need to be taken into account

3. Financial Management, Risk and Reporting

- Strong financial acumen, with an ability to manage all resources effectively, including financial, and other fixed assets, ensuring the identification and management of risk and appropriate internal controls are put in place.
- Experience of reviewing and presenting quality financial and other reports at a Senior Executive and/or Board level.

4. Leadership and Managing People

- Ability to provide effective and dynamic leadership and management to motivate, coach, develop and provide regular feedback to people to achieve high performance and results.
- Role models the necessary values and behaviours, facilitating change and taking people with you, whilst ensuring the behaviours and policies of the organisation are adhered to at all times.

5. Effective Communication and Partnership working

- High level verbal, written and presentational skills with an ability to adapt your style to the needs of different audiences.
- Ability to develop strong relationships with a range of stakeholders and maintain a positive image of the organisation, keeping all stakeholders engaged and involved in line with a changing landscape.

TERMS AND CONDITIONS OF APPOINTMENT

Salary:	£60,000 - £70,000 depending on skills and experience Consideration may be given to starting at a higher point within the salary band for applicants with additional demonstrated relevant experience to be decided by NCBC at the time of offer of appointment.
Annual Leave:	25 days increasing by 1 day for each completed year of service up to a max of 30 days, plus 11 Statutory and public holidays.
Pension Scheme:	The Company operate a Contributory Pension Scheme.
Death in service benefit:	2 x Annual salary
Private Health Scheme:	Axa Business Health Select
Car parking:	Free parking on site
Probation:	Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. If performance, conduct or attendance is not satisfactory the probationary period may be extended or the appointment ended at any time during this period.
Reserve List:	NCBC reserve the right to hold a reserve list for a period of 12 months from the date of interview if a same or similar post arises.
Pre-employment checks:	Any offer of appointment is conditional and subject to a number of satisfactory pre-employment checks including satisfactory references, provision of documentary evidence of qualifications as listed in the essential and/or desirable criteria. The successful applicant will also be required to be satisfactorily cleared to an ACCESS NI Basic Disclosure Check.
Referees:	Applicants are required to identify two referees, one of which should be your current employer (if applicable). You should not seek as a referee anyone who is related to you or for internal candidates, is a member of the recruitment and selection panel. Referees will only be approached after a provisional and conditional offer of employment has been made.

RECRUITMENT AND SELECTION PROCESS

Submission of Completed Application Forms

Completed application forms must be submitted by the date and time advised at the front of this pack and to the email address as stated or otherwise submitted by post or hand delivered to Allen People Solutions, 1b Ladas Drive, Belfast BT6 9FQ.

Applicants are encouraged to submit their applications by email wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or received via email. Applications must bear the correct amount of postage as any shortfall may lead to a delay in delivery and the closing date may be missed, and for which no liability is accepted by NCBC or Allen People Solutions as its Agent.

It is the applicant's responsibility to ensure that the completed form is received by the closing date. Late applications will not be accepted.

PLEASE NOTE THE FOLLOWING MUST BE ADHERED TO:

- Care must be taken to ensure the Application Form (and all sections contained within) is fully completed including ensuring that their application is signed (**electronic signatures are permissible**). Incomplete application forms will not be considered.
- Supplementary material such as CVs will not be accepted either in place of, or in addition to, completed application forms.
- The space available on the application form is the same for all applicants and must not be altered.
- Applicants must complete the application form in either typescript font size 12, or if handwritten in legible block capitals using black ink.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I managed a budget of £x, I was responsible for xx etc.
- The information you provide should be concise and relevant to the criteria, taking care to indicate on how and to what extent your qualifications, skills and experience met the selection criteria outlined.
- Do not use acronyms or complex technical detail. Write for the reader who may not know your job or organisation.

EQUALITY OF OPPORTUNITY

NCBC is committed to diversity and equality of opportunity and welcomes applications from all sections of the community.

North City Business Centre is committed to equality of opportunity and all applications for employment will be considered on the basis of merit. North City Business Centre welcomes applications from all suitably qualified candidates irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

In accordance with Fair Employment regulations, you are required to complete a monitoring form. This information is used to assist us in completing annual FEC returns and access to this information is strictly limited.

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

The Monitoring Form is regarded as part of your application and failure to fully complete and return it may result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to the panel.

PRIVACY STATEMENT

This document sets out the main elements of the data we collect about you as an applicant, why we collect it and what we do with it during and after the recruitment process. As an applicant, we want you to feel assured that we manage your data confidentially, safely and securely.

Content of our Privacy Notice

- The Data we collect, why we collect It and how we use it
- Data Disclosures and Security
- Retention of Recruitment Data
- Your Rights - Making a Data Subject Access Request (DSAR)/Making a Complaint

In accordance with the recruitment process, you are advised that personal and sensitive data about you may be collected, transferred, processed, stored, and retained in a manual and/or computerised form in a fair and lawful manner by the Company and/or by its third-party representatives. The information that you provide during the process will only be used for the purpose of progressing and evaluating your application in line with our contractual obligations and/or to fulfil legal or regulatory requirements.

You are advised that for reasons other than set out above, we are required to seek your consent to collect, hold, process and retain other data. If this applies you will be informed and you may opt not to consent. In any such circumstances, we will work out how we may best work with to you/deliver those services to you.

The Data we collect, why we collect it and how we use it

We collect and process certain data that either you provide to us or data we collect from or about you. This is so as we can contact you to progress your application and/or to assess your suitability for the role you have applied for including undertaking any other checks and verifying data as may be necessary.

We will not collect more information than what we need to fulfil our stated purpose and will retain it for no longer than necessary. This information we collect will be retained by us during the process and for a period after the recruitment process has been closed to ensure we can fulfil our legal obligations. *You do not have to provide the information, but it may affect our ability to progress your application if you do not.*

We will request information certain information as required throughout the different stages of the recruitment process. This is summarised below:

Application Stage: As part of the application form information will be collected, processed and retained for the relevant period in relation to considering and furthering your application. This includes, your name, contact details, previous experience, qualifications, professional memberships, references etc, as well as equal opportunities information as may be required. This information will not be made available to the panel. The data will be shared with the NI Equality Commission on an ammonised/collective basis as required by law.

Shortlisting: The recruitment panel will shortlist all applications for interviews against the stated criteria.

Assessment and selection: Applicants who have been shortlisted will be invited to attend a selection event/s which may comprise of an interview and other methods, such as psychometric tests. The information collected and retained may include interview notes or test results and any letters to applicants including those who have been deemed unsuccessful at shortlisting or interview stages. Other personal and/or sensitive data may also be collected, processed and retained at various stage of the process as appropriate such as: photocopies of your passport/other appropriate documentation to confirm your eligibility to work in the UK as required by law, proof of qualifications, criminal records declaration and a satisfactory Access NI or other security check, references details including confirming your previous employment history, medical questionnaire and other pre-employment checks as may be appropriate to the role.

We may also use the information we collect to enable us to provide updates to you including, if appropriate, to advise you of other available opportunities/suitable vacancies for which you may wish to be considered and/to improve our recruitment processes, as well as enabling us to develop new services and solutions to meet your needs.

The information we collect, process and retain is necessary in order for us to progress your application and meet our contractual and legal obligations.

Data Disclosure and Security

Our recruitment processes and/or selection tests may be provided/managed by a third-party company acting on our behalf. If so, they will also collect and hold these documents. We will have contracts in place which means they can only process your personal information under our instruction and only for the purposes intended and on a confidential basis.

They are not permitted to share your personal information with anyone apart from us and must hold it securely and retain it only for the period as instructed by us. Your data may also be shared with the Equality Commission, HM Revenue and Customs and other parties as required for the purpose of fulfilling our legal obligations and our contractual obligations in relation to undertaking and verifying pre-employment checks as appropriate to

the role. The information provided will be stored in secure databases and other cloud-based services, as well as paper files which will be retained in locked filing cabinets.

We confirm that appropriate security measures are in place to manage and restrict access to your personal information and to prevent unauthorised access. This data is only available to authorised personnel who need to know that information in order to process it for us. These individuals are subject to strict contractual confidentiality obligations and may be subject to disciplinary and other action including termination of their contract/employment if they fail to meet these obligations.

Retention of Recruitment Data

This data will be kept for a period in line with our retention schedule.

General Application and Selection Information	At least 1 year from monitoring date
Recruitment monitoring information This relates to our obligation to monitor the gender and religious breakdown of our workforce and to report on this to Government Agencies.	At least 4 years for applicants, for duration of employment for employees
Disclosure information/vetting for criminal offences (if required) This relates to retention of identity information, your vetting code and date confirming Vetting. This information is only requested when the role or business undertakes regulated activities for the purposes of Safeguarding to ensure we manage our legal and safety obligations to clients.	For the duration of your employment

Data Subject Access Request (DSAR)

You have a right to access information we may hold on you to confirm the accuracy of data and check the lawfulness of its processing or to allow you to exercise your rights including to correct or object if necessary.

If you wish to make a request for information we hold on you, this should be made in writing addressed to the Data Co-ordinator of NCBC including the following details:

- Your full name, address and contact details
- Any information used by us to identify you (such as Application number)
- Details of the specific information required and any relevant dates

Subject access requests should be properly made to NCBC as the Data Controller and to Allen People Solutions. If the Consultancy receive a request it shall notify NCBC as the Client promptly of the data subject access request and advise the requestor that their request/s must be properly made to the Data Controller.

NCBC will normally respond to your request within one month. However, this may be extended by a further two months whereby a request is complex or numerous. If this applies, we will write to you within one month of the receipt of the request and explain to you and explain why the extension is necessary.

The information will normally be provided to you free of charge. However, we reserve the right to charge a reasonable fee when a request is considered to be ‘manifestly unfounded’, ‘excessive’ or ‘repetitive.’ In such cases the fee will be based on the administrative cost of providing the information. In exceptional circumstances, we may refuse to respond to the request. If this applies we will explain to you why and inform you of your right to complain.

Making a Complaint - You have a right to complain to the ICO if you think there is a problem with the way we are handling your data.