



## Information Officer IO1023 Candidate Information Booklet



Completed applications must be submitted to [recruitment@sportni.net](mailto:recruitment@sportni.net) no later than 12 noon (UK time) on Monday 23 October 2023. Please retain a copy of this booklet for your reference throughout the selection process.

## **Contents**

## **Page**

<b>Welcome to Sport NI</b>	<b>3</b>
<b>About Sport NI</b>	<b>4</b>
<b>Sport NI's New Organisation Structure</b>	<b>5</b>
<b>Equality of Opportunity</b>	<b>6</b>
<b>Application and Selection Process</b>	<b>7</b>
<b>Terms and Conditions</b>	<b>10</b>

## Welcome to Sport NI

Firstly, we are delighted that you are interested in working in Sport NI to access this candidate booklet.

Sport NI is on a journey of transformation that has resulted in significant changes to culture, strategy and structure, culminating in the appointment of four new Executive leaders. We have listened closely to what our Governing Bodies of sport, our partners and stakeholders have told us is needed of us to support them to thrive.



Sport NI's transformation process began with culture; Sport NI has learnt of the critical role of a strong organisational culture that sets clear standards and expectations of us all. We have invested energy and commitment into defining a culture that reflects that of a high performing sports team and enables us to demand of ourselves what we demand of our best athletes. We aspire to developing leaders at all levels of the organisation, supported by a strong DNA, including values of excellence, integrity, teamwork, and clear behaviours that enables all of us to be held accountable by colleagues and customers.

Our DNA has informed the development of a new five-year strategy for sport, the second element of transformation. Our new Corporate Plan, *The Power of Sport*, is driven by a strong and positive sporting culture that sets the tone of well-being in sport and respect for the voices of all involved. We are now at the stage in transformation of appointing to a new staffing structure.

Sport NI is incredibly proud to have a team of committed staff, many of whom are directly involved in sport in their own communities, as athletes, coaches, volunteers, administrators, and leaders. These posts provide an exciting, challenging and rewarding opportunity for people with the same passion for sport and/or excellence in public service provision to join a highly motivated family in Sport NI.

We would encourage you to join us on a journey that aspires to excellence through innovation and insight, learning and growth and one that puts equality and inclusion at the heart of everything we do.

### **Sport NI Executive Leadership Team**

## About Sport NI

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 and we provide a range of support services to the sport sector, ranging from direct financial investment and thought leadership resources to training sports coaches and leaders to specialist sport science provision to sports and athletes. We are an Arm's Length Body of the Department for Communities.

Sport Northern Ireland is based at the House of Sport in Belfast and operates a National Outdoor Training Centre at the base of the Mourne Mountains – Tollymore National Outdoor Centre. Sport Northern Ireland also manage Sport Northern Ireland's Sports Institute (SNISI), which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster. Sports Institute NI prepares Northern Ireland's best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Our annual budget reflects a total investment of £20m. This includes a mix of Exchequer and National Lottery resources, as Sport NI is a national lottery funds distributor.

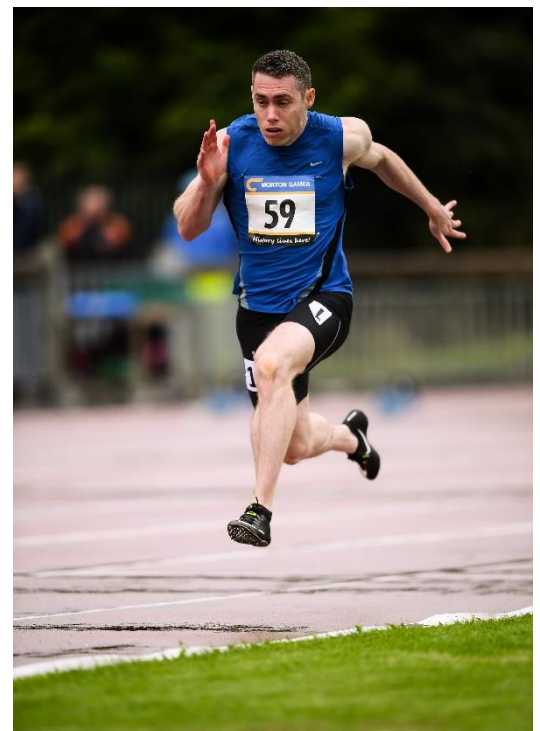
In Sport NI we are passionate about maximising the power of sport to change lives and we work with a range of strategic partners and other stakeholders to deliver our goals. Our work is directly aligned to supporting the Programme for Government and New Decade New Approach. We are also working with our Department for Communities to develop a new strategy for sport and physical activity in NI, reflecting an exciting time for policy and strategy in sport here.

### Sport NI's Strategy for Sport – Corporate Plan 2020-25

Our new Corporate Plan – *The Power of Sport* - aims to provide the leadership and support which the changing sports sector in NI requires, working with communities to ensure people adopt and sustain participation in sport and working uniquely across two jurisdictions (UK and Ireland) to ensure that our athletes are amongst the best in the world.

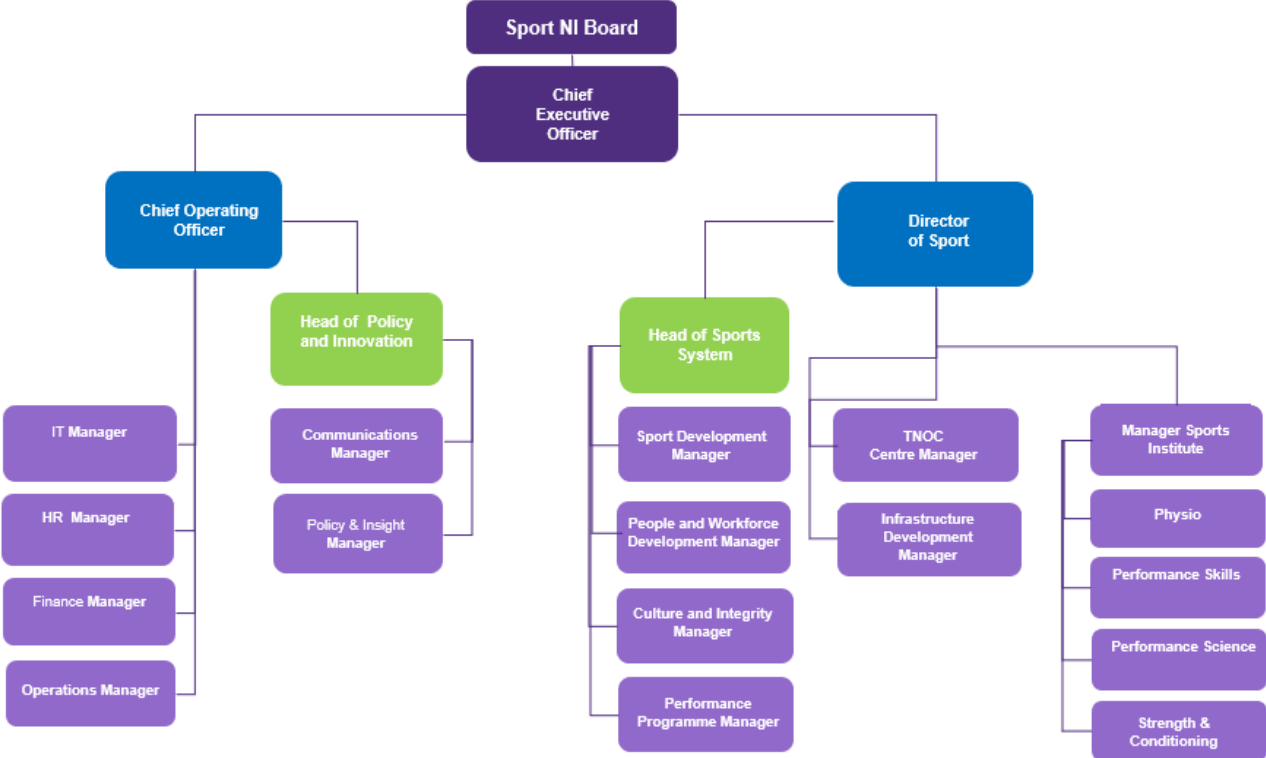
The sports sector has also grown considerably in recent years, with many more sports having a professional staffing structure and high performance and participation strategies that have supported real growth. Sport NI will continue to add value to a strong sporting family which puts people – participants, athletes, teams, coaches, volunteers and leaders – at the heart of what we do.

Supporting a more professionalised sporting sector and a diverse range of governing bodies at many different stages of development, the Corporate Plan makes a clear commitment to the co-design, with governing bodies, other partners and stakeholders, of a sporting culture and system that is right for Northern Ireland now. We also aim to support this work with the right human resources and world class services, systems, knowledge and insight to enable us to deliver what the sector demands of us in the dynamic and rapidly evolving environment that is sport.



Jason Smyth of Ireland competing in the Men's 100m at the 2019 Morton Games

# Sport NI's Organisational Structure





## Equality of Opportunity

Sport NI is committed to the promotion of diversity, inclusion and equality of opportunity. This includes creating and sustaining a harmonious workplace where we feel valued, respected and included. Our approach to attracting, recruiting, developing and retaining the very best people across all levels is based on three key principles: -

- **Equality** – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination, and ensuring equal opportunity and access for all groups of people.
- **Diversity** – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together, we will deliver the best possible service for our staff, partners, and stakeholders.
- **Inclusion** – we create a working culture where differences are not merely accepted but valued; where everyone has the opportunity to develop in a way that is consistent with and adheres to Sport Northern Ireland’s DNA values of Excellence, Integrity, Collaboration and Learning. Our aim is to be an organisation where people feel involved, respected, and connected to our success.

It is our policy to provide employment equality to all, irrespective of:

- Sex, including gender reassignment
- Marital or civil partnership status
- Dependent responsibilities
- Religious belief or similar philosophical belief
- Political Opinion
- Race Group
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Definitions of discrimination for the purpose of this policy can be found in Annex 1.

Decisions about recruitment and selection, promotion, training, or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities and embracing diversity in the workplace are not only good management practice, it also makes sound business sense. People with different backgrounds, skills, attitudes, and experiences bring fresh ideas and perceptions. Our equal opportunities policy will help all those who work for us to feel included, valued, respected, and supported. Enabling us to develop them to their full potential. The talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

# Application and Selection Process

## Completing your application form

Please read these notes carefully. Your application form plays an important part in our selection process. It is not sufficient to simply list your duties and responsibilities.

- The space available on the application form is the same for all applicants and must not be altered or re-formatted.
- We will not accept CVs or any other supplementary material in addition to the completed application form.
- Applicant must complete the application in typescript font size 11 or in legible handwriting using black ink.
- Make sure your application form is well presented – illegible or incomplete forms will not be accepted.
- The examples you provide should be concise and relevant to the criteria.
- Please ensure you tell us everything that you think is relevant to your application. Sport NI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.
- Sport NI will not accept any applications which are received after the closing date and time.

Please ensure you complete the Equality Monitoring Questionnaire. This information will remain confidential and will be separated from the application form by the Monitoring Officer and will not be seen at any point by the selection panel.

## Submitting your application

All applications should be emailed to: [recruitment@sportni.net](mailto:recruitment@sportni.net) by the closing time and date. Late applications will not be accepted.

All received applications will be acknowledged by Sport NI Human Resources.

## Shortlisting

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how, and to what extent, they satisfy each of the criteria specified in the application form. Specific dates of employment in each position held should be included. It is not appropriate to simply list the various posts that an applicant has held. The essential and desirable criteria listed in the application form will be assessed at shortlisting.

Only those candidates, who, from the information supplied on the application form, match the essential, and when necessary the desirable criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the qualifications, experience and skills required will not be shortlisted.

All unsuccessful shortlisted applicants will be informed.

## **Interview**

All selection processes will include an interview for those shortlisted candidates in order to establish the most suitable candidate for the position. A practical assessment/presentation may be included in the recruitment process.

The selection panel will convene to interview shortlisted candidates. Questions will be based on competencies outlined in the Sport NI Competency Framework and the content of the job description and will test the skills and competencies required in the person specification.

If this is your first experience of a competence-based interview you will not be required to:

- Talk through previous jobs or appointments from start to finish.
- Provide generalised information about your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competency-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview, you may wish to think of about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation.
- Task – what was your objective, what were you trying to achieve.
- Action – what did you do, what was your unique contribution.
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competencies. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area.

All applicants who meet and exceed the pass mark will be deemed suitable for employment; the selection panel will list those suitable for appointment in order of merit with the highest scoring applicant ranked first. The order of merit list will be held for a period of up to one year.

All unsuccessful applicants will be informed after an appointment to the post is made.

## **References and Pre-employment checks**

All applicants will be asked to nominate two referees on their application form, including their current/most recent employer. Where the applicant has previous working experience, it is essential that at least one of the referees has prior knowledge of the applicant's recent work and is in a managerial position relative to the applicant.

References will not be used as a means of deciding between candidates who appear from assessment to be equally matched as this relies on the subjective opinion of a referee rather than the performance of the candidates at interview.

The successful candidate must go through an ACCESS NI check as standard. For more information on how this is processed, please click this [link](#)



Please note that a criminal conviction will not necessarily be a bar to obtaining this position. If you require information on recruitment of ex-offenders, this is available by emailing [recruitment@sportni.net](mailto:recruitment@sportni.net)

If a candidate is under consideration for a post in an 'excepted' category of employment (for example, Accountant), a criminal record check must be carried out. Where a post has been short-listed based on qualifications, candidates must provide evidence that they hold these qualifications before any appointment can be confirmed.

**Feedback**

Requests for feedback at all stages of the recruitment process should be made in writing to [recruitment@sportni.net](mailto:recruitment@sportni.net)

## Terms and Conditions

This role of Information Officer is a permanent appointment. As an Arm's Length Body our pay scales are analogous to those of the NI Civil Service (NICS).

### Location

The post-holder will be based at the House of Sport, Upper Malone Road, Belfast and will also be expected to work at other Sport NI sites as required. Sport NI currently has hybrid working in place, with a mixture of working from home and the office.



### Travel

The successful applicant will be required to travel on official duty throughout Northern Ireland and occasionally to Ireland and Great Britain. The post-holder must have access to a form of transport which will enable them to fulfil their responsibilities.

### Salary

Salary will be within the range £32,880 - £34,011 per annum within which pay progression will be performance related and in line with Northern Ireland Civil Service guidance.

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience.

### Pension

Sport NI offers staff membership of the NILGOSC Pension Scheme. Details can be found at the NILGOSC website [here](#)

### Annual Leave

In addition to public holidays, currently 12.5 days, the annual leave allowance will be 25 days rising to 30 days after 5 years' service.

### Hours of Work

The normal conditioned hours of work are full-time: 37 hours per week, normal office hours 0830 to 1700 Monday to Friday. The post-holder may be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

The post holder will be eligible to participate in Sport NI Flexible Working Scheme.

### Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

### Canvassing

Canvassing in any form is not allowed.

### Travel

It is not Sport NI's policy to pay travel expenses to any candidate attending interview.