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**INFORMATION FOR APPLICANTS**

**HEAD OF REGIONAL BUSINESS (Grade 6)**

**(REF: HORB/25)**

**Closing date – Friday 7th February 2025**

**AT 12:00 NOON GMT**

Invest NI is an Equal Opportunities Employer.

**Invest NI is committed to equality of opportunity and welcomes applications from suitably qualified people from all sections of the community.**

**Currently, it particularly welcomes applications from people with disabilities, minority ethnic groups and female applicants**

**Please note:** You must submit your application form via email to [monitoringofficer@investni.com](mailto:monitoringofficer@investni.com).

**CONTENTS:**

Prior to completing the application form we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

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**Section 1 - About Invest Northern Ireland**

Invest Northern Ireland (Invest NI) is the economic development agency for Northern Ireland (NI) and is responsible for encouraging and supporting the establishment and growth of business enterprises and especially those with the potential to export. The agency is also responsible for promoting NI for Foreign Direct Investment (FDI). The organisation employs 650 staff, has an annual budget of approximately £150 million and manages a total client portfolio of more than 3000 companies. As a global organisation with a Head Office in Belfast and a regional presence across Northern Ireland, we also have offices in 30 locations outside Northern Ireland covering the Americas, Europe, Middle East, Africa, and Asia-Pacific.

Invest NI has just published a new strategy Our Future in Focus (Invest NI Business Strategy 2024-2027 (PDF) with ambitious targets structured around the following priorities: boosting business investment, accelerating innovation and skills, driving global ambition, developing, and achieving sustainability, maximizing City & Growth Deals, and promoting places and partnerships.

Invest NI is a Non-Departmental Public Body (NDPB) of the **Department for the Economy (DfE).** A critical role for Invest NI is to deliver DfE’s Economic Vision, the new Business Strategy, the **City & Growth Deals,** and the recommendations of the **Independent Review of Invest NI.** For more information about Invest NI please visit our website, www.investni.com

**Invest NI Business Groups**

Invest NI is currently organised into seven operational business groups, each headed by an Executive Director:



**Our Mission & Vision**

**A New Vision**

We have adopted a new Vision to drive our long-term strategic response:

*“Invest NI is recognized as a leading economic development agency, instrumental in driving a balanced, sustainable, productive, and prosperous Northern Ireland economy through unlocking the potential of businesses across the region”.*

**A New Mission**

Our Vision has been allied with a new Mission Statement. Our mission statement defines the purpose and goals of the organisation. These are:

*“To work with businesses to accelerate their growth by increasing external sales and innovation, creating good quality jobs, boosting productivity and skills, growing inward investment and reducing carbon emissions. “*

**Section 2 - About the Role**

This competition will be used to fill a number of permanent **Head of Regional Business** vacancies within the organization within the Regional Business Group which is responsible for the delivery of our Regional Business activities. These will be full-time posts. The postholders will be expected to work a minimum of 37 hours per week.  Invest NI offers a range of flexibilities to enable a better work-life balance for our people.

This competition will also be used to create a reserve list to fill any permanent and temporary vacancies requiring the same skill set which may arise in the 12 months following the competition.

**Location**

These roles will be based in our regional offices. Our hybrid approach to working allows our people to work a maximum of 60% of their time at home.

**Salary**

The salary range for these positions is £65,409 - £71,353 per annum (Grade 6, 2023 Pay Scale). The entry point for the successful candidates will be at the minimum of the range.

**About the Regional Business Division**

Invest NI’s Business Strategy 2024-2027 **‘Our Future in Focus’** commits to Regional Balance, improving the balance of business investment and productivity across the region to transform NI’s growth prospects and raise living standards for all. By 2026/27, 65% of Invest NI’s Investments will be to businesses located outside of the Belfast Metropolitan Area. Our Regional Offices are currently based in Belfast, Ballymena, Londonderry, Newry and Omagh and we are now commencing the transition to implementing a five operating Region Model.

**About the Role**

We are in the process of implementing a transformative new leadership structure, and we're looking for passionate and forward-thinking professionals to join us at this exciting stage of that process. As we build a new leadership framework, we want leaders who are ready to drive change, shape the future, and help us build a more agile, resilient, and high-performing organization.

Initially reporting to the Executive Director, Regional Business Group, the post holders will be the corporate leads across a number of Invest NIs five regional territories. They will be responsible for leading a team of operational and stakeholder staff to implement and embed a new regional strategy and deliver Invest NI’s regional growth development agenda, ensuring that this is fully aligned with the economic vision of the Department for the Economy (DfE). They will engage and collaborate with Invest NI clients and prospective clients and local and national stakeholders, including local politicians, to develop and implement a strong regional strategy. The post holders will be advocates for their regions, promoting regional balance, enabling inward investment, and driving economic growth, and will be the primary regional interface with a key cohort of nationally significant businesses who operate regionally. They will co-ordinate and report on corporate interactions, including enhancing Invest NIs corporate service delivery in regional settings.

The post holders will work collaboratively with the Invest NI Executive Committee, Government departments, Department for the Economy (DfE), Department for the Communities (DfC), Department for Infrastructure (DfI) and other public bodies such as SONI, NI Water, and the Strategic Investment Board in the development and delivery of partnership initiatives. They will be the primary regional leads and contacts for Invest NI with Business Organisations, Universities, Colleges, Banks, Councils, client businesses and businesses wishing to invest in one of Invest NI’s regional territories. They will be responsible for the management, maintenance and operation of our regional offices which will function as Invest NI’s regional hubs.

**Key Responsibilities**

The main duties and responsibilities include:

* As a senior leader and manager in the organisation, the postholder will be a role model, exemplifying the values, building capability, and inspiring staff to achieve better outcomes for customers, enhanced performance levels in regional territories and contribute to shaping the strategy and culture of the organisation.
* Providing professional advice to Invest NI’s Executive Committee on regional matters, advising the Regional Partnerships Committee (RPC) and Strategic Resources Committee (SRC), Board, and colleagues on key regional economic issues pertaining to the work of the organisation in a defined regional territory. This will include the provision of insight and solutions relating to matters arising within regional territories, helping shape policy, strategy, and interventions within regional territories. The advice will inform decision-making across the organisation and provide strategic partnering and delivery advice to inform the Chief Executive Officer (CEO), Executive Committee, Chair and Board members as and when they engage regionally.
* As a key regional leader, the post holder will have responsibility for driving efficiencies across their regions and ensuring a consistent approach in the delivery of the regional agenda. They will play a pivotal role in the development and implementation of both the Business Strategy and Regional Strategy, with overall responsibility for the achievement of the relevant targets outlined within. They will use their detailed knowledge of regional economic territories and activity to inform strategy and policy development, ensuring regional issues are clearly presented, understood, and are harnessed to inform evidence-based decision-making and to demonstrably contribute to the delivery of regional balance.
* Leading Invest NI’s input into the support for Local and Regional Economic Partnerships providing strategic support and direction in relation to the identification of priorities for investment in regional territories, working with DfE and other Government departments advocating for regional economic growth including identifying barriers to growth and potential solutions to ensure economic prosperity in regions, obtaining support for potential solutions and successfully implementing these.
* Providing effective leadership and setting clear direction for the Regional Teams, leading the delivery of a high-quality customer service for the organisation and external partners and stakeholders including responsibility for growing the Invest NI Client base in regions and ensuring re-investments in the installed base of clients.
* Overseeing and driving effective stakeholder engagement with external stakeholders, clients, prospective clients, inward investors on regional matters that support the delivery of the Business Strategy, DfE policy, Programme for Government and the Minister’s Economic Vision, providing insight on how policies and interventions can and should be adapted to ensure regional balance is accounted for in the development and deployment of delivery solutions and in the achievement of the regional targets outlined in the Business Strategy.
* Providing ongoing support and leadership on reviews of the effectiveness and efficiency of all current regional programmes and project interventions including an awareness and oversight of projects with significant companies within a regional territory. The postholder will be responsible for the delivery of corporate targets that will deliver the Business Strategy including co-ordinating the regional delivery of wider Invest NI targets.
* Leading, coaching, and mentoring staff to ensure the optimisation of resources, the achievement of performance targets and objectives which are aligned to both the Regional and Business Strategy, including managing the performance of the team in line with the annual operating plan and individual work plans, ensuring that the team is fully integrated within Invest NI; providing direction on how the work of the team shapes the organisation’s activities and impacts on how this is delivering the Regional Strategic Agenda and achieving improvements in Regional Balance.
* Managing resources and respective workloads within the Regional Business Division. Overseeing the delivery of high-quality customer service to clients and prospective clients of Invest NI and acting as the lead partners collaborating with stakeholders in the delivery of the Business Strategy in regional territories. Ensuring the regional territory acts as a positive and supportive advocate seeking to constructively tackle regional challenges and barriers to economic growth.
* Managing, maintaining, and reporting on the effectiveness of the Regional Strategic Agenda in relation to the territory the role is leading on, this includes providing statistical insights into regional economic performance and priorities and the provision of recommendations on future modifications.
* Overseeing the regional operating plans, targets, and budget, ensuring compliance with governance and financial management requirements.
* Inputting into and positively and measurably supporting the City and Growth Deal agenda, the Shared Island Fund Agenda and assisting internal teams with building evidence and client-backed bids for external funding in pursuance of the delivery of the Business Strategy. Proactively engage with local councils, and universities, and colleges, in respect of the C&GDs to maximise the economic benefit derived from these.
* Providing information, briefings, reports, and statistics as required by Invest NI colleagues, DfE staff and Ministers within agreed deadlines.
* Supporting the Invest NI CEO, Executive Committee, Board Chair and Board members in preparation for and management of meetings in regional territories including ensuring actions committed to are delivered in a timely manner.
* Developing policies and interventions to drive the Regional Strategic Agenda and presenting recommendations for improvement to Invest NI’s Executive Committee, RPC, SRC, Board, and the Governance and Compliance Council (GOCC) and/or any relevant Invest NI Committee.

This list is not exhaustive, and the successful candidate will be required to perform additional duties as allocated by management; the role of Invest NI’s regional teams is subject to change and additional responsibilities may be added where these are in line with amendments to Invest NIs duties in pursuance of the Invest NI Business Strategy, Regional Strategy, and priorities of the DfE.

**Section 3 - Selection Criteria**

All applicants **must**, by the closing date for applications, be able to demonstrate the following:

1. Experience in developing long term strategic relationships with multiple customers/stakeholders/partners at a senior level with proven experience in leading complex negotiations to a successful conclusion.
2. Significant experience in economic development with a comprehensive understanding of the challenges faced by businesses of all sizes in seeking to access growth opportunities.
3. A successful track record of leading and managing staff to deliver a high standard of service to customers to achieve significant business objectives.
4. Significant experience of managing budgets within clear corporate governance guidelines.
5. Possess a full current driving licence and access to a motor vehicle.  Consideration will be given to alternative travelling proposals in respect of applicants who have a disability and cannot hold a driving licence.
6. Experience of successful strategy development and implementation which delivered a positive impact/outcome for your organisation and its customers.
7. Experience of leading cross functional/cross-body groups at a senior level to deliver significant projects/initiatives/programmes which have achieved business objectives and met customer and stakeholder expectations.

**In addition to the Values and the selection criteria, candidates will be required to demonstrate the following competencies throughout the process:**

* Strategic Awareness
* Leadership Skills
* Effective Resource Management
* Strong Interpersonal and Communication skills
* Influencing and negotiation skills
* Effective partnership working

**Section 4 – Benefits Package**

**Pension**

We offer all employees access to an attractive pension scheme. Full details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>.

**Holidays**

Your annual leave entitlement will be 25 days per annum with an additional 12 Public and Privilege holidays. The leave year runs from 1st February to 31st January. Leave entitlement in the period prior to the start of the new leave year is calculated on a pro-rata basis.

You may work flexibly between 7am and 7pm but must take a minimum of half an hour for lunch. You can work in HQ from 7.30am. At management discretion, staff who have built up enough hours each month may take up to a maximum of 3 flexi days. This can also be taken as half days. A credit of up to 3 days or a deficit of up to 2 days may be carried forward into the following month

**Learning and Development**

Invest NI is committed to supporting staff to reach their full potential. Invest NI actively develops all staff and invests significantly in training and development for business success and personal growth. This includes on-the-job training, external training and, where appropriate, further education.

**Other benefits**

Maintaining a positive work/life balance is important to Invest NI and we have a range of policies to help achieve this including flexible working practices, for example parental leave, provision of special leave for emergencies and employee welfare services.

You will have access to a number of other schemes including Healthcare, Cycle to Work, and Annual Commuter Travel Card.

We also have a variety of vibrant Employee Connection Groups as part of our commitment to Diversity & Inclusion, and a Sports and Social Committee. Invest NI promotes positive health and wellbeing through regular events and initiatives throughout the year.

**Section 5 – Appointment**

Appointments will be permanent.

If successful, you will be expected to take up the position as soon as possible. Should you decline an offer of appointment, you may not be offered any future posts to be filled from this competition.

Prior to taking up your duties, you must supply a copy of your birth certificate and enter into an agreement setting out the terms of your appointment.

**References**

Your appointment is subject to receipt of two satisfactory references.

**Vetting Requirements**

Your appointment is also subject to a background check - Invest NI will organise a Criminal Record Check on successful applicants to be carried out by AccessNI. The category of AccessNI check required for this post is Basic Disclosure Certificate. You should not put off applying for a post because you have a conviction, and any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing clients and employees. We deal with all criminal record information in a confidential manner and in accordance with our Privacy Standard. Information relating to convictions is destroyed after a decision is made.

More information can be found on <http://www.accessni.gov.uk/>. If you are being considered for appointment, you will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. A copy of Invest NI’s Policy on the Recruitment of Ex-Offenders is available on request.

**Conflicts of Interest**

Candidates must note the requirement to declare areas of actual, potential, or perceived conflict with the interests of Invest NI.  You will be required to make such declarations upon offer of employment and annually thereafter for Invest NI’s consideration. You will be required to abide by the rules adopted by Invest NI in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities.

**Probation**

You will be subject to a 10-month probationary period. At the end of this period, subject to satisfactory performance and attendance, you will be confirmed in post. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated.

**No Smoking Policy**

Invest NI operates a non-smoking policy in all its offices.

**Section 6 – Selection Process**

**Completed applications, demonstrating the experience and skills sought, must be submitted to the Monitoring Officer by 12:00 noon GMT on Friday 7th February 2025.**

All applications for employment are considered strictly based on merit.

**Canvassing**

Canvassing in any form is not allowed at any stage of the process.

**The Application Form**

To ensure equality of opportunity for all applicants:

* Only completed applications on the application form will be accepted. CVs or any other supplementary material in addition to completed application forms will not be accepted.
* Applicants must complete the application form in Arial size 10 font, or block capitals using black ink.
* The space available on the application form is the same for all applicants and must not be altered or re-formatted and applicants must adhere to the specified word count.
* If you are submitting your completed application form electronically, you must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.
* Applications which are received after the closing date and time will not be accepted.

Other points to note:

* You should ensure you provide evidence of your experience on your application form, giving length of experience, examples and dates as required. Please refer to the Privacy Notice in this information booklet for information as to how your personal data will be processed, stored, and shared by Invest NI.
* It is not sufficient to simply list your duties and responsibilities. Invest 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 selection criteria.
* Applications which do not provide the necessary detailed information in relation to the knowledge, skills and criteria required will be rejected.

**Equal Opportunities Monitoring Form**

Invest NI is an Equal Opportunities Employer and to help ensure that we are meeting our Equality of Opportunity obligations, we monitor the composition of staff and applicants. This monitoring helps to assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society. **Therefore, the monitoring form included with your application form is regarded as part of your application and should be completed and returned.**

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

**Shortlisting**

A shortlist of candidates for assessment and interview will be prepared based on the information contained in the application. Responses in your application form should demonstrate how and to what extent you satisfy each of the criteria outlined.

Applications for each position will be shortlisted against criteria **1-5. However, you are required to meet all the outlined criteria, and this will be explored during the assessment and interview process if you are shortlisted.**

Invest NI will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained, and it is not appropriate simply to list the various posts that an applicant has held.

It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.

Only those candidates who, from the information supplied on the application form most closely match the selection criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.

**Interview and Assessment**

Shortlisted candidates will be invited to an assessment and interview which is expected to take place mid-February onwards.

Interviews and assessments may be undertaken in a virtual environment. Further details will be provided to those candidates successful at shortlisting. It may not be possible to offer alternative dates.

The panel’s decision at every stage of the selection process is final.

**ADDITIONAL INFORMATION**

**Travel**

It is not Invest NI’s policy to pay travel expenses to any candidate attending interview unless their journey is from outside Northern Ireland or the Republic of Ireland. For these candidates, expenses will be payable only for flight or ferry crossings to a maximum of £100, on presentation of valid receipts, and only for attendance at final interviews.

**Section 7 – Interview Guidance**

Interview guidance is available by clicking the link below:

[invest-northern-ireland-Interview-guidance.pdf (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-Interview-guidance.pdf)

**Section 8 – Equality of Opportunity**

Invest NI is an Equal Opportunities Employer. You can read our Equal Opportunity Statement by clicking on the link below:

[Equality of Opportunity.pdf (investni.com)](https://www.investni.com/sites/default/files/2023-07/Equality%20of%20Opportunity.pdf)

**Section 9 – Job Applicant Privacy Notice**

Please ensure that you read our Privacy Notice for Job Applicants which is available at the link below. This privacy notice sets out the basis on which we process (i.e., collect, organise, store, use, access, retrieve, share, delete) your personal information as part of our candidate application and recruitment process. We are required to notify you of this information, under data protection legislation.

[Invest Northern Ireland - Privacy Notice for Job Applicants (PDF) (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-privacy-notice-job-applicants.pdf)