****

**INFORMATION FOR APPLICANTS**

**Undergraduate Placements**

 **(STU/25)**

**Closing date – Friday 28th 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.**

**At this time, it particularly welcomes applications from people with disabilities and from minority ethnic groups.**

**Please note:** You must submit your application form via email to monitoringofficer@investni.com. You should receive an automated response confirming receipt of your email.

**CONTENTS:**

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

**Section Page**

Key Information 3

Selection Criteria 4

About Invest NI 6

Overview of roles 7

Benefits Package 13

Selection Process 15

Interview Guidance 17

Equality of Opportunity 17

Privacy Notice for job applicants 17

**KEY INFORMATION**

**Role**

Invest NI would like to offer fixed term, 12-month placement opportunities to four undergraduate students studying a relevant undergraduate course.

The student placements available are

* Human Resources Assistant (People and Culture Team)
* ICT Assistant (ICT Team)
* Communications Assistant (Communications Team)
* International Investment Assistant (International Business and Skills Group)

**Salary**

The salary for these positions is £23,177 per annum (AA 2023 Pay Scale).

**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>.

**Location**

Current vacancies will be based in Invest NI’s Bedford Street Headquarters, though our hybrid approach to working allows our people to work a maximum of 60% of their time at home. There is also flexibility to work remotely across our Regional Office Network.

**Invest NI Business Groups**

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



**SELECTION CRITERIA**

We are looking for candidates who are:

* Eager to learn and develop
* Ambitious and motivated
* Organised and detail-focused
* Skilled communicators who are comfortable both listening and sharing ideas.

Applicants must be undergraduate students and by the closing date for applications, demonstrate that they meet the Selection Criteria relevant to the placement for which they are applying.

|  |  |
| --- | --- |
| **Post** | **Criteria** |
| Human Resources Assistant | 1-3 and 4 |
| ICT Assistant | 1-3 and 5 |
| Communications Assistant | 1-3 and 6 |
| International Investment Assistant | 1-3 and 7 |

All applicants must demonstrate criteria 1 – 3.

1. **Relevant Experience** A good understanding and ability to use the full suite of Microsoft Office systems (including Microsoft Word, Excel, PowerPoint and Outlook) to prepare formal and professional documents.
2. **Managing Priorities and Projects** Experience of managing changing priorities, co-ordination of various projects and delivering on deadlines.
3. **Relationship Management** Experience of building and maintaining positive, co-operative and professional relationships through effective interpersonal and communication skills.

**Human Resources Assistant Criteria**

1. Currently (not in final year) studying a Human Resource Management degree or similar, for example an undergraduate degree that includes a range of Human Resource Management modules or similar.

**ICT Assistant Criteria**

1. Proven technical knowledge and skills, and that they are studying for a qualification such as a degree (not in final year) or Level 5 in a subject containing at least a 50% ICT component. A sound technical knowledge of the ICT products currently available.

**Communications Assistant Criteria**

1. **A**. Currently (not in final year) studying a Marketing/Communication degree or a degree with modules focusing on communications and marketing.

**B**. Awareness of marketing and communications trends and concepts to include strong awareness and understanding of current tools and techniques.

**International Investment Assistant Criteria**

1. **A.** Currently (not in final year) studying a Business or Marketing degree

**B.** Have an awareness of international business concepts and possess an understanding of current marketing and communications techniques.

**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.
* It is not sufficient to simply list your duties and responsibilities.
* Invest NI will not make assumptions from the title of the applicant’s post as to the skills and experience gained.
* It is vital that candidates highlight their specific role and contribution by using actual examples to illustrate their experience against the criteria.

**ABOUT INVEST NI**

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.

For more information about Invest NI please visit our website at [www.investni.com](http://www.investni.com).

**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. “*

**OVERVIEW OF ROLE**

**Human Resources Assistant**

**More about the People & Culture Group**

The People & Culture Group is made up of three teams: Human Resources (with Organisational Development), Contracts Management and Corporate Responsibility. Together they manage Human Resources and Facilities functions across Invest NI. Operating as “one team,” the People & Culture Group support our people through the full employee life cycle.

The Group is made up of a large team of skilled HR professionals with Trainers, Business Partners, Administrators and Systems Leads who work collaboratively to achieve results.

The Group provides a full HR service to around 600 employees, across 8 business groups located in several locations across Northern Ireland and our network of international offices.

Working together, they support the delivery of Invest NI’s business strategy by providing a full range of cost efficient and business aligned people solutions and services.

**More about the Role**

During your 12-month placement you will have the opportunity to work across the HR team, with exposure to functions including Recruitment and Selection, Employee Relations, HR Information Management and Organisational Development. You will develop your knowledge of end-to-end HR processes, participating in HR projects, building your confidence in your professional communication skills as well as advancing your administrative and organisational skills.

**Key responsibilities of the role**

Providing administrative support to the wider HR team to include:

* Liaising with HR Business Partners to prepare various HR documents including employee contracts and formal letters.
* Responding to employee queries via telephone / HR mailbox, providing advice and guidance on a range of policies, benefits, and general employment queries.
* Maintaining a sound working knowledge of HR policies and procedures to apply these practically to individual cases such as sickness, special absence requests, and recruitment processes.
* Taking and preparing minutes for investigatory meetings.
* Managing employee probationary reports by liaising with Line Managers across the organisation to ensure completion and maintaining an accurate record.
* Assisting and preparing documentation for recruitment activities such as shortlisting, assessment centres, interviews, and inductions.
* Input to monthly salary processing.
* Actively involved in the digitisation of employee personnel files.
* Providing general administrative support to include diary management, assisting in the planning and co-ordination of activities, events and processes as required.
* Ensuring policies are reviewed and up-to-date and in line with current legislation.

Use of the HR Information system to include:

* Organise and maintain employee records by entering new data and updating employee records in our internal HR database.
* Collating and producing HR analytics and reports for the team and wider business.

**ICT Assistant**

**More about the ICT Group**

The ICT Teamis responsible for maintaining an effective ICT service, balancing the needs of the business and individual with the compliance and security demands of the organisation.The 23 strong team is structured in three functional areas and is responsible for the provision of: First-line support, Infrastructure Management and Applications Management.

**More about the role**

During your 12-month placement you will have the opportunity to work with a number of key stakeholders across the organisation in providing first-line ICT support on a daily basis. This will provide real-life Industrial experience to match your university studies. Your duties will include the following:

**Key Responsibilities of the role**

* To provide first line ICT support to Invest NI staff.
* To respond to service desk calls over the phone, by email and directly through the service desk software.
* To configure and install computer equipment.
* To provide support for PC hardware and software.
* To provide technical support for communications devices in the installation and support of voice and data communications equipment.
* To work as part of a team have regular contact with staff at all levels.
* To perform a range of technical tasks, most of which are largely routine and predictable, whilst seeking guidance from others when unexpected situations arise.

**Communications Assistant**

**More about the Communications Group**

The Marketing and Communications Group is responsible for developing and implementing the annual marketing and communication strategy for Invest Northern Ireland (Invest NI), in local and international markets. This strategy and the supporting campaigns and initiatives help to:

* Raise awareness and build knowledge and engagement in the work of Invest NI amongst stakeholders
* Stimulate participation in Invest NI’s portfolio of programmes and services.
* Ensure customers and local businesses can grow by increasing productivity, skills and exports, and becoming more competitive in international markets.
* Attract high quality inward investment to Northern Ireland.
* Stimulate a culture of innovation and enterprise.
* Support high levels of employee engagement.

The Marketing and Communications Group is made up of five teams consisting of 47 staff:

* Campaigns & Digital Solutions
* Sectors and International Marketing
* PR & Media Relations
* Internal Communications
* Stakeholder Engagement

These teams cover functional areas that include:

* Strategy and branding
* Corporate, local and international marketing
* Digital engagement
* PR, media relations and editorial
* Stakeholder engagement
* internal communications

With an overall budget of circa £4 million per annum, the Group also manages several specialist service contracts including brand and media services, filming and production services, international public relations, event management, media monitoring, and photography.

**More about the Role**

During your 12-month placement you will have the opportunity to work across the Marketing and Communications Group gaining experience of online and offline business-to-business communication and marketing which will help you develop your communication and administration skills.

**Key Responsibilities of the role**

* Provide support services for the annual schedule of Marketing and Communication Group projects.
* Provide administrative support to the Press Office including uploading and issuing press releases and supplying supporting content for Invest NI social media platforms.
* Research, develop, and manage social media content for Invest NI ’s social media channels.
* Coordinate and support with photography and video content for the Marketing and Communications Group where required.
* Provide support to the Internal Communications team including drafting content for and publishing Invest NI’s internal staff newsletter.
* Event management coordination, support and supplier liaison for online and offline events, webinars and workshops including event promotion.
* Support the update of customer focused case studies to showcase Invest NI’s support to a local audience.
* Liaise with contracted agencies and subcontractors on relevant projects.
* Managing general enquiries to the Marketing and Communications Group and providing necessary details for follow up.
* General administrative support on an ad-hoc basis.

**International Investment Assistant**

**More about the International Investment Team**

The International Investment division has specific responsibility for attracting and negotiating new Foreign Direct Investment for Northern Ireland. The team works with our overseas office network to secure and organise visits to NI by potential investors and to convert leads into actual investments.

The team has additional responsibility for providing (i) market research enquiries and proposition reports to the overseas offices and other internal teams; (ii) delivering ministerial and other submissions; (iii) liaising with the Department for Business and Trade (DBT) on FDI matters including managing the NI projects pipeline and reporting NI successes; and (iv) providing sales support to our overseas territories.

**More about the Role**

During the 12-month placement on the International Investment Team you will get exposure to the world of Foreign Direct Investment and how we promote NI across the world as an attractive investment location. The successful candidate will help support the wider International Investment team based in HQ in Belfast but will also gain experience of working with our global FDI teams and potential investors. The International Investment Assistant will also have the opportunity to improve practical skills and gain knowledge of market research systems such as fDi Benchmark and using HESA and Salary Survey data. The student will also get exposure to working with the Department of Business and Trade on NI FDI matters.

**Key Responsibilities of the role**

**International Investment Team**

* Assist with the gathering of information for international enquiries or Requests for Information from a variety of sources such as recruiter Salary Surveys, HESA data or NISRA website.
* Extract information from systems such as fDi Benchmark (full training will be provided);
* Undertake independent desk research for specific enquiries and to support international proposition development.
* Prepare and update slide decks or PowerPoint presentations.
* Record and file responses to all received enquiries on the appropriate system.
* Draft and upload content to the internal Foreign Direct Investment materials repository site
* Assist with annual audit of materials and information on internal Foreign Direct Investment repository site, taking down out of date materials and liaising with internal and external contacts for updates.
* Assist with updating the International Investment recruitment agency register list.
* Liaise with recruitment agencies for enquiry responses.
* Assist with gathering information for Invest NI input into Department for Business and Trade’s UK sector propositions.
* Assist with all aspects of preparing for investor or VIP visits.
* Support Investment Managers by coordinating diaries and arranging meetings or Teams calls with internal and external participants including booking meeting rooms, booking in visitors and arranging hospitality as needed.
* Raise purchase orders and update budgets, liaising with finance to add new suppliers if required.
* Consult with Invest NI’s corporate information team to provide data and statistics to support sector or broader proposition messaging.
* Assist in reviewing website content and working with the Communications team to update statistics and messaging.

**BENEFITS PACKAGE**

**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.

**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.

**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.

**APPOINTMENT**

The appointments will be for a fixed term and full-time. Full time roles are 37 hours per week.

If successful, you will be expected to take up the position no later than September 2025.

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 upon 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 no smoking policy in all its offices.

**SELECTION PROCESS**

**Completed applications, demonstrating the experience and skills sought, must be submitted to the Monitoring Officer by 12:00 noon GMT on Friday 28th February 2025.**

All applications for employment are considered strictly on the basis of 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 on the basis of the information contained in the application. **Responses in your application form should demonstrate how and to what extent you satisfy the essential criteria outlined below:**

|  |  |
| --- | --- |
| **Post** | **Criteria** |
| Human Resources Assistant | 1,2 and 4 |
| ICT Assistant | 1 and 5 |
| Communications Assistant | 1,2 and 6A |
| International Investment Assistant | 1,2 and 7A |

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 their 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 the next stage of the selection process which will include an interview and assessment, to be held in March 2025. The topic for the assessment will be provided on the day with time allocated for preparation.

The selection panel will assess candidates against the interview and assessment criteria as appropriate.

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

**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)