

CANDIDATE PACK

Economics Intern

- Fixed term 6-8 months
- Full or part time option
- Hybrid working available

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An Introduction to the Strategic Investment Board (SIB)

SIB is a limited company owned by the devolved government of Northern Ireland. As such it is termed a Non-departmental Public Body. SIB is accountable to the First and deputy First Minister through our sponsoring department, The Executive Office. Each year, Ministers set out their priorities for SIB and these expectations form the basis for our annual and corporate business plans.

SIB has a board appointed by Ministers. This comprises an independent non-executive chairperson and directors. The Board provides strategic direction and advice to the Chief Executive, who is SIB's Accounting Officer.

The function of SIB

SIB has a flat organisational structure. Staff either work as part of small teams or as individuals embedded in the partner organisations they support. There are currently 132 employees.

- A. To advise the Executive in relation to the formulation and implementation of its programme of major investment projects. SIB achieves this primarily through the production of the region's Investment Strategy (ISNI). The scope of the ISNI encompasses almost every area of government including education, health, and transport; and will be the expression of the priorities of Ministers in the Executive. In doing so, the ISNI will complement the Executive's Programme for Government (PfG) and Budget. A new ISNI, covering the period up to 2050 is in development.
- B. To advise bodies carrying out major investment projects on the delivery of such projects, by providing research, consultancy, advisory and other services and general assistance.
- C. Establish and operate discrete units within SIB to lead work in specialist areas. These units are currently:
 - I. **The Social Value Unit** (previously known as the 'Buy Social Unit'). The Social Value Unit works across government to improve the social return on public sector procurement and investment by – for example – using social clauses in public sector contracts to deliver initiatives that promote social value and inclusion. The benefits currently include the creation of job opportunities for hard-to-reach groups, the extension of digital inclusion and the delivery of business education within deprived communities.

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II. The Council Support Unit, which provides support to Councils in areas including waste management, asset management, sport and leisure, regeneration, programme and project management. The unit also informs strategic planning for waste management and the Circular Economy.

III. The Strategic Support Unit, which provides short-term, focussed support to partners in areas such as programme and project assessment, business case development and technical analysis.

What can you expect as an employee of SIB?

As a member of the SIB team, you will support the delivery of programmes or projects of strategic importance to central or local government and other public sector organisations in Northern Ireland. Our staff have highlighted the value they derive from their involvement in challenging initiatives that demand innovative approaches; work that makes a significant difference to communities across the region.

All SIB staff are expected to earn the trust of the organisations they support through their technical competence, reliability, judgement and discretion. Staff can expect strong levels of peer support and a collegiate culture.

SIB staff are not civil servants. The terms and conditions of our employment, including those for pay and pensions, differ from those elsewhere in the public service. SIB staff are paid competitive, market salaries and have excellent opportunities for training and development. We take pride in our avoidance of bureaucracy, family-friendly policies and flexible working arrangements. Please visit www.sibni.org for further information on the activities of SIB, including details of our current work and profiles of our staff.

BACKGROUND

Job description



Reporting to: Dr Johann Gallagher, Strategic Adviser & Head of Research

Responsible for: Supporting and contributing to research projects on infrastructure planning and delivery

Purpose of the role:

Responsible for supporting, and contributing to, research projects on infrastructure planning and delivery in Northern Ireland. This includes contributing to research to identify and address some of the complex barriers to successful infrastructure planning and delivery.

This role will also involve acquiring skills in economic and policy analysis and conducting qualitative and quantitative research.

Specific Duties:

1. Support and contribute to research on infrastructure, for example, contributing to aspects of a Landscape Review of Economic Infrastructure in Northern Ireland.
2. Conduct focused and systematic literature reviews and policy reviews.
3. Work with colleagues in government departments, including statisticians and policy leads, to identify, analysis and present key data and analysis.
4. Contribute to comprehensive research reports and presentations for stakeholders, including the ISNI Committee and the Northern Ireland Civil Service Board.
5. Draft inputs into progress reports, sectoral analysis and reports as required.
6. Use appropriate quantitative methodologies to analyse data.
7. Support with administrative tasks for research projects.

Person Specification

Essential Criteria	How these will be assessed	
The candidate must possess;	Application Form	Interview/ Test
A minimum of an undergraduate degree or equivalent qualification (ie., a qualification at National Qualifications Framework (NQF) level 6 or above in Economics, Finance or closely related subject incorporating a substantial economics component.	x	x
Experience of manipulating and analysing data within Excel.	x	x
Experience of working independently and/or as part of a team on quantitative research projects.	x	x
Proven ability to work with accuracy and attention to detail to produce high quality work.	x	x
Demonstrable interest in current affairs and economic policy areas, particularly government's role in provision of public services.		x
Excellent written and verbal communication skills, with the ability to present ideas and information to different audiences and in different formats.	x	x
Proficient in the use of the Microsoft Office suite including Outlook, Word, Excel and PowerPoint.	x	

Person Specification

Essential Criteria cont'd	How these will be assessed	
The candidate must possess;	Application Form	Interview/ Test
Experience managing multiple competing priorities to meet strict deadlines.		x

Terms and Conditions

The employment offer will be 6 - 8-month fixed term contract subject to satisfactory completion of security vetting, reference enquiries and satisfactory completion of a probation period of 1 month.

Given the commercially sensitive nature of this role, the successful candidate may be required to sign a non-disclosure agreement. The role is full-time (37 hours per week), however part-time working hours (a minimum 0.8 FTE per week) may be considered for this post.

The post holder may be required to attend occasional evening meetings and therefore must be prepared to work outside normal office hours. The role when appointed will work on a hybrid basis between SIB offices and from home, with attendance at meetings with key stakeholders as required.

All IT equipment, including a laptop and a mobile phone will be provided by SIB.

Regular contact with colleagues by phone, email and MS Teams/Zoom is required on home/remote working days.

A reserve list may be maintained for a period of up to 12 months in the event that suitable additional roles become available.

This is a short-term intern position; applicants must have the right to work in the UK and be available to start in January or February 2025 and work for 6-8 months thereafter. The 6-8 month employment term will expire in 2025.

Remuneration & Other Benefits

SIB will pay a competitive salary. In addition, the benefits package includes:

- a defined contribution pension with 10% employer's contribution;
- 25 days annual leave plus 12 statutory days (pro rata);
- life assurance cover;
- Option to join Health Cash Plan;

Conflicts of Interest

If a candidate or their partner has any actual or potential conflict of interest with the activities of SIB or any other associated bodies, this should be declared clearly in the application or immediately should it arise post-appointment. Any indirect association of this kind through any other family member or partnership should also be disclosed.

Terms and Conditions

Right to work in the United Kingdom

SIB must ensure that you are legally entitled to work in the United Kingdom. Applicants must be:

- a UK or Irish national; or

- in possession of settled or pre-settled status; or
- in possession of indefinite leave to remain; or
- otherwise entitled to stay in the UK and work for SIB.

For more advice on how to demonstrate your right to work please see Prove your right to work to an employer - GOV.UK (www.gov.uk)

Equal Opportunities Policy Statement

Strategic Investment Board Limited is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment based on their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated. This right is protected in many instances by legislation.

Pre-appointment Enquiries

If you are successful, we may carry out security, health and character enquiries before a formal offer of appointment is made. A basic AccessNI disclosure will be requested to assist with the decision-making process in the event of an individual being offered this position.

Please note that the fact that an applicant has a criminal record will not necessarily be a bar to obtaining a position. Subject to satisfactory completion of the pre-appointment enquiries, you would be invited to take up the post as soon as possible. We emphasize that these enquiries would be carried out in full compliance with our equal opportunities policies as set out in the accompanying application form.

Response Instructions

How to apply

Applicants must apply by submitting a completed online Application Form in which they address directly how they meet the criteria in the Person Specification included in this candidate-briefing document.

Please also complete the Equal Opportunities Monitoring Form that is part of the online Application Form. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

The online Application Form can be accessed through the following web page:

<https://sibni.getgotjobs.co.uk/home>

The closing date for receipt of completed application forms is 12.00 noon (GMT) on Monday 9th December 2024

Late applications will not be accepted.

Late applications, even if delayed due to technical reasons, will not be accepted. Please note that if you are locked out of your GETGOT account, it will take a minimum of 10 minutes to reset your password. If an application is late because of this, it will not be accepted.

After the closing date, all applications will be carefully considered and evaluated on the basis of the written evidence provided against the criteria set out in the Person Specification in this information document. It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which the panel might determine their eligibility for the post will not be shortlisted.

Candidates invited for interview may be required to attend more than one interview.

It is anticipated that interviews will take place on the 17th and 18th December 2024, but this may be subject to change.

Please note that we will use your email address as the primary method of correspondence about your application and throughout the recruitment competition. It is your responsibility to keep your email address current. You should check any spam or junk folders in your email account, as well as your inbox, to ensure that you are aware of any correspondence we send about your application.

If you have any queries about technical aspects of the application form, please contact Hallmark Solutions: - <http://www.hallmarksolutions.co.uk/contact>

Queries

For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact one of the HR Team at SIB who will assist you with any questions you might have. Contact details are set out below.

Ursula Doherty, Human Resources Manager

(normally available weekdays excluding Wednesdays)

Mobile: +44 (0) 7887 808480

Email: recruitment@sibni.org or
ursula.doherty@sibni.org

Alex Hastings, Deputy Human Resources Manager

(normally available weekdays excluding Thursdays)

Mobile: +44 (0) 7769 998436

Email: recruitment@sibni.org or alex.hastings@sibni.org

Suzy Howard, HR Assistant

Mobile: +44 (0) 787 4886510

Email: recruitment@sibni.org or suzy.howard@sibni.org