



CANDIDATE INFORMATION BOOKLET

AFBI DIRECTOR 01/17

Director of Finance and Corporate Affairs Division (Grade 5)

AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI)
NORTHERN IRELAND

Completed application forms must be returned to AFBI HR no later than
12 noon (UK time) on Friday 17th February 2017

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Foreword from the Chief Executive

Thank you for your interest in this important senior executive post of Director of Finance and Corporate Affairs (Grade 5).

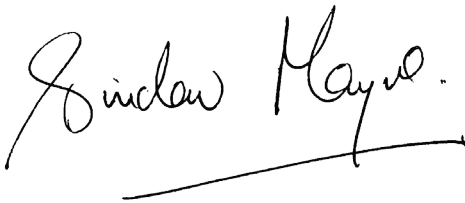
The Agri Food and Biosciences Institute (AFBI) is an internationally renowned multidisciplinary scientific organisation, based at seven locations across Northern Ireland. In line with our mission of “scientific excellence in Northern Ireland serving the world”, AFBI, works with a range of partners to provide scientific solutions to the global challenges of climate change, food security and environmental protection. Our staff undertake scientific research, surveillance, and analytical and diagnostic testing for a wide range of customers in the fields of sustainable agricultural systems, animal health and welfare, plant science, food innovation and safety, environmental protection, fisheries and aquatic ecosystems and agricultural and rural economics.

As part of its “2020 Strategy” the Institute has recently embarked on an ambitious programme of capital investment, with plans for a new AFBI headquarters and significant investment in upgrading research facilities across its estate.

The Institute is now seeking an outstanding professional to join its Executive Management Team to provide vision, leadership and strategic direction for its Finance and Corporate Affairs Division. This is a very senior post within the organisation and the appointee will have a key role in strategic planning and leadership, driving change and implementing a series of new initiatives across the organisation.

The Director of Finance and Corporate Affairs Division will, along with the Directors of the two scientific divisions, be designated as Deputy Chief Executive Officer and a member of the Executive Management Team, which is responsible for the corporate management of the organisation, and will deputise for the CEO when required. Candidates for the position should be a Chartered Accountant with proven leadership and change management skills. They will have extensive experience of successful corporate planning, detailed knowledge of management information and finance systems and well developed communication and relationship building skills.

Thank you for your interest in this competition.

A handwritten signature in black ink, reading "Sinclair Mayne". The signature is written in a cursive style and is positioned above a horizontal line that serves as a separator.

Dr Sinclair Mayne
Chief Executive

About the Agri-Food and Biosciences Institute

The Agri-Food and Biosciences Institute (AFBI) is an internationally renowned multidisciplinary scientific organisation that delivers research and other scientific services to a wide range of local, national and international customers in the public and private sectors. In line with the Institute's mission of "scientific excellence in Northern Ireland.....serving the world", AFBI is engaged with the international research community in providing scientific solutions to the global problems of climate change, food security, and environmental protection. To fulfil these goals, AFBI staff undertake world class scientific research, surveillance, and analytical and diagnostic testing in the areas of animal health and welfare, sustainable agricultural systems, plant science, food innovation and safety, environmental protection, fisheries and aquatic ecosystems, and agricultural and rural economics.

AFBI was established in April 2006 as a Non-Departmental Public Body (NDPB) sponsored by the Department of Agriculture and Rural Development (DARD) (now part of the Department of Agriculture, Environment and Rural Affairs, DAERA) in Northern Ireland and has a staff complement of circa 630 and revenue of £50 million. Core grant-in-aid from DAERA represents just over 70% of AFBI's income with the remainder derived from a wide range of research grants and commercial contracts.

AFBI is based at seven sites in Northern Ireland and in addition operates a marine research vessel as follows:

Newforge Lane, Belfast; corporate headquarters, food science, agricultural and food economics, freshwater and marine fisheries, environment, agricultural and rural economics, biometrics and information systems, and plant science (including plant pathology).

Hillsborough, Co. Down; sustainable livestock systems (dairy, heifer rearing, beef, sheep, pigs and poultry research), modern dairy and anaerobic digestion units, biomass production, long term environmental monitoring sites, environment and renewable energy centre, 315 ha farm platform.

Stormont, Belfast; animal health diagnostic laboratory and research, and food safety (chemical and microbiological), modern laboratory accommodation incorporating animal biocontainment category 3 laboratories.

Omagh, Co. Tyrone; animal health diagnostic laboratory.

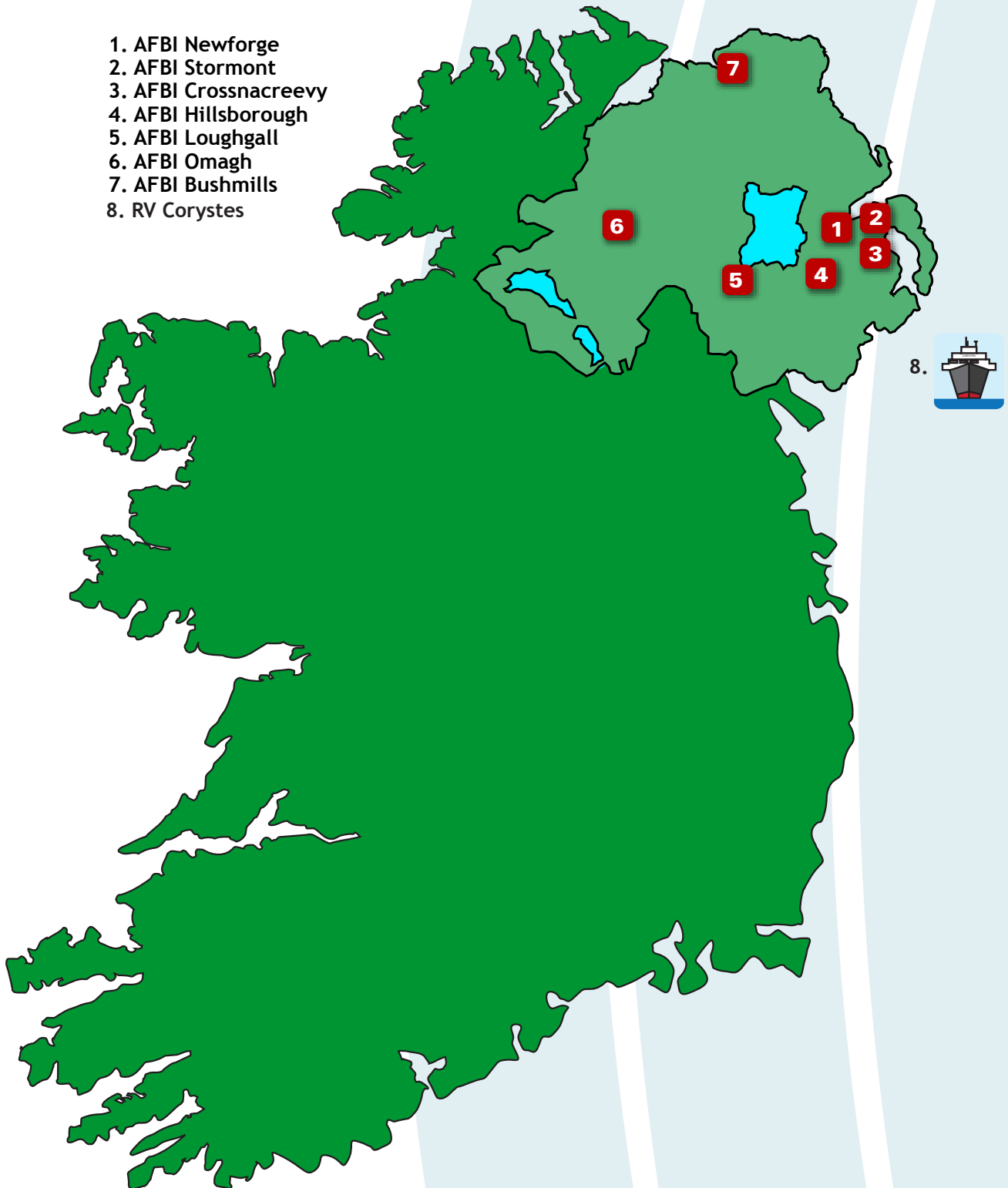
Loughgall, Co. Armagh; grass breeding, mushroom, apple, and agro-forestry research and biomass production on a total land area of 120 ha.

Crossnacreevy, Co. Down; plant variety trials, herbage distinctiveness and uniformity testing and official seed certification, on a 46 ha and platform.

Bushmills, Co. Antrim; salmon population research, fish river trap and rearing tanks.

Research Vessel Corystes; AFBI also operates a 53m marine research vessel which is used to carry out a comprehensive programme of fish stock assessment, ecosystem research and commercial contract work, including seabed mapping, in the Irish Sea.

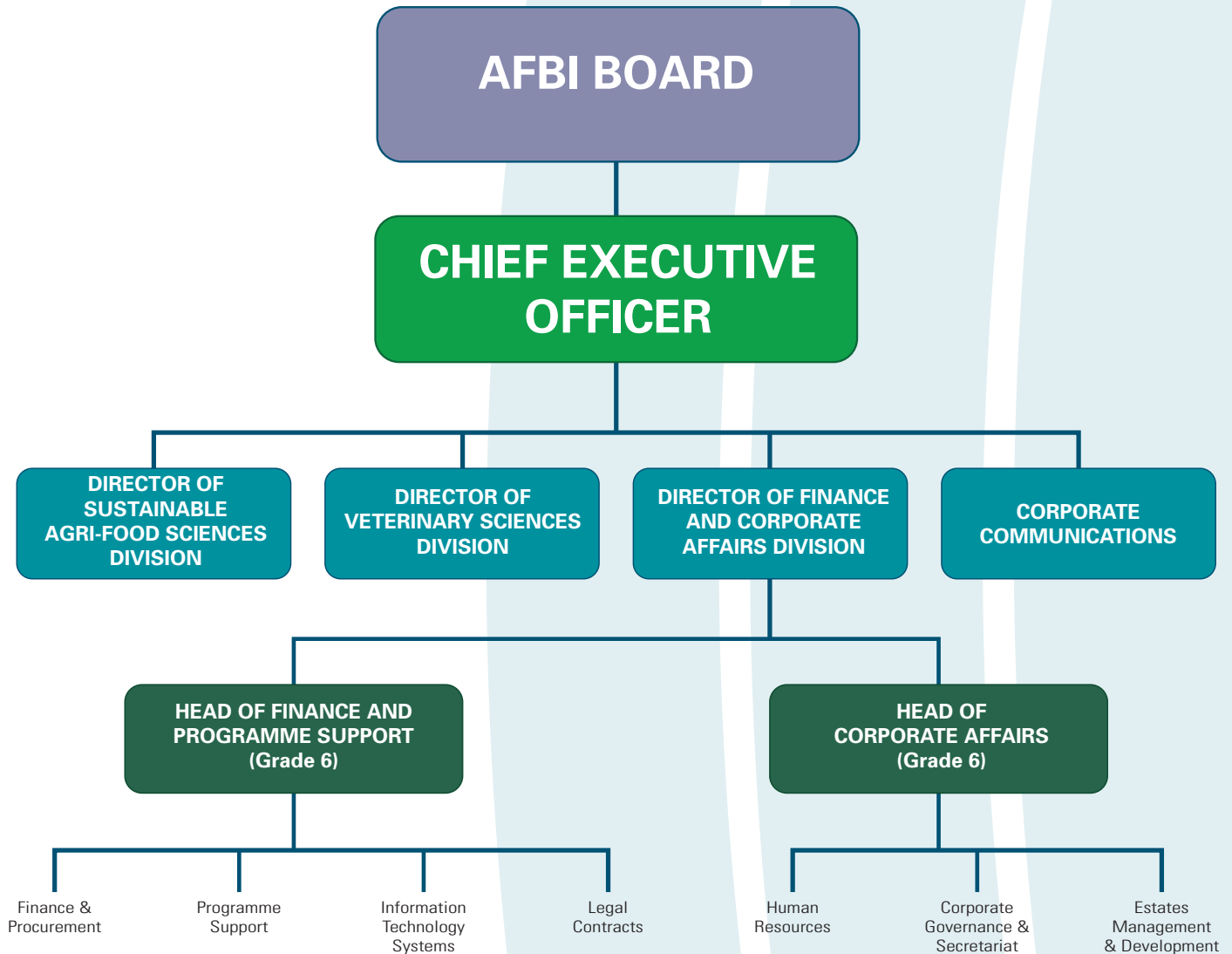
1. AFBI Newforge
2. AFBI Stormont
3. AFBI Crossnacreevy
4. AFBI Hillsborough
5. AFBI Loughgall
6. AFBI Omagh
7. AFBI Bushmills
8. RV Corystes



Preparations are well underway for a proposed large-scale capital investment in AFBI's estate which, on completion, will result in one of the most modern built estates and ancillary research platforms of any agri-food research institute in Europe.

Organisational Structure

The Chief Executive of AFBI reports to the AFBI Board on the performance of the Institute and implementation of corporate strategies and policies agreed by the Board. In addition to Finance and Corporate Affairs Division, there are two scientific divisions within AFBI, each headed by a Director. The successful candidate will join these directors (see chart below) in the Executive Management Team of the Institute. The Finance and Corporate Affairs Division is based at AFBI Headquarters at Newforge Lane, Belfast BT9 5PX.



Finance and Corporate Affairs Division

The Finance and Corporate Affairs Division, which is based at AFBI headquarters with staff deployed to each of AFBI's larger sites, supports the Chief Executive and AFBI senior management in securing and deploying the financial, personnel and physical resources of AFBI. The Division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance.

Functions within the division include financial management, planning and control, and the management of procurement, human resources, estates, intellectual property, contracts, business continuity and contingency planning, health and safety, risk management, management information systems, IT support, and Board and Executive Management Team support. The division also has a major role in taking forward AFBI's exciting programmes of estate development and change management.

AFBI currently receives approximately £33m resource and £1.5m capital in annual funding (2016/17 data) from DAERA, its sponsor department. The Institute generates a further £18m from a range of sources including competitive research grants, commercial contracts and royalty streams. Further details of AFBI's income and expenditure are available in its 2014/15 Annual Report and Statement of Accounts which is available at

www.afbini.gov.uk/publications-annual-report-2014-2015.htm

Job Description

This is an exciting senior management opportunity in a large multidisciplinary public sector scientific organisation, which is at a key stage of its development. The Director of Finance and Corporate Affairs will support the Chief Executive (CEO) (who is also the Accounting Officer) and other members of the AFBI Executive Management Team in providing clear and effective corporate, financial and managerial leadership to AFBI's circa 630 staff.

The Director of Finance and Corporate Affairs will, along with the Directors of the Scientific Divisions, be designated as Deputy Chief Executive Officer and will stand in for the CEO when required. The Director will also be a member of AFBI's Executive Management Team, which provides corporate leadership and is responsible for driving AFBI's business towards higher standards of corporate excellence, and developing new markets, whilst ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of corporate governance. The Director will report to the CEO, who is in turn responsible to the Board of AFBI.

The Director of Finance and Corporate Affairs will be directly responsible for the management and direction of approximately 80 staff, who span a wide range of corporate functions e.g. finance and procurement, human resources, IT / information systems, estates management, business planning and health and safety. All these functions play a key role in ensuring that AFBI achieves its objectives within a dynamic and challenging environment. It is essential that all of the services operate effectively and economically and in a way which is responsive to the changing needs of the organisation. The successful candidate must therefore not only develop a clear understanding of AFBI's structure, management and governance, and the challenges which it faces, but must also be capable of developing their knowledge, skills and experience across a range of specialist functions. A particular challenge will be ensuring that AFBI staff have ready access to all the management and financial information which they need to support sound business decisions and to assess performance against target. In this context, AFBI is currently reshaping its corporate support functions, with significant investment planned in the following key areas:

- Development of a new management information and finance system;
- Development of new research management systems.

The Director will lead the development and introduction of these new systems and, in addition, will have a key role in leading and developing AFBI's estates development strategy in close working partnership with DAERA.

The person appointed to this challenging and high profile position will be crucial to AFBI's long-term success, as it seeks to build on its reputation for scientific excellence, raise its profile and increase its revenue from commercial research grants, commercial contracts etc. This will require a structured and strategic approach and the post-holder will be critical in shaping this and will act as the key adviser to the CEO in the deployment of all resources: financial, human and physical.

The successful candidate will ensure that successful delivery of AFBI's business targets is underpinned by sound financial planning and monitoring, effective management systems and by the highest standards of corporate excellence.

They must have proven leadership and change management capabilities, and possess the drive and vision necessary to ensure that AFBI continues to develop as a strong, financially sustainable, world leading provider of scientific services to public and private sector customers. Providing strong and comprehensive financial leadership and bringing an added-value dimension to the Institute in terms of operating efficiencies, organisational development and corporate governance will be essential elements of the post.

In providing financial direction to the organisation, the successful candidate must be capable of developing and implementing a strategic approach; and ensuring that the implications for AFBI of changes in the internal or external environments are anticipated and risk assessed, and that alternative courses of action are recommended to the CEO and the Board in a timely fashion.

The post-holder will be accountable for the management of the AFBI resource budget of circa £50m, after deployment of resources (on which they will advise) has been agreed by the Executive Management Team and the Board. They will act as the CEO's key financial adviser in their Accounting Officer role and will make regular presentations to the Board on performance against budget.

The Director of Finance and Corporate Affairs leads the development of appropriate strategies for all functional areas, for which they are responsible, to ensure that they continuously serve the changing needs of the organisation e.g. estates management and procurement, in an efficient and economical way. Of particular importance will be the approach to estates management and development, information technology, human resources and succession planning. The Director will take the lead in the implementation of AFBI's People Strategy to ensure that the organisation has the capacity, capability and flexibility to serve its key customer, DAERA, and to expand its commercial activities to a wide range of customers, both locally and internationally.

The successful candidate will be a dynamic leader with strong interpersonal skills and a creative and highly pro-active management style. They must be capable of dealing effectively with a wide range of functions and managing competing priorities.

The main functions of the Division include:

- Financial strategy management, planning, monitoring and control;
- Business planning;
- Procurement;
- Human resource strategy and management;
- Estates management strategy;
- Management of intellectual property, contracts, research projects and AFBI's business development and marketing strategies at a corporate level;
- Business continuity management and contingency planning;
- Health and Safety;
- Effective governance including risk management functions;
- IT / information systems;
- AFBI Board support and Secretariat function.

A detailed description of the key responsibilities for this post is provided in the attached annex.

Terms and Conditions

The post is a permanent appointment to AFBI, which is a Non-Departmental Public Body sponsored by the Department of Agriculture, Environment and Rural Affairs (DAERA).

Grade

The Director of Finance and Corporate Affairs post is analogous to Grade 5 in the Senior Civil Service.

Salary

The salary for the post will be within the range £68,961 - £79,058 (2016 SCS Payscale pending approval) within which pay increases will be on an incremental basis provided staff reports are satisfactory.

Starting salary will normally be at the minimum of the scale although, in exceptional circumstances, consideration may be given to starting at a higher point on the salary scale for applicants with additional relevant experience and/or qualifications. The relevance and extent of the additional experience will be determined by AFBI at the time of offer of appointment. If the successful candidate is an existing member of staff, normal pay on promotion/regrading arrangements apply.

Pension

AFBI offers all employees an attractive pension package with new entrants to AFBI eligible to join the NICS Alpha Pension Scheme. The current employer pension contribution for this pay band is 26.3% of salary and the employee contribution is currently 7.35%. Prospective candidates should be aware that the rates for future years are liable to change in line with changes to NICS Pensions Schemes.

Further details can be found on the Department of Finance and Personnel Northern Ireland Civil Service pensions website at:

www.dfpni.gov.uk/topics/working-northern-ireland-civil-service/new-members

Reporting to

The post-holder will report to the Chief Executive on all operational activities, who in turn reports to the AFBI Board and is subject to the overall direction of the Minister with responsibility for DAERA.

Annual Leave

In addition to the usual public and privilege holidays, currently 12 days, there is an annual leave allowance of 30 days.

Working Hours

The successful candidate will be required to work outside their normal conditioned hours, where it is necessary, to fulfil the demands of the post.

Location

The successful candidate will be based at AFBI Headquarters, Newforge Lane, Belfast but will be required to work at other AFBI sites in Northern Ireland as required.

Travel

The post will entail some travel within Northern Ireland, and nationally, and for this reason the successful applicant will require access to a form of transport which will permit them to meet the requirements of the post in full.

Probation Period

This role has a probation period of 12 months.

Secondment

This role may be available on secondment.

Further Information

Further Information about the post may be obtained from Mrs Amy Gilbride, Deputy Head of Human Resources, AFBI (+44(0)28 9025 5055)

Person Specification

Candidates will be expected to demonstrate the skills and competencies set out in the Essential Criteria. In addition they will also be required to demonstrate competency in Professional Knowledge and Skills pertaining to the post, together with the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at level 5 for the purpose of personal and professional development.

Essential Skills and Experience

Applicants must by the closing date provide evidence in their application form which demonstrates that they satisfy the following essential criteria.

1. Have successfully completed the professional examinations, and be a full, current member, of at least one of the following bodies:

- Chartered Accountants Ireland
- The Institute of Chartered Accountants in Scotland
- The Institute of Chartered Accountants in England and Wales
- The Chartered Institute of Management Accountants
- The Association of Chartered Certified Accountants
- The Chartered Institute of Public Finance Accountancy
- The Institute of Certified Public Accountants in Ireland

AND

2. Have at least 5 years' post-qualification* practical experience, gained within the last 10 years (from the closing date of applications) in each of the following areas. Full details, including specific dates, must be provided on your application form:

- a. Effective financial leadership and management in a large and complex public, private or voluntary sector organisation
- b. Successful preparation of financial statements in accordance with UK Generally Accepted Accounting Procedures (GAAP) or International Financial Reporting Standards (IFRS)
- c. Development and use of management accounting, financial accounting and costing reporting systems

*Post-qualification experience will be deemed to have commenced from the date on which applicants were admitted to full membership of one of the bodies referred to at criterion 1.

AND

3. At least 5 years' senior management experience, gained within the last 10 years, of successfully leading, managing and delivering substantial, complex and multi-dimensional programmes of work or projects against demanding deadlines in a large and complex public, private or voluntary sector organisation.

AND

4. Evidence of successfully leading a programme of change management at a senior management level in a large complex public, private or voluntary sector organisation, whilst maintaining efficient services;

AND

5. Evidence of successful corporate planning in a large complex organisation in the public, private or voluntary sectors.

The following additional clarification is provided:

Senior management experience is defined as experience gained at the top management level of the organisation e.g. reporting directly to a Chief Executive or a Senior Management Board or being an Executive Director and, in the case of existing Civil Servants or other public sector employees, be at least Grade 7 or equivalent.

Large and complex organisation is defined as a multi-disciplinary organisation having a customer base with diverse requirements and a budget of at least £5m.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc, so that a well-informed decision can be made.

Shortlisting Criterion

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criterion will be applied in order.

1. The strength and breadth of evidence provided in response to eligibility criterion 3 (above), taking into account the evidence of successfully leading, managing and delivering programmes of work or projects, and the scale of the projects/budgets involved.
2. The strength and breadth of evidence provided in response to eligibility criterion 4 (above), taking into account evidence of the significance of the challenge and the successful outcomes.

Please note:

- **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The selection panel 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.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**

What is the NICS competency framework?

The competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results. Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 2 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed through www.nicsrecruitment.gov.uk.

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the assessment / interview criteria as outlined below.

You should refer to the behaviours listed under level 5 of the relevant competence areas.

<https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf>

The Application and Assessment Process

The Application Process

Application is by completion of the application form and equal opportunities monitoring form which can be downloaded at: www.afbini.gov.uk/index/careers

The email address for applications is: recruitment@afbini.gov.uk

The closing date for applications is 12pm, noon, on Friday 17 February, 2017.

The application form is based on the criteria in the Person Specification set out above.

Please note that the equal opportunities monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.

Candidate documentation and application materials may be available in alternative formats. For more information contact AFBI HR at 028 9025 5060, or email: recruitment@afbini.gov.uk

All applications for employment are considered strictly on the basis of merit.

AFBI is an equal opportunities employer.

The Assessment Process

In the first instance, all applications will be considered by the Selection Panel. The Selection Panel will consider the evidence provided in the application forms against the criteria set out in the Person Specification.

The Selection Panel may invite to interview those candidates that the Panel considers have provided sufficient evidence against the criteria in the Person Specification.

The composition of the Selection Panel is:

- **Dr Sinclair Mayne (AFBI Chief Executive and Chair of the Selection Panel)**
- **Mr Colm McKenna (Chairman of AFBI Board)**
- **Mrs Fiona Hanna (AFBI Board Member)**
- **Mr Norman Fulton (Deputy Secretary, DAERA)**
- **Mrs Fiona Campbell (AFBI Head of HR)**

Presentation and Interview

Before interview, candidates will be required to deliver a short presentation lasting no longer than 7 minutes. Candidates will be advised of the presentation topic 30 minutes before interview. A choice of writing materials and a flip chart will be available to assist in preparation. No personal documentation may be brought to the pre-interview room. A flip chart stand will also be available in the interview room to enable candidates to present the prepared information. The only materials that candidates will be permitted to bring into interview will be flip charts or written material prepared in the pre interview room.

The presentation will be used to assess against the following competencies: Seeing the Big Picture; and Leading and Communicating.

Marks available: 10

Minimum standard: 6

Interview Criteria

In addition to satisfying the eligibility criteria and shortlisting criteria, applicants will also be expected to display the following qualities and skills at interview.

- | | | |
|-------------------------------------|------------------|---------------------------|
| 1. Professional Knowledge & Skills: | Marks available: | 30 (Minimum standard: 18) |
| 2. Seeing the Big Picture: | Marks available: | 20 (Minimum standard: 12) |
| 3. Changing and Improving: | Marks available: | 10 (Minimum standard: 6) |
| 4. Managing a Quality Service: | Marks available: | 10 (Minimum standard: 6) |
| 5. Delivering at Pace: | Marks available: | 10 (Minimum standard: 6) |
| 6. Leading & Communicating: | Marks available: | 20 (Minimum standard: 12) |

Total marks available: 110

Overall pass mark: 66

Further information on the competency framework can be obtained on the NICS website page: <https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf>

Interview dates

It is intended that interviews for this post will take place at AFBI Headquarters in Belfast on Thursday 9th and Friday 10th March 2017. Requests for re-scheduling interviews will only be considered in exceptional circumstances.

Employment Requirements

AFBI HR will ensure that you are legally entitled to work in the United Kingdom. Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. If you are invited to interview we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996.

Advice on entitlement to work may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Nationality Requirements

There are no nationality requirements for AFBI posts.

Vetting Procedures

1. Baseline Personnel Security Standard

For this post in AFBI the level of vetting is a Counter Terrorist Check (CTC). For this check you will be required to provide the following:

- Your passport OR
- A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

We will organise a Criminal Record Check on all applicants.

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. The order of merit is valid for one year.

Selection Process

Making your application

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.

- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- AFBI HR will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Where qualifications form part of the eligibility/shortlisting criteria, candidates will be required to provide documentary evidence, if invited to interview.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- All parts of the application form must be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using the courier service should note that this does not guarantee next day delivery.
- Only the eligibility section will be made available to the panel.
- Please do not attempt to reformat application forms as this will result in disqualification.

Interview Guidance

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

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

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill 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 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 actually 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 competences. 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. You may draw examples from any area of your work / life experiences.

Disability Requirements

Any candidate who, because of a disability, cannot complete the application form in its current format should contact Philip White, AFBI HR on +44(0)28 9025 5060, or email philip.white@afbini.gov.uk

Equal Opportunities

Policy Statement

The Northern Ireland Civil Service Equal Opportunities Policy statement to which AFBI adheres is set out below. "The Northern Ireland Civil Service (NICS) is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of 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.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to recruit, retain and promote the best available people. Our equal opportunities policy is central to this strategy. We aim to foster a culture which encourages every member of staff to develop his or her full potential and which rewards achievement. Creating a working environment where individual differences are valued and respected enables all staff to give of their best and helps us to respond more effectively to the needs of the people we serve.

The NICS seeks to maintain the confidence of the whole community. It will continue to promote equality of opportunity and fair participation within the framework of the law and will strive to achieve a workforce that is broadly representative of the society which it serves.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation."

Completed Application Forms should be sent to:

Philip White, AFBI HR, Workforce Planning Newforge Lane, Belfast, BT9 5PX

or recruitment@afbini.gov.uk

Your application must be received no later than:

12 Noon (UK time) on Friday 17th February 2016.

Applications received after the due date will be excluded from the competition.

Annex: Key Responsibilities of the Director of Finance and Corporate Affairs

Finance

- Lead, develop and implement agreed financial strategy, plans, systems and processes with effective management of income and expenditure and accurate forecasting based on appropriate assumptions.
- Act as the key financial adviser to the Board, Chief Executive and Executive Management Team on a range of strategic and operational issues.
- Be responsible for the management of the budget, including ensuring that appropriate financial systems are developed and deployed across the organisation to support AFBI in the achievement of its business objectives.
- Lead, manage, motivate and develop a team of qualified and part-qualified accountants, account technicians and support staff, in continuously developing the service they provide to their customers.
- Ensure all budgeting and accounting functions are carried out to best practice standards and meet the timetables set.
- Ensure all requests for financial information/returns/accounts (from EMT, Board, DAERA, NIAO etc) are met in a timely fashion and are presented accurately.
- Ensure that AFBI's finance and workforce planning systems are adequately integrated and efficient.
- Direct the development of effective systems for the management of intellectual property, contracts and licensing agreements.
- Direct the delivery of a procurement service for AFBI which ensures value for money and is compliant with public purchasing standards and protocols; and
- Ensure effective management of AFBI's assets including development of its Estates Strategy.

Corporate Planning, Strategy and Business Development

- Active participation as a member of the Executive Management Team of AFBI with collective responsibility for corporate analysis and decision-making.
- Support and contribute to the development of AFBI's vision, strategies, and policies and take a leading role in corporate and operational planning to enable AFBI to deliver its statutory and other functions effectively and efficiently.
- Lead and develop AFBI's Business Development and Marketing strategy, including the development of strategic alliances and the raising of AFBI's profile with the local, national and international science, business and academic communities.
- Direct and take responsibility for the timely development of the strategic corporate and annual business planning process in AFBI.
- Lead the development and ensure the implementation of an agreed Estates Strategy for AFBI.

- Report to the Chief Executive for the performance of the Finance and Corporate Affairs Division.
- Contribute to the identification of key strategic priorities that will impact on the organisation within the corporate governance and risk management framework.
- Ensure the development of an effective framework to support staff in the scientific divisions in applying for research grants and other funding from a range of funding bodies and for providing progress reports to those funders.

Corporate Governance

- Ensure the maintenance of a sound system of internal control and accountability within the organisation.
- Ensure AFBI adopts a best practice corporate governance framework to provide assurance to the Accounting Officer in accordance with all requirements of the Management Statement/Financial Memorandum and AFBI Sponsorship Manual.
- Promote high standards of accountability, integrity and probity throughout the organisation and provide professional advice to support executive decision making.
- Develop and support the implementation of an effective organisational risk management strategy.
- Ensure that effective business continuity and contingency plans are in place and reviewed according to agreed schedules in full accordance with equality standards and developed as required.
- Promote effective working relationships with DAERA and NIAO; and

Leadership and People Management

- Lead, manage and motivate the staff of the Finance and Corporate Affairs Division and ensure they contribute effectively to the achievement of AFBI's objectives.
- Ensure AFBI's People Strategy is successfully implemented and rolled forward.
- Ensure that the business is supported by a well-trained and flexible workforce, and promote investment in staff to ensure effective staffing structures are in place with the appropriate levels of skills and expertise.
- Ensure that AFBI has in place effective people management systems e.g. staff performance appraisal, succession planning etc to enable it to achieve its business targets.
- Maintain good staff relations including participation in the consulting/negotiation process with trade(s) union and staff representatives as required.
- Lead the AFBI change management programme.
- Negotiate effectively on behalf of AFBI with a wide range of internal and external stakeholders.
- Ensure the implementation of good employment practice and compliance with Equal Opportunities Policy and Procedures in the organisation; and

- Direct the provision of a secretariat to the AFBI Board and its sub-committees, Chief Executive and the Executive Management Team.

Customer Service

- Ensure that continuous improvement proposals and programmes are in place with regard to the core values of excellence, integrity and customer focus.
- Ensure effective interaction with a wide range of customers, including government departments and agencies, the agri-food industry, and a range of research funders to promote the scientific excellence of AFBI and win new business; and
- Support the Heads of the scientific divisions by ensuring that effective corporate systems and processes are in place for managing AFBI's portfolio of research projects.
- Liaise with the Directors of the Scientific Divisions and their Divisional Business and Administration Managers in matters relating to Corporate Finance, Planning and Governance.
- As the organisational structure of AFBI continues to evolve, the management span and duties of the post may change over time. Occasional out-of-hours working may be required, particularly in relation to emergency situations.