



**General Teaching Council
for Northern Ireland**

Promoting Teacher Professionalism

Registrar / Chief Executive Candidate Information Pack 2018



www.gtcni.org.uk



CONTENTS

1. Chairperson’s Welcome	4
2. About GTCNI	5
3. Job Description	6
4. The Role of the Accounting Officer	10
5. Person Specification	11
6. Key Terms & Conditions of Appointment	12
7. Recruitment & Selection Process	14
8. Equal Opportunities	14

1. CHAIRPERSON'S WELCOME

The GTCNI has a membership of 33, of which 14 are directly elected by teachers and a further 19 are nominated by Teaching Unions, Employing Authorities, DE and other educational stakeholders.

The GTCNI aims to ensure that the public has confidence in the teaching profession in Northern Ireland by admitting only appropriately qualified teachers to the register and by undertaking regulatory responsibilities.

GTCNI's Code of Values and Professional Practice articulates the values which underpin the Council's work:

trust, respect, integrity, honesty, fairness, tolerance, equality, commitment, dignity, service and excellence.

We are seeking to appoint a Registrar/Chief Executive who can demonstrate the vision and drive to inspire and promote these values and lead the Council through the next phase of development as it delivers on its regulatory function.

Applications are sought from experienced and proven leaders who can bring sound judgement to drive GTCNI forward at a time of increasing pressures and public scrutiny, while practising exemplary governance and good practice across all business areas. The ability to establish and develop relationships both internally and externally and to advocate on behalf of the GTCNI is central to this role.

While this experience may not have been gained within the education sector, the appointee will be able to demonstrate a clear understanding of current developments within the education system and wider public sector in Northern Ireland.

If you believe that you possess the relevant skills, experience and personal qualities to meet these challenges and you have the ability to lead the Council at this exciting new phase, we would be delighted to receive your application.

I look forward to hearing from you.

David Canning OBE
GTCNI Chairperson

2. ABOUT GTCNI

Background

The General Teaching Council for Northern Ireland is the statutory, professional and regulatory body for the teaching profession and is dedicated to enhancing the status of teaching and promoting the highest standards of professional conduct and practice. The Council was established by the Education (*Northern Ireland*) Order 1998.

Principal objectives and activities

The Council's responsibilities are as follows:

- the establishment and maintenance of a register of teachers;
- the approval of qualifications for the purpose of registration;
- regulatory functions relating to unprofessional conduct and serious professional misconduct; and
- the provision of advice to the Department and employing authorities on registration, the training, career development and performance management of teachers; standards of teaching; standards of conduct for teachers and such additional and ancillary functions as the Department considers the Council may appropriately discharge in conjunction with any of its other functions.

The Council is an Executive Non Departmental Public Body (*NDPB*). Its sponsor Department is the Department of Education. A Management Statement and Financial Memorandum sets out the broad framework within which the Council operates.

The Council has 33 members:

- 14 members directly elected by teachers;
- 5 members nominated to GTCNI by Teaching Unions through the Northern Ireland Teachers' Council;
- 4 members nominated by employing authorities;
- 4 members appointed by the Department of Education;
- 6 members nominated by the following bodies:
 - » Comhairle na Gaelscolaíochta;
 - » Governing Bodies Association;
 - » Northern Ireland Council for Integrated Education;
 - » Transferor Representatives' Council;
 - » Trustees of Catholic Schools; and
 - » Universities' Council for the Education of Teachers (*UCETNI*).

3: JOB DESCRIPTION

Responsible to:

The GTCNI Council, and as Accounting Officer to the Principal Accounting Officer of the Department of Education.

Job Purpose :

The main purpose of the Registrar's position is:

- to provide effective strategic leadership both internally and externally to GTCNI, with a significant and important outward facing role with the public and key stakeholders.
- to be accountable for the delivery and the quality of all GTCNI's activities as directed by the overall strategy, plans and targets approved by Council and within approved budgets.
- to support the Chair in the efficient and effective conduct of Council and sub Committee meetings, providing detailed information, advice and recommendations as appropriate.
- to maintain effective communication with Council members, teachers and other stakeholders.
- to represent the organisation and the teaching profession with authority and credibility at local, national and international levels.
- to be responsible for ensuring the effectiveness, efficiency and integrity of the organisation.
- to ensure, as the GTCNI's Accounting Officer, delivery of the highest standards of financial probity, governance and accountability on behalf of the Council and reporting to DE against such standards as required.
- to ensure GTCNI provides a value for money service to the teaching profession.

The Registrar is responsible for ensuring high quality delivery of the GTCNI'S functions relating to:

- maintaining a register (*of all registrants*).
- approval of qualifications for the purposes of registration.
- establishing and reviewing the standards of education and training appropriate to school teachers.
- regulation of the profession.
- providing advice and recommendations to the DE/ Ministers and Employing Authorities about matters relating to the training of teachers (*including the structure and content of initial education courses*) and subsequent career development.
- providing advice and recommendations on the performance management of teachers, and general standards of teaching / conduct for teachers.

Main Duties and Responsibilities

Leadership

Through personal, high profile leadership and direct engagement, the Registrar shall:

- Set the tone and culture for the organisation and support the achievement of the GTCNI's strategic plan by role modelling core values and leadership behaviours.
- Promote the ethos and values of the GTCNI to the teaching profession, government, employers, educational and related bodies, professional associations, the media, international bodies and the public.
- Promote the public profile of GTCNI as a professional and regulatory body and enhance awareness amongst the public, the teaching profession and others of the role of GTCNI in securing and maintaining high standards of teaching.
- Articulate and embed a shared vision for the organisation which will ensure the understanding and commitment of Council members and staff, and lead to deliverable outcomes.
- Develop a progressive leadership team and a supportive management ethos which works collectively to achieve GTCNI's aims and objectives.
- Inspire and lead GTCNI staff to deliver agreed outcomes and targets.
- Promote an inclusive, collegiate and participative organisational culture.
- Develop and promote a culture of performance management through individual and team accountability and commitment to reflection, responsibility and excellence.
- Build an organisation that listens to teachers and is recognised as the voice of the profession.
- Promote learning from other teaching councils and similar bodies in the UK and Ireland.

Strategy

The Registrar shall:

- Support the Council in developing a Vision and Corporate Plan which will ensure the successful delivery of GTCNI's vision.
- Communicate the vision and objectives to staff and stakeholders.
- Develop and implement Business Plans and budgets (*annual work programme for registration, regulation, advisory and corporate services*) that will deliver the agreed strategies and which will reflect the priorities and longer-term aims of Council.
- Align the development and delivery of strategic and corporate plans and budgets with DE objectives and plans.
- Ensure that agreed objectives and targets as outlined in corporate and business plans are met.
- Ensure the organisation has in place the required policies and procedures in relation to Human Resources, Finance, IT, Procurement, Health and Safety, Data Protection/ Information Governance, Conflicts of Interest, Equality and Human Rights etc.
- Ensure senior staff develop operational plans for each of the Business Units.
- Develop Key Performance Indicators (*KPIs*) for Registration, Regulation, Advisory and Corporate services.

- Involve senior staff in development of Unit plans and KPIs.
- Advise Council on legislation and issues of strategic importance to ensure that it remains focused on its remit.
- Keep Council advised of changes to the external operating environment and develop strategies to meet the challenges this may present.
- Focus the organisation on the delivery of results and best use of resources in accordance with the agreed priorities of the Council in the fields of registration, regulation and advisory.
- Provide strategic leadership of change programmes, and encouraging and driving innovative change.

Financial Management and Governance

As Accounting Officer of the GTCNI, with personal responsibility to the Permanent Secretary of DE, the Registrar will:

- Ensure that GTCNI lives within its annual budget allocation from DE.
- Ensure that the Council receives consistently high quality advice on all matters relating to financial probity and regularity, for the keeping of accounts and for the effective use of resources.
- Ensure delivery of the highest standards of financial probity, governance and accountability on behalf of the Council.
- Be personally responsible for safeguarding the public funds received through teacher registration fees and any other income received by Council, and ensuring that all funds are used economically efficiently and effectively.
- Ensure GTCNI provides VFM for the teaching profession.
- Ensure that adequate internal management and financial controls are maintained within Council including effective measures against fraud and theft;
- Develop and implement Council strategies, policies and practices within a framework of good governance and effective assurance.
- Ensure that timely forecasts and monitoring information on performance and finance are provided to DE.
- Ensure that a system of risk management is maintained.
- Ensure compliance with the Northern Ireland Public Procurement Policy.
- Ensure that an effective system of programme and project management and contract management is maintained.
- Ensure that proper financial records are kept in accordance with the requirements of DE and the Department of Finance (*DoF*).
- Ensure that all staff comply with the GTCNI Management Statement and Financial Memorandum and any other guidance issued by DE and/or the DoF.
- Support the Council by providing appropriate information and frameworks to govern the organisation effectively.
- Act as the Principal Officer for handling cases involving the office of the NI Ombudsman.

Communication

The Registrar will be responsible for leading effective engagement and communication with the teaching profession, council members, staff, DE, Education partners, other teaching Councils/similar bodies, the media and wider stakeholders.

The Registrar will:

- Work closely and liaise regularly with the Chair of the Council and committee members.
- Develop positive relationships with all Council members.
- Ensure efficient and effective reporting and advice to Council and committees / follow up on agreed actions.
- Ensure effective engagement and communication with staff.
- Engage with trade unions in pursuit of positive industrial relations.
- Develop and implement an effective communications strategy/ plan to support the vision and work of the council internally and externally. Externally this includes: the teaching profession, the public, the Government, employers, and the media.
- Build effective, professional and respectful stakeholder relationships across the education system.
- Promote effective joint working with DE towards achievement of strategic objectives.
- Develop and maintain positive relationships with DE officials to understand Ministerial aspirations and ensure DE understands the challenges facing GTCNI.
- Ensure high quality, effective transparent interchange with DE and a good flow of information.
- Ensure there is annual accounting for, and reporting on, actual appropriation of funds and objectives achieved against planned activity and expenditure in the Corporate Plan.
- Ensure the Council submits an annual report to DE on performance against its functions within set timescales.

Staff Management

The Registrar will:

- Ensure that effective management and team structures are in place and that there is clarity in roles, responsibilities and accountability.
- Develop high performance outcomes by ensuring organisational co-operation and structures are in place so that staff and teams are collectively focused on GTCNI objectives.
- Ensure performance management systems are in place and are being adhered to, including processes for the continuing professional development of staff and where appropriate initiate organisational and system change and improvement.
- Ensure that effective personnel management policies are maintained.

Other

The job description is intended to reflect the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. The Council reserves the right, in consultation with the postholder, to amend the job description to include other duties commensurate with the role to meet the challenging needs of the organisation.

4: THE ROLE OF ACCOUNTING OFFICER

The appointee will be designated as Accounting Officer for GTCNI by the Permanent Secretary of the Department of Education (DE). S/he will be accountable for the operations of the organisation and responsible for safeguarding allocated funds which are in the region of £1.2 million per annum.

The appointee will be required to deliver the personal responsibilities of the Accounting Officer role as set out in Managing Public Money Northern Ireland (MPMNI).

This includes:

- Ensuring the Permanent Secretary of DE (*as Principal Accounting Officer*) is fully supported in delivering a balanced budget for education;
- Reporting, as directed, by the DE, to the Principal Accounting Officer and the Principal Finance Officer of DE on all financial management and corporate governance issues;
- Ensuring full compliance with all required procedures and approval requirements in relation to: the delegated limits as set out in the Financial Memorandum; Economic Appraisals; Post Project Evaluations (*including the Northern Ireland Guide to Expenditure, Appraisal and Evaluation*); Consultancy, Procurement; DFP guidance; Central Procurement Directorate's (CPD) Guidance Notes; and guidance issued by DE.

5: PERSON SPECIFICATION

Essential Criteria

Applicants must, by the closing date for applications have:

1. A degree or equivalent¹ (or higher qualification)

AND

2. A minimum of 3 years' senior management² experience within the public, private or voluntary sector. This must include evidence of direct responsibility for the management of staff, finance and governance³.

AND

3. Demonstrable experience in successfully managing a budget of over £500k within an organisation, function or service.

AND

4. Demonstrable experience of successfully providing leadership to implement strategic objectives.

AND

5. An understanding of the current developments in the education system and wider public sector in Northern Ireland.

AND

6. Experience of successfully developing and managing relationships and partnerships with a range of external stakeholders.

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.*
- *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 so that a well-informed decision can be made.*
- *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.*

¹ Equivalent or higher qualification is defined as being level 6 or above on the National Qualification Framework.

² A senior manager who actively participates in the strategic planning and daily supervision of the processes required by a business to help meet its objectives

³ Governance can be defined as a system of rules, practices and purposes by which an organisation, function or service is directed and controlled.

6: KEY TERMS & CONDITIONS OF APPOINTMENT

Length of Contract

This is a permanent position.

Salary

The salary range for this post is £69,309 – £84,313.

The annual increase to include revalorisation and progression as recommended by GTCNI will be restricted to public sector pay policy limits. In order to advance under the performance element of pay progression a level of satisfactory performance and delivery of objectives must be attained. An individual who has been in post for a period less than 6 months at the date the appraisal comes due is not eligible for the progression element of the uplift.

Upon appointment the Registrar will enter the pay range at the minimum. If the current salary of the successful applicant in their substantive post is higher than the minimum, then the starting salary may be subject to further discussion. The starting salary cannot breach the maxima of the salary range.

Pension Scheme

The GTCNI pension scheme is provided through NILGOSC. All employees are automatically enrolled into the NILGOSC Pension Scheme if their contract of employment is for more than 3 months. For further information on NILGOSC please refer to the website www.nilgosc.org.uk.

Annual Leave

The post attracts 27 days per year annual leave increasing to 33 days after 5 years' service. In addition there is normally a further 12 public and statutory holidays in any leave year.

The leave year extends from 1 April in one year to 31 March the following year. As a new entrant, you will be entitled to leave proportionate to the completed months of service during your first year of entry.

Hours

This is a full time role. The normal hours of work are 36.25 per week however the post holder will be required to work the necessary hours to successfully carry out the duties of the job.

Location

The post holder's normal place of work is Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF.

Pre-Appointment Checks

Appointment is subject to the completion of satisfactory pre-appointment checks. Please note that should a candidate have any issues which would prevent them from being considered suitable to hold an Accounting Office designation, such as imposition of an insolvency order or making an arrangement with creditors, or other issues connected with financial probity, they may not be considered suitable for appointment.

The following checks will be undertaken:

- Provision of proof of eligibility to work in the UK
- Provision of original Birth Certificate

- Access NI screening
- Completion of satisfactory pre-employment health screening
- Receipt of two satisfactory references to include current/most recent employer
- Provision of documentary evidence of qualifications as listed in the eligibility criteria
- Confirmation of current salary (*for a candidate offered above the minimum of the pay range*)
- Screening in relation to bankruptcy or disqualification as a director.

Contract

Please note that the information contained in this pack is intended only to provide an overview of key terms and conditions of employment. A contract of employment containing full terms and conditions will be issued to the successful candidate.

The Public Service

All public office-holders have a duty in relation to conduct, propriety and confidentiality. The seven principles of public life (*set out below*) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The Principles also have application to all those in other sectors delivering public services.

- **Selflessness** - Holders of public office should act solely in terms of the public interest.
- **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** - Holders of public office should be truthful.
- **Leadership** - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

If during the term of appointment the office-holder becomes involved in any activities that could call into question their own reputation and/or the reputation of GTCNI he/she must immediately notify the Chairperson. He/she must also notify the Chairperson if they become the subject of a police investigation or are arrested by the police.

7: RECRUITMENT AND SELECTION PROCESS

Stage 1: Shortlisting

This stage will cover the essential criteria in Section 5 of this application pack. The selection panel will meet to review the completed application forms in relation to these essential criteria. Only those candidates who provide clear, specific, and high quality evidence to demonstrate their experience and skills in relation to the essential criteria for the role will be shortlisted.

Stage 2: Interview and presentation

Shortlisted candidates will be invited to the final stage which will consist of a presentation and panel interview.

Candidates will be given an unseen topic relating to the education sector and 30 minutes in which to prepare a short presentation on this topic. Access to a flip-chart /writing materials and / or laptop and screen will be provided.

The presentation will be followed by a short Q & A session on the content of the presentation. There will then be a panel interview where candidates will be asked a series of both competence and situational based questions.

It is anticipated that interviews will take place week comencing 26 March 2018.

8: EQUAL OPPORTUNITIES

GTCNI as an employer is fully committed to the promotion of equality of opportunity in employment to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, political opinion, race, disability, age and trade union membership or non-membership.