



CANDIDATE INFORMATION BOOKLET

HR Manager

Deputy Principal

Two-year fixed-term appointment

Closing date for applications

Friday 11 September 2026 @ 12 noon

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About Loughs Agency

Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC). It was established as one of the North South Implementation Bodies under the Good Friday / Belfast Agreement and is constituted under the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement Acts 1999 and 2002.

The Board reports to the North South Ministerial Council (NSMC) and to the Agency's sponsor departments: the Department of Agriculture, Environment and Rural Affairs (DAERA) in Northern Ireland and the Department of Climate, Energy and the Environment (DCEE) in Ireland. The Agency is funded on a 50:50 basis by DAERA and DCEE.

The Agency's headquarters are in Derry~Londonderry, with a regional office in Carlingford, Co. Louth, and an operational depot in Omagh.

Vision and mission

Vision: Through partnership and science, protecting and developing our fisheries and natural resources.

Mission: Sustainably manage, promote and develop the fisheries and resources of the Foyle and Carlingford areas.

What the Agency does

Loughs Agency aims to provide sustainable social, economic and environmental benefits through the effective conservation, management, promotion and development of the fisheries and marine resources of the Foyle and Carlingford areas. Its statutory functions include:

- promoting the development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in marine, fishery and aquaculture matters;
- managing, conserving, protecting, improving and developing the inland fisheries of the Foyle and Carlingford areas;
- developing and licensing aquaculture and shellfisheries; and
- developing marine tourism.

Strategic priorities

- Our Remit: Raising the Standards.
- Making Connections.
- Just Transition.
- Organisational Excellence.

Loughs Agency structure

Loughs Agency has four directorates and a Science function, delivering a wide and varied range of activities: Corporate Services; Conservation and Protection; Development; Aquaculture and Shellfisheries; and Science.

Corporate Services

Corporate Services supports the achievement of the Agency's strategic goals through finance, human resources, information and communication technology, fleet and asset management and other corporate functions. The Directorate also supports governance, planning, resource management, accountability and compliance with North South Accounting Guidelines.

The opportunity

Loughs Agency is appointing a dedicated HR Manager. Reporting to the Director of Corporate Services, the postholder will lead the HR function and provide trusted, practical and authoritative advice to managers across the organisation in Northern Ireland and Ireland.

This is an opportunity to shape how HR supports the Agency at an important point in its development. The Agency currently employs around 53 people and, subject to ongoing review and the necessary approvals, may grow to around 80. The HR Manager will help ensure that policies, systems, management capability and employee engagement develop in step with the organisation.

The successful candidate will inherit a varied and meaningful agenda: developing HR strategy, strengthening policy and practice, providing guidance on complex employee relations matters, working constructively with three recognised trade unions, and supporting change across a long-serving workforce with a range of contractual arrangements.

Role profile

Job title	HR Manager
Grade	Deputy Principal
Contract	Two-year fixed-term appointment
Directorate	Corporate Services
Reporting to	Director of Corporate Services
Direct reports	Two HR Officers
Location	Loughs Agency Headquarters, Derry~Londonderry, with occasional travel to other Agency locations
Salary	£47,304–£49,515 per annum (scale as at 1 June 2026 and currently under review)
Hours	Full-time, 37 hours per week, excluding meal breaks
Working pattern	Flexible working is available. There may be potential to work on a hybrid basis, subject to business needs.
Annual leave	30 days, plus 12 statutory days

Purpose of the role

To lead and develop the Agency's HR function, translating organisational priorities into practical people strategies, policies and services. The HR Manager will provide expert advice across Northern Ireland and Ireland, support managers to deal confidently and fairly with people matters, and build an effective, responsive and continually improving HR service.

Main responsibilities

- Work with the Director of Corporate Services, Chief Executive and senior managers to develop and deliver HR priorities aligned with the Agency's strategic and business plans.
- Lead, coach and develop the HR team, setting clear priorities, allocating work effectively and maintaining a responsive and professional service.

- Provide authoritative, practical advice and guidance to managers on employee relations matters, including conduct, capability, attendance, disciplinary and grievance issues.
- Support and advise on organisational change, helping managers communicate clearly, engage employees and address barriers to implementation.
- Lead the review, development and consistent implementation of HR policies, procedures and guidance, taking account of the Agency's cross-jurisdictional operating context.
- Oversee recruitment, selection, appointment and onboarding activity, ensuring processes are fair, timely, compliant and provide a positive candidate experience.
- Support effective performance management, employee engagement, wellbeing, learning and development, workforce planning and succession activity.
- Build constructive working relationships with recognised trade unions and attend industrial relations meetings as required.
- Monitor employment legislation and good practice, identify implications for the Agency and recommend proportionate, workable responses.
- Develop and report meaningful HR measures and workforce information, using evidence to identify trends, risks, priorities and opportunities for improvement.
- Promote equality, diversity, inclusion, dignity at work and the fair and consistent treatment of employees.
- Maintain appropriate HR records, controls, confidentiality and data protection standards.
- Manage HR projects and external providers where required, ensuring value for money and delivery against agreed outcomes.
- Undertake any other duties reasonably required within the general level of responsibility of the post.

Working relationships

- Chief Executive, Director of Corporate Services and the wider senior management team.
- Managers and employees across all directorates and grades.
- The two HR Officers reporting to the postholder.
- Recognised trade unions and employee representatives.
- Sponsor departments, professional advisers and external service providers, where relevant.

Person specification

Applicants must demonstrate that they meet all essential criteria by the closing date. The desirable criteria may be used to support shortlisting if a large number of candidates meet the essential requirements.

Essential criteria	Desirable criteria
• A degree in Human Resource Management or a related discipline. • At least five years' experience in HR management. • Strong knowledge of employment legislation and evidence of applying it in a practical organisational setting. • Proven experience of leading, coaching and developing HR staff or an HR team. • Experience of advising managers on employee relations matters, including disciplinary and grievance cases. • Excellent communication, influencing and stakeholder-management skills. • A full current driving licence and willingness to travel occasionally across Northern Ireland and Ireland.	• A CIPD qualification, ideally at Chartered level. • Knowledge of employment legislation in Ireland. • Experience of supporting organisational change and helping managers and employees engage with new ways of working. • Experience of working in a unionised or cross-jurisdictional environment.

Personal approach

The role will particularly suit someone who is:

- credible, calm and resilient when dealing with sensitive or contested matters;
- practical and solutions-focused, while maintaining professional standards and sound judgement;
- able to balance strategic thinking with hands-on delivery;
- comfortable challenging constructively and giving clear, evidence-based advice;
- inclusive and able to build trust across different groups and levels of seniority; and
- able to bring people with them through change without avoiding difficult decisions.

Core competencies

The role is aligned to the Northern Ireland Civil Service Competency Framework at Level 3, the level normally associated with Deputy Principal and analogous grades. The framework places integrity, honesty, objectivity and impartiality at the heart of how work is delivered.

The competencies below are particularly relevant to this role. The final competencies and any presentation or technical assessment to be used in the selection process will be confirmed to candidates in advance.

Relevant Level 3 behaviours

Seeing the Big Picture

Understand how HR priorities support the Agency's objectives, public responsibilities and cross-border operating context; remain alert to emerging legislation and workforce trends.

Changing and Improving

Review systems and policies critically, learn from evidence and experience, and implement practical improvements while helping others understand and adopt change.

Making Effective Decisions

Use credible information, professional judgement and an appropriate assessment of risk to provide timely, balanced and defensible advice.

Leading and Communicating

Set clear direction, communicate with conviction and sensitivity, recognise the contribution of others and handle difficult conversations constructively.

Collaborating and Partnering

Build trusted relationships across the Agency and with unions, advisers and partner organisations; share information and challenge constructively where necessary.

Building Capability for All

Identify capability needs, coach and develop the HR team and support managers to build confidence in people management.

Managing a Quality Service

Plan and organise an accessible, accurate and responsive HR service, with clear standards, controls and continuous improvement.

Delivering at Pace

Maintain focus, prioritise competing demands and support the team to deliver timely, high-quality outcomes, including during sensitive cases and periods of change.

Preparing for a competency-based interview

Candidates should prepare specific, verifiable examples that explain the situation, their own responsibility, the actions they personally took, the judgement involved and the outcome or learning. General descriptions of a team's work are less helpful than clear evidence of the candidate's own contribution.

Terms and conditions

Contract

This is a two-year fixed-term appointment. The Agency anticipates that a permanent HR Manager post may arise in future; however, no guarantee of a permanent appointment can be given. Any future appointment would be subject to the necessary approvals and applicable recruitment arrangements.

Salary

The salary scale is £47,304–£49,515 per annum as at 1 June 2026 and is currently under review. Starting salary will normally be at the minimum of the scale. Any consideration of a higher starting salary would be subject to the Agency's applicable policy and approvals.

Hours, leave and working pattern

- Normal conditioned hours are 37 hours per week, excluding meal breaks.
- Annual leave is 30 days, plus 12 statutory days.
- Flexible working is available. There may be potential to work on a hybrid basis, subject to the needs of the role and the business.
- The post is based at Loughs Agency Headquarters in Derry~Londonderry. Occasional travel to the Agency's other locations and elsewhere in Northern Ireland and Ireland will be required.

Selection and application process

How to apply

Applications will be accepted by CV. Your CV should give clear evidence of how you meet the essential criteria, including the relevant dates, scope of responsibility and your own contribution. It should not rely on job titles or assume that the panel will understand your employer or organisational structure.

Please do not submit supplementary or additional information.

Our recruitment partner Conscia Talent is running this competition on behalf of the Loughs Agency.

Application is via their website at <https://www.consciatalent.com/loughs-agency>

All queries should be directed by to LoughsAgency@Consciatalent.com in the first instance.

Closing date	Applications must be received by Friday 11 September 2026 @ 12 noon
Submit applications to	https://www.consciatalent.com/loughs-agency
Interviews	Expected late September 2026, subject to confirmation

Shortlisting

The panel will assess the information provided against the essential criteria and, if required, the desirable criteria. Only candidates whose evidence most closely matches the requirements of the role are likely to progress.

Interview

The selection process is expected to include a competency-based interview. It may also include a presentation or a role-related assessment; if so, full details will be provided to shortlisted candidates in advance.

Order of merit

Candidates who meet the required standard will be placed in order of merit. Loughs Agency may use the outcome of the competition to fill the advertised vacancy and, where appropriate, closely related vacancies arising during the period for which the competition remains valid.

Additional information

Pre-employment checks

Any appointment will be subject to the Agency's required pre-employment checks, which are expected to include:

- evidence of qualifications;
- evidence of the right to work in the UK;
- a copy of a valid driving licence;
- satisfactory references, including the most recent employer; and
- the required level of AccessNI security clearance.

References

References will normally be sought only after the final assessment stage. An offer will be subject to satisfactory references and completion of all other required checks.

Right to work

As an employer in Northern Ireland, Loughs Agency must establish that prospective employees have the right to work in the UK. The evidence required will depend on the individual's immigration status.

Equal opportunities and reasonable adjustments

Loughs Agency is committed to equality of opportunity. Selection decisions will be made on merit. Applicants who need a reasonable adjustment to participate in any part of the process should provide details through the application route so that appropriate arrangements can be considered. Information about a disability or adjustment will be used only for that purpose and will not form part of the selection decision.

Confidentiality and data protection

Information supplied during the recruitment process will be handled confidentially and used for recruitment and associated employment purposes in line with applicable data-protection requirements.