



# **CANDIDATE INFORMATION BOOKLET**

## **Deputy Principal (DP) 3 posts Permanent Full-Time**

- 1.Planning and Communication Manager**
- 2.Logistics Manager**
- 3.Electoral Services Manager**

**Completed application forms must  
be returned by email to Grainne McCarthy  
[grainne.mccarthy@eoni.org.uk](mailto:grainne.mccarthy@eoni.org.uk) by  
12 noon on Friday 26 September 2025**



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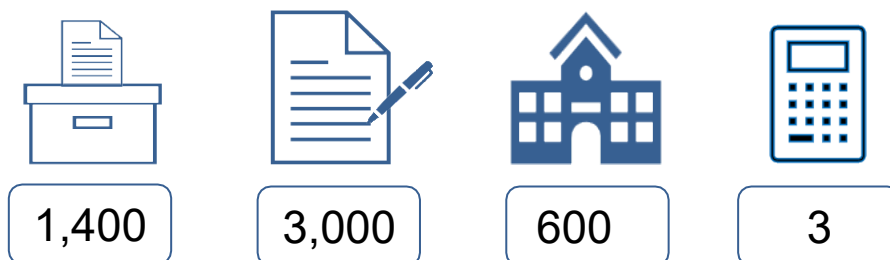
## WELCOME AND BACKGROUND

Thank you for your interest in this role. This is a rare opportunity to play a pivotal role in safeguarding democracy in Northern Ireland. As we prepare for combined elections in 2027, your leadership will directly shape how 1.4 million registered voters experience the democratic process.

The electoral system in Northern Ireland is administered centrally by the Chief Electoral Officer (CEO), a statutory officeholder independent of Government. The CEO is the Registration and Returning Officer for all elections. The Electoral Office for Northern Ireland (EONI) is an independent, non-partisan body which supports the CEO in running elections and compiling the electoral register.

EONI manages both scheduled and unscheduled elections, scaling rapidly to deliver elections involving 1.4 million registered voters, around 6,000 temporary staff, 1,400 ballot boxes, 3,000 polling booths, 600 polling places and 2–3 central count venues. The organisation operates in a highly scrutinised and politically sensitive environment, where public confidence depends on robust planning, impartiality and transparency.

Further information is available at [www.eoni.org.uk](http://www.eoni.org.uk)





## ABOUT THE DEPUTY PRINCIPAL ROLES

The structure of the senior team of the Electoral Office for Northern Ireland (EONI) includes the Chief Electoral Officer, two Deputy Chief Electoral Officers, and four current Manager positions in the areas of Operations, Business Support, Logistics and Data Services.

To strengthen organisational resilience and prepare for future electoral events, we are recruiting **three Deputy Principals (DPs) – two positions are to fill vacant posts in Operations and Logistics, and the third position is a new DP role in Planning & Communications.**

These roles are demanding but rewarding positions, with line management responsibility. They are key roles in delivering EONI's business objectives, with each function having a distinct focus that contributes collectively to the success of our overarching purpose: maintaining the electoral register and delivering well-run elections.

- **Electoral Services Manager (Operations)**– Leads on electoral registration services, including the accuracy and maintenance of the electoral register, management of property information, polling station schemes and absent vote processes.
- **Logistics Manager**– Leads on logistical operations, including polling station equipment, ballot boxes, transport, printing, postal services and supplier contracts. They will also be responsible for financial and procurement operations, including management of operational and elections budgets.
- **Planning & Communication Manager**– Leads on electoral planning and project management. Oversees internal and external communications and stakeholder engagement (including councils, political parties, NIO, PSNI, Electoral Commission and the media) and manages the delivery of the candidate nominations process.

The **Planning & Communication and Logistics Managers** will be part of a newly established **Election Planning and Coordination Team**, overseen by one of two Deputy Chief Electoral Officers (DCEO). Together they will ensure the **integrated delivery of all aspects of count planning** including venue layouts, processes, stationery, security, and mock counts.

This booklet provides further information on the responsibilities of Deputy Principals in EONI, the skills and competencies required, and details of the selection process.



## JOB DESCRIPTION

### OVERVIEW

<b>Grade</b>	Deputy Principal (DP)
<b>Job title</b>	Electoral Services Manager / Logistics Manager / Planning & Communication Manager
<b>Location</b>	Colby House, Belfast
<b>Salary</b>	£47,304 – £49,515 (annual progression)
<b>Hours</b>	37 per week with a flexible/hybrid working scheme
<b>Leave</b>	25 days + 12 public/privilege days (rising to 30 after 5 years)
<b>Pension</b>	NI Civil Service Pension Scheme
<b>Contract</b>	Permanent, full-time

### PURPOSE:

Deputy Principals (Managers of Function) hold senior management responsibility within the Electoral Office for Northern Ireland (EONI). Reporting to a Deputy Chief Electoral Officer (DCEO), each postholder is responsible for leading one of the core operational functions that contributes collectively to the success of our overarching purpose: maintaining the electoral register and delivering well-run elections.

The roles require strong leadership, project management, and stakeholder engagement skills to ensure statutory duties are met.

### DPs are responsible for:

- Managing teams and resources effectively.
- Leading planning, operational delivery, and risk management across their area of responsibility.
- Leading the development of guidance and procedures within a statutory framework across their area of responsibility.
- Providing advice and assurance to the CEO, DCEOs, Senior Management Team, and external stakeholders.



- Representing EONI with external stakeholders and/or suppliers including the Electoral Commission, political parties, Northern Ireland Office (NIO), PSNI, councils, media, and the wider public.

### **CORE RESPONSIBILITIES** (all DP roles):

- Act as a member of the Senior Management Team, contributing to strategic leadership, corporate governance, and organisational transformation.
- Lead and manage a team, including recruitment, training, development, and performance management.
- Make decisions and set the strategic direction for a team in an uncertain and rapidly changing environment.
- Ensure all statutory obligations within the assigned function are met.
- Lead risk management, audit, and compliance within the area of responsibility.
- Provide professional and strategic advice to the CEO, DCEOs, and SMT.
- Build and maintain key relationships with internal and external stakeholders.
- Contribute to cross-cutting electoral planning and delivery.
- Ensure all work is carried out in line with equality duties, EONI policies, and governance requirements.

### **FUNCTIONAL RESPONSIBILITIES**

#### **Planning & Communications**

- Lead on statutory election timetables, electoral planning, and project management.
- Oversee internal and external communications for elections, including media handling, stakeholder briefings, and acting as a spokesperson for EONI.
- Manage engagement with political parties, Electoral Commission, councils, NIO, PSNI, candidates/agents, and other stakeholders.
- Oversee candidate nominations processes, including training, guidance, venues, and compliance.
- Jointly lead with Logistics manager count centre planning and operations (venue layouts, processes, security, stationery, and rehearsals).



## **Logistics**

- Lead for all logistical operations including polling station equipment, ballot boxes, transport, printing, postal services and associated supplier contracts.
- Manage all EONI budgets (operational, capital and election) including profiling, monitoring, and reporting to NIO and SMT.
- Lead procurement processes, contract management, and supplier engagement.
- Jointly lead with Planning and Communication manager count centre planning and operations (venue layouts, processes, security, stationery, and rehearsals).

## **Operations**

- Lead delivery of electoral registration services, ensuring the accuracy and completeness of the electoral register.
- Manage registration and absent voting processes.
- Lead planning and delivery of the statutory canvass and other registration projects.
- Manage electoral property data, polling station schemes, and boundary review inputs.
- Oversee public consultations on polling schemes and liaise with elected representatives and councils.



## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA (tested on application form/during interview)**

- Minimum of 2 years' experience of effective leadership and managing projects and/or operations in a complex environment.
- Minimum 2 years' experience of building and maintaining key senior internal and external stakeholder relationships.

### **DESIRABLE CRITERIA (tested on application form/during interview)**

- Experience in one or more of the following areas: public sector finance/procurement; electoral administration/registration processes; dealing with enquiries from media/political representatives.
- Experience of the interpretation and/or operational implementation of legislative requirements.
- Experience of working in a politically sensitive environment.
- Degree or equivalent qualification.
- Project management qualification and/or experience.
- Experience of using digital tools to manage information, analyse data, and communicate effectively.

### **ESSENTIAL SKILLS (tested during competency-based interview)**

- Analytical and Problem-Solving: Able to understand complex information, spot key issues, and find practical solutions.
- Communication: Strong communication skills.
- Relationship Building: Able to build and maintain good working relationships in politically sensitive environments.
- Decision-Making: Makes sound, evidence-based decisions, balancing competing priorities and risks.
- Organisation and Planning: Can manage several projects at once, set priorities, and deliver on time.



## CONFLICT OF INTEREST

Candidates must not be a member of any organisation or society which might be construed as a potential conflict of interest. This includes any employment or personal connections (current or previous), which might give rise to public speculation. This includes but is not limited to:

- Obtained office as an MP, MEP, member of the N.I. Assembly, local Councillor or other political office.
- Stood as a candidate for one of the above offices.
- Held office such as Chair, Treasurer or Secretary of a local branch of a political party.
- Canvassed on behalf of a political party or helped at elections.
- Been a member of a political party
- Spoken publicly on behalf of a political party or candidate.
- Acted as a political agent for a candidate in an election.
- Worked (either paid or voluntary) for any political party or candidate.
- Signed the nomination paper of any candidate(s) in an election.
- Applicants must also not have been convicted of an offence under electoral law
- Applicants must also not have undertaken any other political activity which may be considered relevant.

Candidates may also be queried to make an assessment of whether any conflict of interest exists. If appointed any failure to be candid in this assessment could result in dismissal.



## MAIN TERMS AND CONDITIONS

**SALARY:** The salary range for this post is **£47,304 – £49,515** (see [NI Civil Service Pay Scales](#)). Starting salary is normally at the bottom of the scale, with structured annual progression.

**APPOINTMENT:** These are **full-time, permanent positions**. Appointments are subject to two satisfactory references, including one from your current or most recent employer.

**WORKING HOURS:** The standard working week is **37 hours net**, however the Electoral Office operates a **flexible/hybrid working scheme** to support staff in managing their commitments. During election periods, additional hours are normally required to meet business needs.

**LOCATION:** Roles are based in our new modern open plan offices in Colby House, Belfast. Some limited travel may be required outside of election time. At election time travel to various locations across Northern Ireland will be required to assist in the running of elections across various venues. On site, staff have access to car parking and changing facilities for those who cycle to work.

**PROBATION, TRAINING & DEVELOPMENT:** All new appointments are subject to a 12-month probationary period, during which support, and feedback will be provided to help you succeed in the role. We place a strong emphasis on training and professional development. As part of this, you may have the opportunity to travel across the UK and Ireland to observe elections, learn from best practice, and build your expertise. If a candidate's performance, conduct or attendance during their probationary period is not satisfactory, their appointment may be terminated.

**HOLIDAYS:** You will enjoy **25 days annual leave**, rising to **30 days after five years' service**, plus **12 public and privilege holidays** each year.

**PENSION:** Staff benefit from membership of the **Principal Civil Service Pension Scheme**, one of the most attractive packages available in the public sector. Further details are available at [Civil Service Pensions NI](#).



## APPLICATION PROCESS

Candidates are strongly advised to read all the sections of the Candidate Information Booklet and the other useful information and links before completing their application form. Valuable information is available on the Electoral Office website at [www.eoni.org.uk](http://www.eoni.org.uk).

### **Please note:**

- The space on the application form is the same for all applicants and must **not** be altered.
- CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms cannot be accepted and will not be considered.
- Applicants must complete the application form in typescript font size 12.
- Candidates will be shortlisted for interview solely on the basis of the information given on the totality of the application form.
- Candidates should ensure that they provide evidence of experience giving length of experience, examples and dates as required. It is not sufficient to simply list duties and responsibilities. If they do not provide sufficient detail the selection panel may not shortlist candidates for interview.

**Completed application forms and separate equality and diversity monitoring form should be sent by email to Grainne McCarthy [grainne.mccarthy@eoni.org.uk](mailto:grainne.mccarthy@eoni.org.uk) no later than 12 noon Friday 26 September 2025**

Please do not send paper applications. Equality monitoring forms will be removed from application forms upon receipt and registered separately.

### **Shortlisting and Appointment Panel**

The information provided within the application form will be used for shortlisting purposes to assess which candidates meet the required criteria to be brought forward to the next stage in the assessment process. It is the responsibility of the candidate to clearly demonstrate how they meet the criteria specified with relevant examples where appropriate. The Panel reserves the right to enhance the selection criteria as it sees fit in the event of a large volume of applications.



Applications will be considered for shortlisting purposes by the Panel who will also conduct the interviews. The Panel will include the following members:

- |                     |  |
|---------------------|--|
| • Dr David Marshall | Chief Electoral Officer Northern Ireland (EONI)        |
| • Jonathan Mitchell | Deputy Chief Electoral Officer Northern Ireland (EONI) |
| • Claire McGregor   | Head of Elections Policy (Northern Ireland Office)     |

For those shortlisted, further information on the interview process will be provided on the invitation to interview letter.

### **Shortlisting and Interview Process**

Candidates will be shortlisted for interviews according to the candidate's responses to the criteria set out in this booklet and the accompanying application form.

The interview will be competency based, and the panel will ask you to provide specific examples from your experience.

Further information on the Northern Ireland Civil Service (NICS) competency framework can be accessed through [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)

### **Equality Statement**

The Electoral Office is an Equal Opportunities Employer. The Electoral Office welcomes applications from all Section 75 groups regardless of age, disability, ethnicity, gender, marital status, people with or without dependants, political opinion, religion, or sexual orientation.

### **Disability Requirements**

We ask on the application form if applicants require any reasonable adjustments, due to disability, to enable them to attend any part of the selection process.

Details of any disability are only used for this purpose and do not form any part of the selection process. If an applicant has indicated on their application that they have a disability, are successful in the selection process and are being considered for appointment, the applicant may be required to outline any adjustments they consider are necessary to enable them to fulfil the requirements of the role.



## KEY DATES

Date	Stage
08 September 2025	Advertisement launches and applications open
26 September 2025	Applications close (12 noon)
20-24 October 2025	Interviews to be held in the Electoral Office in Belfast



## OTHER REQUIREMENTS

### Right to Work and Nationality Requirements

EONI must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment. Please note ALL applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of the Republic of Ireland; or
- (iii) National of a Commonwealth country; or
- (iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the European Union Settlement Scheme (EUSS); or
- (v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under European Union Settlement Scheme (EUSS).
- (vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals

ALL candidates are required to state their nationality and the category they are applying for in the Right to Work and Nationality Requirements response box of your application form.

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box of your application form.

You should provide details of your 'Share code' in the 'Share code' field which will be used to validate your Right to Work in the UK. You can find further detail on obtaining your 'Share code' at <https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status>

Failure to provide the requested information will result in your application being rejected.

[EU Settlement Scheme EU, other EEA, Swiss citizens and family members](#) provides guidance on EUSS and certain family members.

Where a candidate has a Right to Work status which has a time limitation, ongoing checks will be in place to ensure the Right to Work is maintained.

Further guidance on Nationality requirements is available in the Nationality Guidance section of the NICS Recruitment website.



## VETTING PROCEDURES

Successful candidates will be required to hold or obtain security clearance at Security Check (SC) level (see <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>)

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

EONI follows NICS Ex-Offenders Guidance. This information is available upon request.