**Head of Regional Business – North and North West**

**Candidate Pack**

(REF: HRBNW/25)

Closing date for applications: 12 noon BST on 14 October 2025

**Invest NI is an Equal Opportunities Employer. At this time, we particularly welcome applications from people with disabilities, minority ethnic groups and female applicants for roles at Grade 7 and above.**

# About Invest Northern Ireland

Invest Northern Ireland (Invest NI) is the economic development agency for Northern Ireland (NI) and is responsible for encouraging and supporting the establishment and growth of business enterprises and especially those with the potential to export. The agency is also responsible for promoting NI for Foreign Direct Investment (FDI). The organisation employs 650 staff, has an annual gross expenditure budget of approximately £150 million and manages a total client portfolio of more than 3000 companies. As a global organisation with a Head Office in Belfast and a regional presence across Northern Ireland, we also have offices in 29 locations outside Northern Ireland covering the Americas, Europe, Middle East, Africa and Asia-Pacific.

Invest NI has just completed Year One of Our Future in Focus [**Invest NI Business Strategy 2024-2027 (PDF)**](https://www.investni.com/sites/default/files/2024-10/business-strategy-invest-ni-2024-2027.pdf)which sets out ambitious targets structured around the following priorities: boosting business investment, accelerating innovation and skills, driving global ambition, developing and achieving sustainability, maximising City & Growth Deals and promoting places and partnerships.

Invest NI is a Non-Departmental Public Body (NDPB) of the **Department for the Economy (DfE).** A critical role for Invest NI is to deliver DfE’s **Economic Vision**, the new **Business Strategy**, the **City & Growth Deals** and the recommendations of the **Independent Review of Invest NI.** For more information about Invest NI please visit our website, [**www.investni.com**](http://www.investni.com)**.**

**Our Vision**

Our Vision to drive our long-term strategic response is:

*“Invest NI is recognised as a leading economic development agency, instrumental in driving a balanced, sustainable, productive, and prosperous Northern Ireland economy through unlocking the potential of businesses across the region”.*

**Our Mission**

Our Vision has been allied with our Mission Statement. Our mission statement defines the purpose and goals of the organisation. These are:

*“To work with businesses to accelerate their growth by increasing external sales and innovation, creating good quality jobs, boosting productivity and skills, growing inward investment and reducing carbon emissions. “*

**The Regional Development Group**

Invest NI’s Business Strategy 2024-2027 **‘Our Future in Focus’** commits to Regional Balance, improving the balance of business investment and productivity across the region to transform NI’s growth prospects and raise living standards for all.  By 2026/27, 65% of Invest NI’s Investments will be to businesses located outside of the Belfast Metropolitan Area. Our Regional Offices are currently based in Belfast, Ballymena, Londonderry, Newry and Omagh and we are now commencing the transition to implementing a five operating Region Model.

**Overview of the Head of Regional Business - North and North West role**

We are in the process of implementing a transformative new leadership structure, and we're looking for passionate and forward-thinking professionals to join us at this exciting stage of that process. As we build a new leadership framework, we want leaders who are ready to drive change, shape the future, and help us build a more agile, resilient, and high-performing organization.

Based in our North West office which is currently at Timber Quay, Strand Road, Derry~Londonderry and initially reporting to the Interim Chief Development Officer, who is responsible for the Regional Development Group, the post holder will be the corporate lead across the North and North West regional territory. They will be responsible for leading a team of operational and stakeholder staff to implement and embed a new regional strategy and deliver Invest NI’s regional growth development agenda, ensuring that this is fully aligned with the economic vision of the Department for the Economy (DfE). They will engage and collaborate with Invest NI clients and prospective clients and local and national stakeholders, including local politicians, to develop and implement a strong regional strategy. The post holder will be an advocate for their region, promoting regional balance, enabling inward investment, and driving economic growth, and will be the primary regional interface with a key cohort of nationally significant businesses who operate regionally. They will co-ordinate and report on corporate interactions, including enhancing Invest NIs corporate service delivery in regional settings.

The post holder will work collaboratively with the Invest NI Executive Committee, Government departments, Department for the Economy (DfE), Department for the Communities (DfC), Department for Infrastructure (DfI) and other public bodies such as SONI, NI Water, and the Strategic Investment Board in the development and delivery of partnership initiatives. They will be the primary regional leads and contacts for Invest NI with Business Organisations, Universities, Colleges, Banks, Councils, client businesses and businesses wishing to invest in one of Invest NI’s regional territories. They will be responsible for the management, maintenance and operation of our regional offices which will function as Invest NI’s regional hubs.

This competition will also be used to create a reserve list to fill any permanent and temporary vacancies requiring the same skill set which may arise in the 12 months following the competition.

# Job Description (Roles and Responsibilities)

**Job title**

Head of Regional Business - North and North West

**Team**

Regional Development Group

**Application deadline**

12 noon BST on 14 October 2025

**Grade**

Grade 6

**Salary**

The salary range for this position is **£73,577 - £77,904 per annum (Grade 6, 2025 Pay Scale)**. The entry point for the successful candidate will be at the minimum of the range.

**Contract Type**

Full-time, permanent. The successful appointee will be subject to a 9-month probationary period. At the end of this period, subject to satisfactory performance and attendance they will be confirmed in post. If their performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

**Start Date**

As soon as possible (depending on notice period).

**Location**

The post will initially be based at Timber Quay, Strand Road, Derry~Londonderry with frequent visits to in Invest NI’s Bedford Street Headquarters in Belfast. You will be expected to maintain a visible presence with key stakeholders, and you should spend a minimum of 3 days per week either in the office or having face-to-face engagement with key stakeholders.

The main duties and responsibilities include:

* As a senior leader and manager in the organisation, the postholder will be a role model, exemplifying the values, building capability, and inspiring staff to achieve better outcomes for customers, enhanced performance levels in regional territories and contribute to shaping the strategy and culture of the organisation.

* Providing professional advice to Invest NI’s Executive Committee on regional matters, advising the Regional Partnerships Committee (RPC) and Strategic Resources Committee (SRC), Board, and colleagues on key regional economic issues pertaining to the work of the organisation in a defined regional territory. This will include the provision of insight and solutions relating to matters arising within regional territories, helping shape policy, strategy, and interventions within regional territories. The advice will inform decision-making across the organisation and provide strategic partnering and delivery advice to inform the Chief Executive Officer (CEO), Executive Committee, Chair and Board members as and when they engage regionally.

* As a key regional leader, the post holder will have responsibility for driving efficiencies across their regions and ensuring a consistent approach in the delivery of the regional agenda. They will play a pivotal role in the development and implementation of both the Business Strategy and Regional Strategy, with overall responsibility for the achievement of the relevant targets outlined within. They will use their detailed knowledge of regional economic territories and activity to inform strategy and policy development, ensuring regional issues are clearly presented, understood, and are harnessed to inform evidence-based decision-making and to demonstrably contribute to the delivery of regional balance.

* Leading Invest NI’s input into the support for Local and Regional Economic Partnerships providing strategic support and direction in relation to the identification of priorities for investment in regional territories, working with DfE and other Government departments advocating for regional economic growth including identifying barriers to growth and potential solutions to ensure economic prosperity in regions, obtaining support for potential solutions and successfully implementing these.

* Providing effective leadership and setting clear direction for the Regional Teams, leading the delivery of a high-quality customer service for the organisation and external partners and stakeholders including responsibility for growing the Invest NI Client base in regions and ensuring re-investments in the installed base of clients.

* Overseeing and driving effective stakeholder engagement with external stakeholders, clients, prospective clients, inward investors on regional matters that support the delivery of the Business Strategy, DfE policy, Programme for Government and the Minister’s Economic Vision, providing insight on how policies and interventions can and should be adapted to ensure regional balance is accounted for in the development and deployment of delivery solutions and in the achievement of the regional targets outlined in the Business Strategy.

* Providing ongoing support and leadership on reviews of the effectiveness and efficiency of all current regional programmes and project interventions including an awareness and oversight of projects with significant companies within a regional territory. The postholder will be responsible for the delivery of corporate targets that will deliver the Business Strategy including co-ordinating the regional delivery of wider Invest NI targets.

* Leading, coaching, and mentoring staff to ensure the optimisation of resources, the achievement of performance targets and objectives which are aligned to both the Regional and Business Strategy, including managing the performance of the team in line with the annual operating plan and individual work plans, ensuring that the team is fully integrated within Invest NI; providing direction on how the work of the team shapes the organisation’s activities and impacts on how this is delivering the Regional Strategic Agenda and achieving improvements in Regional Balance.

* Managing resources and respective workloads within the Regional Development Group. Overseeing the delivery of high-quality customer service to clients and prospective clients of Invest NI and acting as the lead partners collaborating with stakeholders in the delivery of the Business Strategy in regional territories. Ensuring the regional territory acts as a positive and supportive advocate seeking to constructively tackle regional challenges and barriers to economic growth.

* Managing, maintaining, and reporting on the effectiveness of the Regional Strategic Agenda in relation to the territory the role is leading on, this includes providing statistical insights into regional economic performance and priorities and the provision of recommendations on future modifications.

* Overseeing the regional operating plans, targets, and budget, ensuring compliance with governance and financial management requirements.

* Inputting into and positively and measurably supporting the City and Growth Deal agenda, the Shared Island Fund Agenda and assisting internal teams with building evidence and client-backed bids for external funding in pursuance of the delivery of the Business Strategy.  Proactively engage with local councils, and universities, and colleges, in respect of the C&GDs to maximise the economic benefit derived from these.

* Providing information, briefings, reports, and statistics as required by Invest NI colleagues, DfE staff and Ministers within agreed deadlines.

* Supporting the Invest NI CEO, Executive Committee, Board Chair and Board members in preparation for and management of meetings in regional territories including ensuring actions committed to are delivered in a timely manner.

* Developing policies and interventions to drive the Regional Strategic Agenda and presenting recommendations for improvement to Invest NI’s Executive Committee, RPC, SRC, Board, and the Governance and Compliance Council (GOCC) and/or any relevant Invest NI Committee.

This list is not exhaustive, and the successful candidate will be required to perform additional duties as allocated by management; the role of Invest NI’s regional teams is subject to change and additional responsibilities may be added where these are in line with amendments to Invest NIs duties in pursuance of the Invest NI Business Strategy, Regional Strategy, and priorities of the DfE.

**Selection Process**

1. **Selection Criteria**

To be considered for the role, applicants must **must**, by the closing date for applications, be able to demonstrate the following:

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| **Essential Criteria** |
| The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below |
| **Criteria** | **Method of Assessment** |
| 1. | Possess a full current driving licence and access to a motor vehicle.  Consideration will be given to alternative travelling proposals in respect of applicants who have a disability and cannot hold a driving licence. | Application form |
| 2. | Significant experience in economic development with a comprehensive understanding of the challenges faced by businesses of all sizes in seeking to access growth opportunities.  | Application form/Assessment/Interview |
| 3. | Experience in developing long term strategic relationships with multiple customers/stakeholders/partners at a senior level with proven experience in leading complex negotiations to a successful conclusion.  | Application form/Interview |
| 4. | Experience of leading cross functional/cross-body groups at a senior level to deliver significant projects/initiatives/programmes which have achieved business objectives and met customer and stakeholder expectations. | Interview |
| 5. | Experience of successful strategy development and implementation which delivered a positive impact/outcome for your organisation and its customers. | Assessment/Interview |
| 6. | A successful track record of leading and managing staff to deliver a high standard of service to customers to achieve significant business objectives. | Application form/Interview |
| 7. | Significant experience of managing budgets within clear corporate governance guidelines. | Application form/Interview |
| 8. | Excellent verbal and written communication skills | Assessment |

**In addition to the Values and the selection criteria, candidates will be required to demonstrate the following competencies throughout the process:**

* Strategic Awareness
* Leadership Skills
* Effective Resource Management
* Strong Interpersonal and Communication skills
* Influencing and negotiation skills
* Effective partnership working
1. **Shortlisting**

Your application should clearly outline how you meet each of the Essential Criteria 1 to 3, 6 and 7. A shortlist of candidates for interview will be prepared on the basis of the information contained in your application. Responses in your application should demonstrate how and to what extent you satisfy each of the criteria outlined. Only those applicants who, from the information supplied in their application, most closely match the selection criteria for the post will be shortlisted.

***Applications which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.***

1. **Interview and Assessment**

Shortlisted candidates will be invited to an interview and assessment scheduled to take place as soon as possible after the closing date for applications.

The selection panel will assess candidates against the interview and assessment

criteria as appropriate. The panel’s decision at every stage of the selection process is final.

1. **Applications**

Completed applications, demonstrating the experience and skills sought, must be submitted to monitoringofficer@investni.com by **12:00 noon BST on 14 October 2025.**

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

To ensure equality of opportunity for all applicants:

* Applicants submitting their application form electronically must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which MCS Group deems unsafe to open, will not be accepted.
* Applications which are received after the closing date and time will not be accepted.
* Applications for the role will be shortlisted against Essential Criteria.
* The shortlisting 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, and it is not appropriate simply to list the various posts that an applicant has held.
* It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.
* Only those candidates who, from the information supplied on their application, most closely match the selection criteria for the post, will be shortlisted.
* Applications which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.
1. **Appointment**

If successful, you will be expected to take up the position as soon as possible. Should you de­cline an offer of appointment, you may not be offered any future posts to be filled from this competition.

* **References**

Your appointment is subject to receipt of two satisfactory references.

* **Before Starting**

Prior to taking up your duties, you must supply a copy of your birth certificate and enter into an agreement setting out the terms of your appointment.

* **Eligibility to Work in the UK**

All candidates must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant.

* **Vetting Requirements**

Your appointment is also subject to a background check. Invest NI will organise a Criminal Record Check on successful applicants to be carried out by AccessNI. The category of AccessNI check required for this post is Basic Disclosure Certificate. You should not put off applying for a post because you have a conviction, and any disclosure will be seen in the context of the job role, the nature of the offence and the responsibility for the care of existing clients and employees. We deal with all criminal record information in a confidential manner and in accordance with our Privacy Standard. Information relating to convictions is destroyed after a decision is made.

More information can be found on <http://www.accessni.gov.uk/>. If you are being considered for appointment, you will be asked to complete the AccessNI application form for a Basic Disclosure Certificate. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. A copy of Invest NI’s Policy on the Recruitment of Ex-Offenders is available upon request.

**Canvassing**

Canvassing in any form is not allowed at any stage of the process.

# Benefits of employment

Invest NI is committed to creating a better workplace for its staff. Working for Invest NI brings a range of benefits that you can take advantage of.

**Pension**

We offer all employees access to an attractive pension scheme. Full details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>.

**Holidays**

25 days per annum, increasing to 30 days after 5 years, with an additional 12 Public and Privilege holidays. The leave year runs from 1st February to 31st January. Leave entitlement in the period prior to the start of the new leave year is calculated on a pro-rata basis.

**Flexible Working Hours**

The standard working hours are 37 per week, Monday to Friday. Employees will be required from time to time to work outside normal working hours to fulfil the demands of the role. Invest NI operates a flexible working scheme. Staff may work flexibly from 7.00am (7.30am when working at HQ) to 7.00pm with a minimum of half an hour for lunch. At management discretion and without adversely affecting the overall efficiency of Invest NI, staff who have built up enough hours each month can take up to a maximum of 3 flexible working days.

**Family**

Family-friendly policies are essential for supporting employees with caregiving responsibilities and promoting work-life balance.

**Remote Working**

**We offer hybrid working for most roles with a** combination of in-office and remote work, offering greater flexibility.

**Wellness and Inclusion**

We have a variety of vibrant Employee Connection Groups as part of our commitment to Diversity & Inclusion.

Invest NI promotes positive health and wellbeing through regular events and initiatives throughout the year with access to wellness programs that support mental and physical well-being.

Counselling and support for employees via an **Employee Assistance Program (EAP)** and access toaWelfare Support Service providing an individual and confidential service to staff and managers at all levels.

**Community**

A Sports and Social Committee organise events for Invest NI staff and their guests.

Our Corporate Charity until April 2026 is **NI Children’s Hospice** and we have already surpassed our revised target of £30k! You can get involved in events and initiatives to help raise money to support our charity partner.

**Learning and Development**

Invest NI is committed to supporting staff to reach their full potential. We actively develop staff and invest significantly in training and development for business success and personal growth. This includes on-the-job training, external training and, where appropriate, further education.

**Additional Information**

**Travel**

It is not Invest NI’s policy to pay travel expenses to any candidate attending interview unless their journey is from outside Northern Ireland or the Republic of Ireland. For these candidates, expenses will be payable only for flight or ferry crossings to a maximum of £100, on presentation of valid receipts, and only for attendance at final interviews.

**No accommodation or relocation expenses are payable in connection with this position**

**Conflicts of Interest**

Candidates must note the requirement to declare areas of actual, potential or perceived conflict with the interests of Invest NI. You will be required to make such declarations upon offer of employment and annually thereafter for Invest NI’s consideration. You will be required to abide by the rules adopted by Invest NI in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities.

**No Smoking Policy**

Invest NI operates a no smoking policy in all its offices.

**Interview Guidance**

Interview guidance is available by clicking the link below:

[invest-northern-ireland-Interview-guidance.pdf (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-Interview-guidance.pdf)

**Data Protection**

The Invest NI Privacy Notice is available at:

[Invest Northern Ireland - Privacy Notice for Job Applicants (PDF) (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-privacy-notice-job-applicants.pdf)

**Equality of Opportunity**

Invest NI is an Equal Opportunities Employer and to help ensure that we are meeting our Equality of Opportunity obligations, we monitor the composition of staff and applicants. This monitoring helps to assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society. **Therefore the monitoring form included with your application form is regarded as part of your application and should be completed and returned.**

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

Invest NI is an Equal Opportunities Employer. At this time, we particularly welcome applications from people with disabilities, minority ethnic groups and female applicants.

You can read our Equal Opportunity Statement by clicking on the link below:

[Equality of Opportunity.pdf (investni.com)](https://www.investni.com/sites/default/files/2023-07/Equality%20of%20Opportunity.pdf).