Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Assistant Director(s)
Application Pack



At the heart of
our community

Contents

03 Introduction

04 The Mid Ulster District: A Brief Profile

05 Job Description

08 Person Specification

11 General Information

12 Guidance on completing your Application Form

Introduction

Mid Ulster District Council comprises of five Directorates:

- Communities and Place
- Environment
- Capital Planning and Property Services
- Corporate Services and Finance
- Organisational Development, Strategy and Performance

Each Directorate plays a key role in delivering the Council's corporate priorities, statutory responsibilities and services to the district.

This recruitment campaign seeks to appoint seven pivotal Assistant Directors who will provide strategic leadership and strengthen the Council's senior management capacity across key service areas.

Reporting directly to the relevant Strategic Director, these roles will be instrumental in translating the Council's corporate vision and strategic objectives into effective service delivery, driving organisational performance, supporting service transformation and ensuring the effective management of public resources.

The seven positions to be filled through this recruitment campaign are:

- **Assistant Director – Leisure and Wellbeing**
- **Assistant Director – Environmental Services**
- **Assistant Director – Regulatory Services**
- **Assistant Director – Planning and Strategic Asset Management**
- **Assistant Director – Capital and Property Services**
- **Assistant Director – Finance and Procurement**
- **Assistant Director – Democratic, Civic Services and Citizen Involvement**

Collectively, these appointments represent a significant investment in the Council's leadership capability and long-term organisational effectiveness. The successful candidates will be expected to have a strategic business focus to develop and lead a range of services in a way that maximises effectiveness and efficiency. Develop and implement policy with other senior council officers and partners, in line with the Councils Community and Corporate Plan. To lead cross-organisational change programmes, actively promoting collaboration with both internal and external partners and stakeholders. To Deputise for the Strategic Director for both planned and unplanned absence from the service and to be an active member of the Councils leadership team participating in the ongoing strategic development of the organisation.

Our Values

Customer First



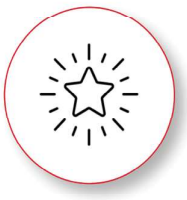
We will engage and listen to our customers to better understand what you want and need and offer excellent access to good quality services.

Respect



We will celebrate diversity and treat everyone equitably and with respect.

Excellence



We will continually improve our services and work towards the best Mid Ulster there can be.

Honest and Trustworthy



We will be open and accountable in developing our plans and delivering services.

Innovative



We will seek to make maximum use of technology and other opportunities to improve services in our district.

You will find our key strategic documents online at: www.midulstercouncil.org/corporatestrategies

The Mid Ulster District: A Brief Profile

Mid Ulster is a geographically large area, stretching from Swatragh in the north to Fivemiletown in the south-west, covering 13% of Northern Ireland.

The 6th largest population of 11 Councils. It includes the towns of Magherafelt, Cookstown, Dungannon, Coalisland and Maghera, as well as many smaller villages, settlements, and a large rural area.

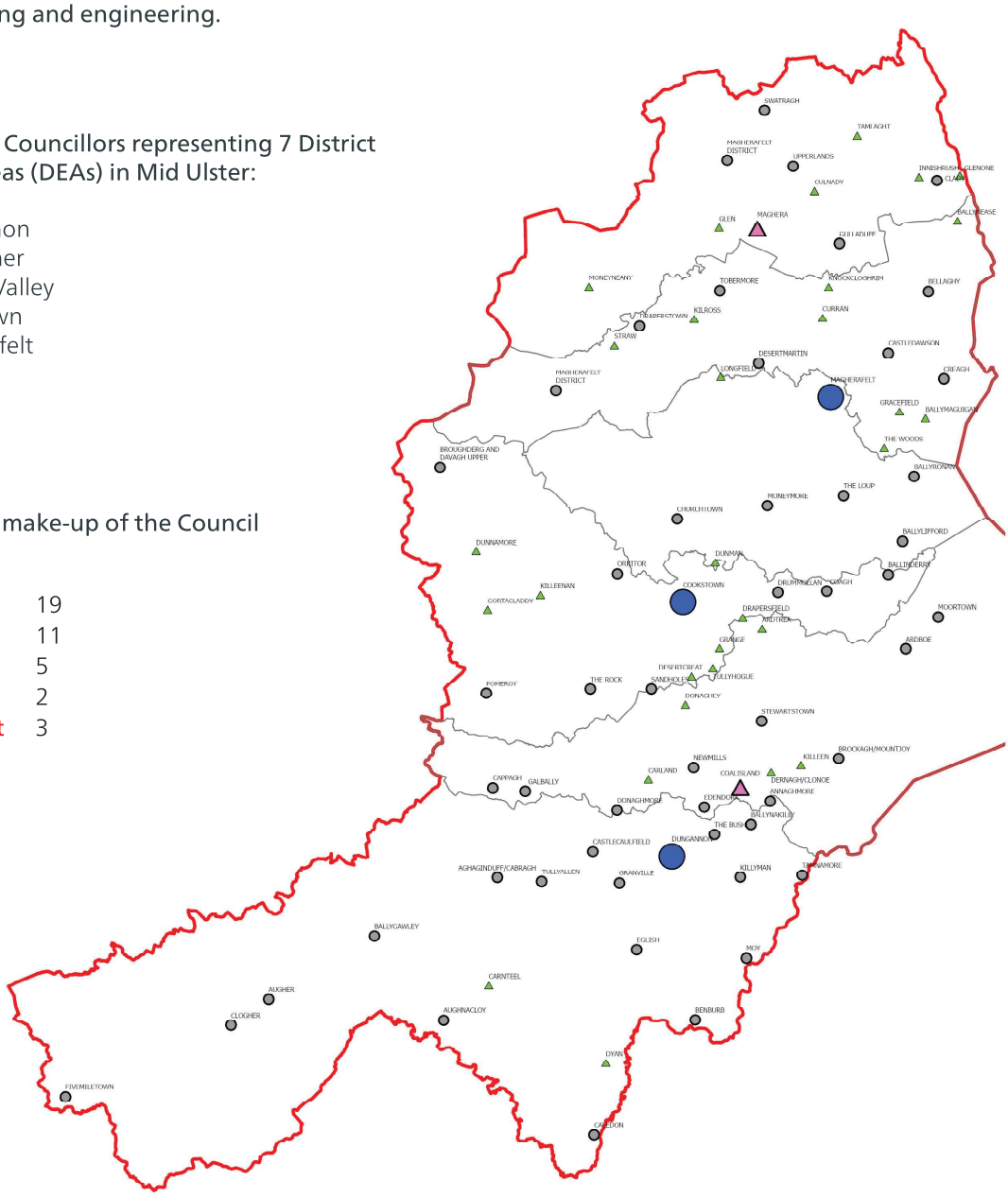
Population estimates as of 2024: 152,718, 7.9% of Northern Ireland population. Around 70% of our people live in rural areas, with the remaining residents in urban settings. We are the centre of manufacturing and engineering.

There are 40 Councillors representing 7 District Electoral Areas (DEAs) in Mid Ulster:

- Dungannon
- Carntogher
- Clogher Valley
- Cookstown
- Magherafelt
- Moyola
- Torrent

The political make-up of the Council is as follows:

Sinn Fein	19
DUP	11
SDLP	5
UUP	2
Independent	3



Job Description

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Job Title: Assistant Director (X7 positions):

Communities and Place Directorate:
- Assistant Director - Leisure and Wellbeing

Environment Directorate:
- Assistant Director - Environmental Services
- Assistant Director - Regulatory Services

Capital, Planning and Property Services Directorate:
- Assistant Director - Planning and Strategic Asset Management
- Assistant Director - Capital and Property Services

Corporate Services and Finance Directorate:
- Assistant Director - Finance and Procurement

Organisational Development, Strategy and Performance Directorate:
- Assistant Director - Democratic, Civic Services and Citizen Involvement

Reports to:
Strategic Director

Hours:
37 hrs per week Monday to Friday.
Evening/weekend work will be required on occasions.

Salary:
Scale PO12 SCP 58 – 61; £74,643 - £78,457 gross per annum

Location:
Based at Cookstown, Dungannon or Magherafelt Council Offices. Will be required to work across the Mid Ulster District.

The Council may retain a list of reserve candidates arising from this recruitment campaign, for any vacancies which may arise which are the same or similar and are of an equal grade of pay. This list will be valid for 12 months. 'Another similar vacancy' is defined as a post with a similar job description and person specification and on the same salary scale, which may be in a different department or duration to the vacancy initially advertised. Another similar vacancy does not include posts where the similarity relates solely to the salary scale.

Purpose and Function of Post:

- To have a strategic business focus to develop and lead a range of services in a way that maximises effectiveness and efficiency.
- Develop and implement policy with other senior council officers and partners, in line with the Councils Community and Corporate Plan.
- To lead cross-organisational change programmes, actively promoting collaboration with both internal and external partners and stakeholders.
- To Deputise for the Strategic Director for both planned and unplanned absence from the service.
- To be an active member of the Councils leadership team participating in the ongoing strategic development of the organisation.
- Provide professional advice to the Chief Executive, Directors and Elected Members, ensuring clear communication, and delivery of council objectives, which will include preparation of reports and attending council and committee meetings.

Principal Duties

Strategic Leadership

1. To support the Strategic Director in their leadership of the Directorate.
2. To build and develop high performing teams.
3. To develop ambitious and innovative service plans that align to the organisations Corporate Plan and deliver efficient and effective services across our Community.
4. To work collaboratively across all Directorates to ensure that the Councils services are aligned.
5. To actively promote and support development opportunities across all teams to create a continuous improvement and learning culture across the organisation.
6. To drive improvements in organisational capability and transformation and build a culture of service excellence, high performance, innovation, imagination, loyalty and collaboration.
7. To lead on strategic change programmes and promote pro-active service development through external benchmarking and networking.
8. To effectively manage the delivery of the service, with responsibility for budget/financial and other resources.
9. To actively uphold the organisations and teams Values and Professional Standards.

Service Delivery

10. Support service leads to develop annual plans and strategies for their service, including clear objectives and financial targets aligned to the Council's Corporate Plan.

11. Support service leads to deliver and monitor service delivery against agreed targets using appropriate performance management systems which measure performance against plan and instigate appropriate actions and recovery plans where targets are not on plan to achieve.

12. Prepare and manage annual budgets for all reporting services, whilst continuing to increase income, achieve efficiencies and reduce costs in line with agreed service improvement plans and underpinned with good governance.

Service Development

13. To continuously work with service leads to develop ambitious short-, medium- and long-term service development plans that align to the Council's strategic plans and meet the needs of the community.

14. To collaborate with, and support service leads to connect with external partners and professional networks to share best practise and explore service improvement opportunities.

15. Lead development of the networks and partnerships with the community, voluntary, statutory and private sectors to ensure there is a co-ordinated approach to maximize opportunities for collaborative working across similar/linked services.

16. Provide professional advice to the Chief Executive, Directors and Elected Members, ensuring clear communication, and delivery of council objectives, which will include preparation of reports and attending council and committee meetings.

17. To oversee compliance with MUDC policies, Codes of Practise and Standard Operating Procedures across all reporting services including: Health & Safety, Equal Opportunities, Procurement and the Code of Conduct for local government employees.

18. To carry out other duties relevant to the post as may be reasonably assigned.

Please note: This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. The post holder will be required to carry out any other duties up to and including the grade for the position offered as necessary to fulfil the purpose and function of the post.

Person Specification

Essential Criteria		Method of Assessment
Qualifications and Experience	It is **essential** that applicants must at the closing date for receipt of applications: **1.** Possess the right to work in Northern Ireland at the time of application. **2.** Applicants must have a 3rd level qualification. If you are applying for the Assistant Director of Finance and Procurement post, you **must** be a qualified accountant **and** be a full current member of one or more of the following professional bodies: • Institute of Chartered Accountants in Ireland; Institute of Chartered • Accountants in England and Wales; Institute of Chartered • Accountants of Scotland; Chartered Institute of Management • Accountants; Chartered Association of Certified Accountants; • Chartered Institute of Public Finance and Accountancy • or an equivalent, relevant professional body.	Application Form

Person Specification

Essential Criteria		Method of Assessment
Qualifications and Experience	**3.** Have a minimum of 3 years' experience in a Senior Management position, in a large, highly complex and regulated organisation which has an annual budget/ revenue stream of at least £5 million and employs not less than 100 employees, which includes: a) Management of a function/department or service area. b) Responsibility for financial management and the development and implementation of sound governance arrangements. c) Development of strategies and policies to support organisational goals and objectives. d) Evidence of internal and external stakeholder engagement and effective partnership working.	Application Form
	4. Applicants must possess a full, current driving licence, which enables you to drive in Northern Ireland and a vehicle available for official business, *or have access to a form of transport, which enables you to meet the requirements of the post in full. Please be advised that this alternative is a "reasonable adjustment" specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence	Application Form, Driving License and Vehicle Insurance Documents

Desirable Criteria		Method of Assessment
Experience	**1.** Experience of working in a local government setting and /or experience of working in a politically sensitive environment.	Application Form

Competencies

In accordance with the Competency Framework for Local Government2 applicants for this post must demonstrate the following competencies at Strategic level:

Providing Leadership and Direction

Leadership – the ability to lead staff to achieve goals by encouraging all to contribute and by focusing on outcomes.

Managing Performance – ensure that individual and departmental objectives are aligned with business plans and corporate strategy

Managing Yourself

Communicating with impact – the ability to draft reports and letters and the ability to provide advisory communications with the capacity to address groups and meetings clearly, enthusiastically and effectively whilst listening to and addressing responses authoritatively.

Managing your own work – the ability to plan and prioritise demanding work-loads to ensure a constant flow of work and to minimise peaks and troughs.

Working with Others

Collaborating in a Political Environment – an awareness of the need to enhance and protect the image and profile of the council whilst avoiding actions that may adversely affect the council or its elected members.

Influencing Outcomes –influencing and persuading skills: the ability to win the support of staff, elected members and senior management.

Moving Forward

Achieving Results – taking personal responsibility for making things happen. Showing motivation and perseverance in overcoming obstacles and achieving results.

Managing Change – promotes change effectively and ensures that changes are delivered in line with organisational goals.

---

2 Further details on these competencies and their associated positive indicators can be found in the Competency Framework for Local Government at www.lgsc.org.uk.

General Information

1. Recruitment Procedure

The recruitment and selection of the Assistant Director will be in accordance with the Local Government Staff Commission Code of Procedures on Recruitment and Selection.

2. Canvassing

Canvassing in any form, oral or written, direct or indirect, may, if proved to the satisfaction of the Council, disqualify a candidate.

3. Recruitment Expenses

The Council does not reimburse any expenses incurred by any candidate as part of the recruitment process.

4. How to apply

To apply for this position, go to the website www.midulstercouncil.org/jobs and complete an application form online.

These positions will also be subject to receipt of a satisfactory Enhanced with the Barred List Access (NI) check, in accordance with Access NI Code of Practice.

The proposed recruitment timetable is as follows:

Application live date:	12 November 2026
Application closing date:	12noon 26 November 2026
Shortlisting:	3 December 2026
Assessment Centre:	9, 10, 11 & 14 December 2026
Second shortlisting: (following Assessment Centre)	18 December 2026
Interview dates:	14 and 15 January 2027

Dates may be subject to change.

5. Requests for reasonable adjustments

Any request(s) for reasonable adjustments to the recruitment process/arrangements should be submitted to the HR Department at the earliest possible opportunity to ensure due consideration can be given to such request(s).

Guidance on Completing your Application Form

Thank you for your interest in a position with Mid Ulster District Council.

Mid Ulster District Council uses a competency-based approach to recruitment and selection. A competency-based approach is made up of specific questions relating to the competency areas that have been identified in the job description as relevant to the post. Competencies will be assessed through a competency-based assessment centre and interview.

We suggest that you read this guidance thoroughly prior to completing the application form in order to effectively prepare for the selection process.

Completing your Application Form

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria. You will need to strictly follow the instructions on the application form in order to demonstrate to the panel that you have met the criteria required. You will be asked to give examples, which would demonstrate how you meet the criteria.

When completing your application form, you should describe the situation and what the task was but the majority of the example should consist of your actions, what you did and said, the outcome/results.

How Do I Apply?

Applicants can complete and automatically submit our online application form.

All applicants should note the following:

- We do not accept e-mailed application forms
- The layout of the application form must not be amended under any circumstances. Use the space provided on the application form, attachments and additional sheets will not be considered.
- We do not accept CV's.
- Printed copies of the online application form will not be accepted in a screenshot format.
- It is recommended that you "Save for Later" at the end of each section on the application form, you will be presented on screen with a Personal Identification Number (PIN) and your email address – please make note of both these items as they are required when you wish to next resume your application.
- Your session will timeout after 2 hours. If you have not "saved for later" during a 2-hour session, your information will be lost and is irretrievable.
- You can copy and paste answers from a word document, but the formatting will be removed.

- Online applications forms cannot be submitted after the advertised closing date and time.

- In order to receive an email confirming receipt of your application, along with a copy of the application form and any relevant documentation, you must provide a valid email address. It is also important to ensure that your email account is enabled and that your inbox is not full.

- It should be noted that it is your responsibility to ensure you submit a completed application form by the closing date and time. Once a completed application form is submitted online you should receive a message on screen to say, "the application form has been submitted successfully". At this stage you will then have access to all job-related documents. An email will then be automatically generated confirming receipt of the completed form. If you do not receive a message on screen or the confirmation email by return your application form has not been successfully submitted and you should resubmit.

Please read the guidance notes for applicants as this will assist you in completing your application form and contains important information. You will note that the guidance notes for applicants document is referred to throughout the application form and you are strongly advised to read the relevant instructions in the guidance notes for applicants prior to completing that section of the form. This will help you in correctly and accurately completing the areas of the application form which are used by the panel to assess your suitability to progress to the next stage of the selection process.

Closing Date

Completed application forms must be returned by 12noon on 26 November 2026. Applications received after the closing date will not be considered.

If you have any further questions please do not hesitate to contact the HR Department on telephone number **03000 132 132** or by email to human.resources@midulstercouncil.org.

Feedback

Any requests for feedback should be submitted by email to Human.Resources@midulstercouncil.org within 20 days from the date on the letter outlining the outcome of the shortlisting/interview process.



Contact Us

Mid Ulster District Council

Cookstown Office
Council Offices,
Burn Road, Cookstown, BT80

Dungannon Office
Council Offices,
Circular Road, Dungannon, BT71

Magherafelt Office
Council Offices,
Ballyronan Road, Magherafelt, BT45

03000 132 132
info@midulstercouncil.org
www.midulstercouncil.org

@MidUlsterDC
@MidUlster_DC
@midulstercouncil