NORTHERN GP FEDERATION SUPPORT UNIT

BUSINESS MANAGEMENT PLACEMENT STUDENT

APPLICANT INFORMATION PACK

BMPS/FSU/10/26

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VACANCY INFORMATION

We are delighted to announce that a vacancy has arose within the **Northern GP Federation Support Unit** for the position of **Business Management Placement Student**.

We seek to recruit:

WTE	Work Location
1.0	See Appendix A

INTRODUCTION

To provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

This information pack is designed to provide you with a brief overview of the role of GP Federations, the terms and conditions of employment within GP Federations and information which should assist you in the completion of your application form.

Thank you for your interest in applying for a position within GP Federations and we look forward to receiving your application.

Should you wish to find out more about the Federation and its work, please visit our website www.northernfsu.co.uk for more information.

NORTHERN IRELAND GP FEDERATIONS

GP Federations were established in Northern Ireland with two main aims:

- To support and protect GP Practices
- To help deliver the transformation agenda in Health and Social Care

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

The Federations

The Federations exist in the following locations:

- **NORTHERN Area (4):**
  Causeway / Antrim Ballymena / East Antrim / Mid Ulster
- **EASTERN Area (8):**
  North Belfast / South Belfast / East Belfast / West Belfast / Ards / North Down / Down / Lisburn
- **SOUTHERN Area (3):**
  Newry & District / Craigavon / Armagh & Dungannon
- **WESTERN Area (2):**
  Derry / South West

The Federation Support Unit (FSU)

Each area has established and incorporated an FSU. All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring they provide the best clinical outcomes for their patients while improving the quality-of-care patients receive.

Direct Service Provision

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, General Practice Pharmacy, Advanced Nurse Practitioners, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team (MDT) in Primary Care MDTS includes practice-based staff, district nurses, health visitors', social workers, physiotherapists and senior mental health practitioner.

JOB DESCRIPTION

JOB TITLE Business Management Placement Student

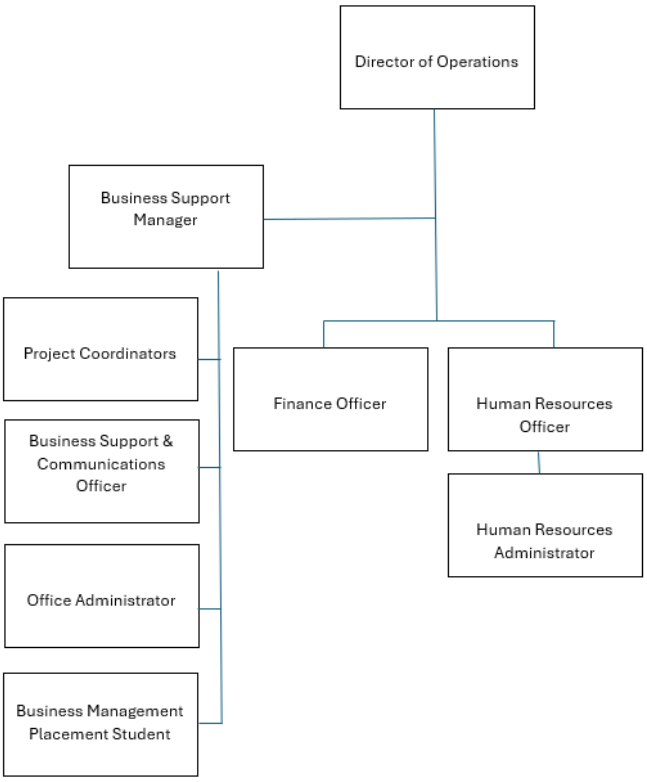
FEDERATION Northern GP Federation Support Unit

SALARY £24,937 per annum

REPORTS TO Business Support Manager

LOCATION Ballymena

ORGANISATIONAL CHART



JOB PURPOSE

We are seeking an organised, motivated and enthusiastic Business Management Placement Student to join the Northern GP Federation Support Unit (NFSU).

This placement will provide the successful candidate with practical experience of working within a busy business support environment and an opportunity to develop a broad understanding of how an organisation supporting General Practice operates.

The post holder will work closely with the Business Support Manager and wider NFSU team, providing support across a range of business management activities including project and programme support, business administration, governance, stakeholder engagement, procurement, finance, HR administration, communications and business improvement.

The placement will also provide an opportunity to gain an understanding of how strategic priorities translate into practical business activity, including the importance of effective governance, quality, risk management, innovation, responsiveness and continuous improvement.

As part of the placement, the student will be given the opportunity to take ownership of a small organisational improvement project. The project will be agreed with the Business Support Manager and will be aligned to an identified organisational need or area of interest. The student will be supported throughout the project and will have the opportunity to develop skills in project planning, research, stakeholder engagement, data gathering and analysis, problem-solving and presenting recommendations.

The successful candidate will be encouraged to contribute ideas, identify opportunities for improvement and develop an understanding of how effective business management can support the sustainability, development and impact of the organisation.

MAIN RESPONSIBILITIES

The placement will offer hands-on experience across a broad range of business management functions, providing an opportunity to develop an understanding of how business support contributes to the effective operation, development and improvement of an organisation.

Main Duties and Responsibilities

The post holder's main duties and responsibilities will include:

- Providing general operational and administrative support to the Business Support Manager and wider NFSU team.
- Supporting the coordination and administration of projects, programmes, events and initiatives, including maintaining accurate records, timelines and project documentation.
- Assisting with the preparation of reports, presentations, briefing papers, meeting papers and other business documentation.
- Supporting the organisation and administration of meetings, including preparing agendas, collating papers, recording actions and following up outstanding actions where appropriate.
- Assisting with corporate governance and organisational administration, including maintaining registers, records, policies and other relevant documentation.
- Supporting the Business Support Manager with business planning, service development and business improvement activities.
- Undertaking research and information gathering to support the development of projects, services, proposals and business decisions.
- Assisting with the collection, organisation and presentation of business information, data and performance information, using appropriate tools such as Microsoft Excel and PowerPoint.
- Supporting the preparation of basic reports and analysis, identifying key information, trends or issues and presenting findings clearly.
- Developing an understanding of how data and evidence can support business decision-making, organisational planning and forecasting.
- Supporting procurement and supplier management activities, including obtaining information, maintaining supplier records, monitoring arrangements and assisting with reviews of existing purchasing arrangements.
- Assisting with financial and budget administration, such as maintaining spreadsheets, monitoring expenditure information, processing or checking relevant documentation and supporting the preparation of financial information, under appropriate supervision.
- Providing administrative support to HR and workforce-related activities, including maintaining records, assisting with recruitment and onboarding processes, training administration and other routine workforce activities, as appropriate.

- Supporting the coordination and administration of training programmes, workshops and events, including registrations, communications, attendance records, venues, suppliers and follow-up activity.
- Assisting with the development and maintenance of business processes, templates, guidance documents and standard operating procedures, identifying opportunities to improve efficiency and consistency.
- Supporting effective communication and engagement with GP Practices, Federation colleagues, suppliers, partner organisations and other stakeholders.
- Assisting with the preparation of internal and external communications, including emails, newsletters, website updates, presentations and other business information.
- Supporting the collection and development of case studies, success stories and organisational information to help demonstrate and communicate the impact of NFSU and the Northern GP Federations.
- Assisting with the maintenance of relevant sections of the NFSU website and other digital platforms, where required.
- Supporting activities which promote learning, reflection and continuous improvement, including gathering feedback and identifying lessons learned from projects and activities.
- Developing an awareness of risk, quality and governance and how these considerations inform effective business management.
- Contributing ideas and suggestions for improving the organisation's processes, systems and ways of working.

Placement Project

As a key part of the placement, the post holder will undertake a small business improvement or development project.

The project will be agreed with the Business Support Manager and will be appropriately scoped to the student's level of experience. It may relate to an identified area of organisational need, business improvement, service development, stakeholder engagement, data analysis, communications, process review or another relevant area.

The post holder will:

- Develop an appropriate project plan, including objectives, key activities, timescales and intended outcomes.
- Undertake relevant research and information gathering.
- Where appropriate, engage with relevant colleagues and stakeholders to gather views and information.
- Collect and analyse relevant data or feedback.
- Identify findings, opportunities for improvement or potential recommendations.
- Consider relevant quality, governance, risk, resource and stakeholder considerations.
- Present the findings and recommendations to the Business Support Manager and/or relevant members of the NFSU team.
- Where appropriate, support the implementation or further development of agreed recommendations.

The project will provide an opportunity for the student to apply knowledge gained through their degree to a practical business environment and demonstrate their ability to take responsibility for a defined piece of work from planning through to completion and presentation of outcomes.

Organisational Development & Strategic Exposure

The placement will provide opportunities to gain an understanding of NFSU's strategic direction and the role of the Support Unit in supporting the four Northern GP Federations.

The student will have the opportunity to develop an awareness of:

- The changing environment within General Practice, Primary Care and Health and Social Care.
- How organisations identify and respond to changing needs and opportunities.
- The importance of stakeholder relationships and partnership working.
- The role of effective governance, quality and risk management in supporting safe and effective services.
- How organisations use information and evidence to support decision-making.
- The importance of innovation, reflection and continuous improvement.
- How business processes and support functions contribute to organisational sustainability and effectiveness.
- How successful projects and initiatives can be evaluated, captured and communicated to demonstrate organisational impact.

Record Management

All employees of FSU are responsible to the Executive Board for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 2018. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

Working Relationships

The Business Management Placement Student will need to establish and maintain effective working relationships with the following:

- NFSU Director of Operations
- Business Support Manager
- Chairs of the Federations (four)
- Northern Federation Support Unit Chair
- Federations' Accountants/payroll provider
- HSCB Integrated Care
- Department of Health
- Lead Nurse
- Board Members
- Member Directors
- Partner organisations

PERSON SPECIFICATION

Factor	Criteria	Method of Assessment
QUALIFICATIONS	**(1a)** Currently undertaking an undergraduate degree in Business Management, Business Studies, Management, Finance, Accounting, Human Resources, Marketing, Public Administration or a related subject which includes a placement year.	Application Form Questions asked at interview Provision of qualification certificates Employment References
SKILLS, KNOWLEDGE & EXPERIENCE	Good IT skills, including experience or confidence using Microsoft Word, Excel, Outlook and PowerPoint.	Application Form
	Strong written and verbal communication skills.	Questions asked at interview Employment References
	Ability to demonstrate an interest in how organisations operate and how effective business support can contribute to organisational performance, improvement and sustainability.	
	Willingness to learn about different areas of business management and develop new skills.	
	Good organisational and time-management skills, with the ability to manage competing tasks and priorities.	
	Creative thinker with strong attention to detail.	
	Ability to work both independently and collaboratively in a team setting.	
	Organised and able to manage time effectively.	
	Ability to contribute ideas and support projects that communicate change effectively.	
	Ability to demonstrate an interest in project work, business improvement or organisational development.	
Factor	**Criteria**	**Method of Assessment**
PERSONAL CIRCUMSTANCES	Flexibility and ability to work irregular hours on an occasional basis as required The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have access to a form of transport which will permit the applicant to carry out the duties of the post in full.	Application Form Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post

DESIRABLE CRITERIA: The federation reserves the right to enhance using the **DESIRABLE** criteria to facilitate shortlisting. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted		
Factor	**Criteria**	**Method of Assessment**
EXPERIENCE	Some experience of working in an office, business, administrative or professional environment, including through university, voluntary or part-time work.	Application Form
	Experience of supporting a project, event, programme or team activity.	Questions asked at interview Employment References
	Experience of using Microsoft Office applications, particularly Excel, Word and PowerPoint.	
	Experience of researching, organising or presenting information as part of study, work or other activities.	
KNOWLEDGE	An awareness of the importance of stakeholder engagement, confidentiality, data protection and effective communication within a professional environment.	Application Form
	An awareness of how different business functions, such as finance, HR, procurement, governance and communications, contribute to effective organisational management.	Questions asked at interview Employment References
	An awareness of the current Health and Social Care environment, particularly Primary Care and General Practice, would be advantageous.	
	An interest in business improvement, project work, organisational development or innovation.	
	An interest in Health and Social Care, Primary Care or the work of GP Federations.	

The Federation is an Equal Opportunities Employer

RECRUITMENT PROCESS



Return of Application Forms

Application forms can be completed and returned via email to hr@northernfsu.co.uk

Application forms must be submitted by the stated closing date and time. **Late applications will not be accepted.**

Please note:

- It is your responsibility to check that your application has been submitted successfully. GP Federations are not responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.
- Additional information may not be included on your application after the closing date/time.

Interview Outcome

Following the interview:

You will be notified that: (1) you have been successful at interview and will be placed on the Federations waiting list OR (2) you have been unsuccessful at interview.

References

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

Reserve List

Following interviews, a reserve list may be compiled for future same or similar vacancies arising. The reserve list will normally be held for **12 months**.

PRE-EMPLOYMENT CHECKS

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your references must have knowledge of your present

work/or most recent employment & be in a supervisory/managerial capacity. Please note that we always seek a reference from your last employer, where applicable.

Professional Registration/Qualification Checks/Verification of Identity

Human Resources will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this within a reasonable time period **(10 working days from conditional offer of appointment**) the offer may be withdrawn.

If successful, appointees will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g., Passport/travel documents. Failure to do so will result in non-appointment.

Health Assessment

Appointments may be subject to assessment by the Occupational Health service.

TERMS & CONDITIONS OF EMPLOYMENT

GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation, and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Place of Employment

The successful candidate will be based at **Unit 29A The Courtyard Galgorm Castle, Ballymena**.

You may be required to travel to and work in various locations and site as required by the Federation to meet the needs of the organisation.

Employment Status

This position is fixed 12-month contract. It is anticipated that this role will commence in July 2026 until June 2027.

Working Hours / Pattern

The successful candidate will work:

- 37.5 hours per week
- Monday – Friday 9.00am to 5pm

This position will involve regular unsociable working hours to facilitate evening meetings.

Reckonable Service

Previous employment with another Federation or another HSC employer may be considered in determining certain conditions for this post.

Salary

£24,937 per annum

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday, the 'substitute day' is normally the following Monday.

Public Holidays	
New Year's Day	Late May Bank Holiday
St Patrick's Day	12th July
Easter Monday	Summer Bank Holiday in August
Easter Tuesday	Christmas Day
Early Bank Holiday in May	Boxing Day

Occupational Sick Pay

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards Occupational Sick Pay, unless there has been a break of 12 months or more.

- During the first year of service this will equate to one months' full pay and two month's half pay
- During the second year of service this equates to two months' full pay and two months half pay
- During the third year of service this equates to four months full pay and four months half pay
- During the fourth and fifth years of service this equates to five months' full pay and five months' half pay
- After completing five years of service, you will receive six months' full pay and six months' half pay

Pension

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

The HSC Pension Scheme is a defined benefit scheme, and scheme members receive an excellent package of pension benefits which are index linked and guaranteed by Government.

Employer contribution rate of **23.2%**.

Please see https://hscpensions.hscni.net/ for further information.

Mileage Claims

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. The work base will be agreed on appointment.

Employee Benefits

Additional benefits available to Federation employees include:

- Access to HSC Pension Scheme (with 23.2% employer contribution)
- Employee Assistance Programme (Wisdom Wellbeing)
- Cash Health Plan (Health Shield)
- Cycle to Work Scheme
- Techscheme
- Specsavers Eye Care Vouchers (for DSE users)
- Blue Light Card
- Fleet Scheme

TIPS FOR COMPLETING & SUBMITTING YOUR APPLICATION FORM

All sections of the application form must be completed in full. Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in you not being shortlisted.

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

Please note that essential and where relevant, desirable criteria may be used at shortlisting.

Applicants should therefore make it clear on their application form whether or not they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section. If you would like to speak to someone about reasonable adjustments, please contact our HR department by email at hr@northernfsu.co.uk.

Appendix A: Job Advertisement



Northern
GP Federation Support Unit
Enabling Better General Practice

SEEK TO RECRUIT A

BUSINESS MANAGEMENT PLACEMENT STUDENT

(BMPS/FSU/10/26)

Salary: £24,937 per annum
Contract: Fixed Term (1 Year) -
"This role will commence in July 2027 until June 2028"
Hours: Full Time - 37.5 hours per week
Location: Galgorm - Ballymena

We are seeking an organised, motivated and enthusiastic Business Management Placement Student to join the Northern GP Federation Support Unit (NFSU).

The post holder will work closely with the Business Support Manager and wider NFSU team, providing support across a range of business management activities including project and programme support, business administration, governance, stakeholder engagement, procurement, finance, HR administration, communications and business improvement.

FOR FURTHER INFORMATION & TO DOWNLOAD AN APPLICATION PACK PLEASE VISIT

WWW.NORTHERNFSU.CO.UK

Alternatively contact HR via:

Email: hr@northernfsu.co.uk
Phone: 028 9620 8333
for further information

We seek to compile a reserve list for similar vacancies that may arise in the next 12 months

Closing Date: 12 noon on
Friday 13th November 2026
Anticipated Interview Date:
Tuesday 8th December 2026

THE GP FEDERATION IS AN EQUAL OPPORTUNITIES EMPLOYER

Northern
GP Federation Support Unit