

# MAG

Ministerial Advisory Group for Architecture and the Built Environment  
Northern Ireland

## **Information Pack**

RECRUITMENT OF THE CALL-OFF LIST OF EXPERT ADVISORS

Assisting MAG in Design Review and other activities relating to  
architecture and the built environment

## Information Pack

### RECRUITMENT OF THE CALL-OFF LIST OF EXPERT ADVISORS

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September 2008

Dear Applicant

**RECRUITMENT OF THE CALL-OFF LIST OF EXPERT ADVISORS**

Ministerial Advisory Group (MAG) for Architecture and the Built Environment

Thank you for your interest in the Call-off List of Expert Advisors for the Ministerial Advisory Group (MAG).

I hope the information enclosed in this pack provides sufficient detail for you to consider applying to be included in the Call-off List of Expert Advisors. If you decide to apply please complete the attached form and return by the closing date of Friday 31 October 2008.

If you have any questions regarding the position that you wish to discuss prior to applying you may contact the Secretariat by telephone on, 02890 258955 or 258996.

Yours sincerely

Richard Lutton  
MAG Secretariat

## MAG

Ministerial Advisory Group for Architecture and the Built Environment, Northern Ireland

### RECRUITMENT OF EXPERT ADVISORS

We are seeking to recruit a Call-off List of up to twelve expert advisors to assist MAG in assessing design aspects of selected construction projects. Successful applicants may also be invited to assist MAG in other areas on an ad-hoc basis.

Applications are invited from leading professionals working in: architecture including architectural conservation; landscape; sustainable development; and urban design and who have expertise in critical evaluation of design. Those recruited to the Call-off List should be prepared to participate in up to 3 design review panel meetings per year.

Serving civil servants and appointed members of non departmental public bodies associated with DCAL are ineligible to apply.

Remuneration for expert advisors participating in training and design review meetings will be offered at the rate of £250 per day (£150 per half day). Approved travelling and subsistence will be reimbursed.

If you have any queries regarding the posts available please contact the MAG Secretariat on Telephone: 02890 258955, or 258996.

To receive an Information Pack and Application Form please visit the Department's website [www.dcalni.gov.uk](http://www.dcalni.gov.uk) and click on 'architecture' or you may contact or write to the:

Central Management Unit  
Department of Culture, Arts and Leisure  
Interpoint  
20-24 York Street  
BELFAST, BT15 1AQ

Telephone: 02890 544962 Fax: 02890 25 8831 E-mail: [cm@dcalni.gov.uk](mailto:cm@dcalni.gov.uk)

All completed Application Forms should be returned in hard copy to the above address.  
CVs WILL NOT BE ACCEPTED.

The closing date for receipt of applications is 5.00pm on Friday 31<sup>st</sup> October 2008.

**Equality of Opportunity** The Department of Culture, Arts and Leisure is committed to the principle of selection based on merit with independent assessment, openness and transparency of process, and to providing equality of opportunity for all individuals. Applications are welcomed regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependants.

## **ABOUT MAG**

Ministerial Advisory Group for Architecture and the Built Environment, Northern Ireland

### **Architecture and the Built Environment**

In June 2006 the Department of Culture, Arts and Leisure (DCAL) published a new policy on *Architecture and the Built Environment for Northern Ireland (A+BE)*. The policy incorporates an ambitious action plan endorsed by Government departments. The aim is to ensure best value from public expenditure whilst targeting capital investment towards enhancing the visual landscape and improving the quality of life now and for future generations.

### **Ministerial Advisory Group**

In September 2007 DCAL established a new Ministerial Advisory Group (MAG) for architecture and the built environment in Northern Ireland. MAG's primary role is to advise the Minister responsible for DCAL on the implementation and development of the A+BE policy. A Chair and 8 members with special interest in the quality of the built environment were appointed. Collectively they bring a diverse range of skills and experience to MAG which has a mandate to:

- (i) Advise the Ministerial Design Champion and DCAL on the implementation and development of the A+BE policy;
- (ii) Champion good design in all sectors of the built environment;
- (iii) Collaborate with key stakeholders in the development and dissemination of knowledge and skills concerning design of the built environment;
- (iv) Help give effect to the A+BE policy objectives in the public interest whilst working within the policy and statutory framework and acting with professional integrity;
- (v) Review design aspects of selected significant projects including projects referred by the Northern Ireland Planning Service for comment; and
- (vi) Report annually on A+ BE policy implementation and impact.

### **Expert Advisors**

Design Review Panels will be chaired by a MAG member and will review design aspects of selected significant projects. A Call-off List of up to twelve expert advisors will be recruited to support MAG in design review and on an ad-hoc basis to assist in other areas where MAG requires additional specialist expertise. The Call-off list is expected to be available by December 2008. Those who are recruited as expert advisors will not be members of MAG. The MAG Chair will formally issue design review reports and will have final editorial responsibility for their content.

### **Secretariat**

DCAL provides administrative and professional support to MAG.

## ABOUT MAG DESIGN REVIEW

### What is a MAG Design Review?

Through design review MAG, the Ministerial Advisory Group for Architecture and the Built Environment provides expert advice to project promoters, designers and developers on projects at pre-planning application stage as well as formally reviewing selected planning applications submitted to the Planning Service (an Agency within the Department of the Environment for Northern Ireland). The aim is to encourage project teams to realise in full the potential of schemes to improve the quality of the built environment.

Presentations to a MAG design review panel are not mandatory but stakeholders in private and public sectors including the Royal Society of Ulster Architects and the Planning Service recognise the important role of MAG in offering advice on significant projects and encourage it. Advice on design aspects of schemes given by design review panels is more likely to be understood and acted on when schemes are presented in person by presenting teams. In face to face meetings design review panels can explain and direct their comments more effectively than when schemes are evaluated in the absence of presenting teams.

Planning Service officials may attend design review meetings as observers. They may listen but not contribute to the presentations or debates. Occasionally they may be invited to provide factual clarification.

At the discretion of the MAG Chair other independent observers may be permitted to attend. The general public is excluded from design review meetings and no third party representations can be made.

### Types of Schemes Reviewed by MAG

MAG will review design aspects of selected significant projects throughout Northern Ireland, including projects referred by the Planning Service. MAG has since inception, also made representations with regard to prospective draft and current planning policies and intends to continue to do so. The Call-off List of Expert Advisors may be invited to contribute to such representations.

### Status of the MAG Design Review

The remit of MAG with regard to Design Reviews is determined by the A+BE policy and not by statutory Planning Policy. The guiding principles of the A+BE policy relate to:

- (i) Creativity and Innovation,
- (ii) Heritage, and
- (iii) Sustainable Development

Objective 1 of the A+BE policy sets out the parameters of good design.

MAG design review panels are therefore independent of the Planning Service and have no statutory decision making powers. When MAG is consulted by, or

offers comments to the Planning Service in relation to a development proposal or planning application MAG's participation does not replace the statutory decision making function of the Planning Service (or Councils when planning functions are transferred under the Reform of Public Administration). Currently the MAG Chair and Secretariat are finalising the draft Planning Service/DCAL protocol for consultations on planning applications.

Any advice which MAG offers to the Planning Service (or Councils) in relation to a planning application is a 'material consideration' and is taken into account by the Planning Service (or councils) in carrying out its statutory planning functions.

### **The Value of Design Review**

Design review is a two-way process in which there is potential for the design review panel to learn from the design team and for the review panel to pass that knowledge on to other design teams. In this way design review can incrementally improve design quality and expertise across the built environment sector. Independent expert design review has potential to do the following:

- provide a fresh viewpoint
- identify: good and bad aspects of design; flaws that the designer has failed to recognise; inappropriate or pretentious design
- bring a breadth and depth of experience that may not be available to the project team or to the Planning Service
- relate the project to the wider locality and environmental issues
- where appropriate encourage standards of design and construction which go beyond the minimum required by legislation and regulation
- offer expert advice in specialist areas
- ensure important issues are considered even if solutions cannot be proscribed
- raise design quality generally

### **Evaluation Criteria**

MAG design review panels will be guided by the principles and objectives of the A+BE policy relating to good design, creativity and innovation, the built and natural heritage, and sustainable development. The model for design review adopted by MAG draws on the processes developed by CABE the Commission for Architecture and the Built Environment in England.

### **MAG Design Review – Panel Composition**

Design review panels will be chaired by a member of MAG and comprise MAG members and / or experts drawn from the Call-off List of Expert Advisors. Panels will be rotated to distribute work evenly as far as possible.

The aim is to select the most appropriate panel for each project to be reviewed, matching the experience of members of MAG and the Call-off List with issues relating to each project, and taking account of the following:

- (i) Members' availability;
- (ii) The particular expertise which a member could bring to the evaluation;
- (iii) Any real or perceived conflict of interest which Members declare with the project being evaluated; and
- (iv) Any acquaintance with the presenting team which may be a barrier to complete openness and expression of opinion.

Normally a panel of 4 members including the chair is required for any one panel meeting.

### **Training in Design Review**

Training in Design Review for the Call-off List of Expert Advisors is mandatory and will be arranged by the Secretariat.

## **CONDITIONS OF RECRUITMENT**

### **Term of Service**

Expert Advisors shall serve for a term of 3 years with an option, subject to satisfactory performance appraisal, for a further term of no more than 3 years.

### **Time Commitment**

It is too early in the life of MAG to predict the workload that MAG will manage. Those who are recruited to the Call-off List of Expert Advisors should be prepared to participate in up to 3 design review panel meetings per year.

### **Remuneration**

Remuneration for expert advisors participating in training and design review meetings will be offered at the rate of £250 per day (£150 per half day). Approved travelling and subsistence will be reimbursed.

### **Standards of Conduct**

Expert Advisors to MAG will act in the public interest; their conduct and behaviour must be beyond reproach at all times. The Expert Advisors must abide by the following standards of conduct that apply to the Chair and members of MAG.

1. **Selflessness** Take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends;
2. **Integrity** Not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties;

3. **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, make choices on merit;
4. **Accountability** Submit themselves to whatever scrutiny is appropriate to their post because they are accountable to the public for their decisions and actions;
5. **Openness** Be as open as possible in the decisions they make and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;
6. **Honesty** Because they have a duty to declare any private interests relating to their public duties, take steps to resolve any conflicts arising in a way that protects the public interest; and
7. **Leadership** Promote and support these principles by leadership and example.

### **Conflicts of Interest**

Serving Civil Servants and appointed members of non departmental public bodies associated with DCAL are ineligible to apply.

Conflicts of interest - both actual and perceived – have the potential to irrevocably damage the design review process as well as the reputations of design review panel members, MAG and the Department. Conflicts of interest need to be carefully and transparently managed. Procedures are built into the recruitment process to identify, discuss and record any real or perceived conflict of interest. Thereafter each expert advisor must declare any personal or business interests including any private, voluntary, charitable or political interest which might be material and relevant to the work of the A+BE MAG and which may, or may be perceived to, influence their judgement in performing their functions.

A conflict of interest may arise where a Call-off List Expert Advisor is invited to take part in a design review panel but has a direct financial interest in the project to be reviewed, for example when they, their company, or a family member is a consultant on a project. In such circumstances the individual should declare the conflict of interest and should not attend or participate in the design review of the scheme in question.

If a potential design review panel member has a conflict of interest or thinks there may be one, they must declare it at the first opportunity so that it can be registered and acted upon in good time. The MAG Chair will determine if the individual's interest is in conflict with the role of MAG or the specific project which is to be reviewed and decide whether or not that he or she should be permitted to attend or participate in the specific design review panel or any MAG design review meeting.

## Communication Protocol

Those who are recruited to the Call-off List of Experts Advisors will be expected to abide by the same communication protocol that applies to the Chair and members of MAG. Recognising MAG's position as the Minister's Advisor on architecture and the built environment policy the aim of the protocol is to provide expert advisors with clear guidance on how the Group handles Press enquiries and requests for interviews and statements, as well as design review.

## ROLE AND PERSON SPECIFICATION

Those who are recruited to the MAG Call-off List of Expert Advisors will have demonstrable expertise in designing the built environment. They will have a clear vision and ability to inspire others endeavouring to enhance the visual landscape, achieve greater functionality and ensure that the buildings and places are sustainable. They will have knowledge of the A+BE policy and show commitment to it. They will be leading, professionally qualified practitioners or academics in one of the following fields:

- (i) Architecture including architectural conservation;
- (ii) Landscape Architecture;
- (iii) Urban Design; and
- (iv) Sustainable Development

The aim will be to recruit the best spread of expertise from the top candidates considered suitable in each field. A reserve list will be held for a period of one year.

Experience of working with communities in any of the above fields would be an asset to MAG. Design review panel members must be articulate communicators. They must have the ability to:

- (i) Quickly assess the essential requirements of a design brief and evaluate the strengths and weaknesses of design proposals;
- (ii) Think quickly on their feet, offering clear, constructive, relevant and succinct criticism bearing in mind the possible implications of inappropriate and ill-considered advice; and
- (iii) Think strategically about the achievement of A+BE policy objectives;

## SELECTION CRITERIA ESSENTIAL QUALITIES:

The applicant must be able to demonstrate the following;

1.
  - A professional qualification as an architect or landscape architect
  - Applicants in the field of architectural conservation must be professionally qualified as an architect and have a diploma in architectural conservation and /or demonstrably proven expertise in conservation;
  - Applicants in the field of urban design must be professionally qualified as an architect, landscape architect, civil engineer or planner and hold a postgraduate qualification in urban design and have demonstrably proven expertise in urban design;
  - Applicants in the field of sustainable development must be professionally qualified in a mainstream built environment profession and have demonstrably proven expertise in sustainable development.
2. A critical ability in evaluating design aspects of architectural and built environment projects with experience in participating as:
  - A panel member on similar panels, or
  - Professional critique in peer group reviews; or
  - An external examiner involved in assessing work of students pursuing academic study at university in one of the four fields; or
  - A judging panel member of key design competitions or awards; or
  - A writer of reviews for publication in professionally respected journals.
3. An appreciation of current practice in architecture and issues impacting upon the quality of the built environment including, for example, the legislative and regulatory framework; emerging policy; public procurement procedures; and a knowledge of 'Architecture and the Built Environment for Northern Ireland' policy published by DCAL, June 2006;
4. A commitment to improving the quality of design in architecture and the built environment as evidenced through active involvement or achievement; and
5. Articulate communication skills and ability to influence design outcomes in peer group settings.

## THE RECRUITMENT PROCESS

1. Expert Advisors will be recruited through open, public competition.
2. All applicants will be required to submit a formal application to show how they meet the criteria for the post. Those candidates who best demonstrate ability in each essential criterion will be short listed for interview.
3. Interviews are expected to take place in December 2008.
4. The aim will be to recruit the best spread of expertise from the top candidates considered suitable in each field. A reserve list will be held for a period of one year.

## HOW TO APPLY

To receive an Application Form please contact or write to:

Central Management Unit, Department of Culture, Arts and Leisure  
Interpoint, 20-24 York Street, BELFAST, BT15 1AQ  
Telephone: 02890 544962 Fax: 02890 25 8831 E-mail: [cm@dcalni.gov.uk](mailto:cm@dcalni.gov.uk)

All completed Application Forms should be returned in hard copy to the above address.

CVs WILL NOT BE ACCEPTED.

The closing date for receipt of applications is 5.00pm on Friday 31<sup>st</sup> October 2008.

# MAG

The Ministerial Advisory Group for Architecture and the Built Environment  
Northern Ireland

## RECRUITMENT OF THE CALL-OFF LIST OF EXPERT ADVISORS

### Instructions to Applicants:

1. Applications must be made using the appropriate form.
  - Before completing the application form, please read the guidance notes and the information pack carefully.
  - Please complete all sections of the application form in black ink or typescript.
  - Please ensure that the application form is signed and dated. Only hard copies of the application form, bearing original signature, will be accepted.
  - CVs are not acceptable.
  - When returning your application form, please ensure it bears the correct value of postage as failure to do so may cause Royal Mail to delay your application thus causing you to miss the closing date.
  - **CLOSING DATE Friday 31st October 2008. Late applications will not be accepted.**
  - Please return completed application forms to:

Central Management Unit  
Department of Culture, Arts and Leisure  
Room 44 Interpoint  
20-24 York Street  
BELFAST BT15 1AQ  
Tel: 028 90544962 Fax: 028 9025 8831  
email: [cm@dcalni.gov.uk](mailto:cm@dcalni.gov.uk)

If you have any queries you can contact us as above

# MAG

The Ministerial Advisory Group for Architecture and the Built Environment  
Northern Ireland

## APPLICATION FOR The MAG Call-off List of Expert Advisors

### PERSONAL DETAILS

<b>Surname:</b> (Block letters)	<b>Forenames:</b> (Please underline name by which you are known)	<b>Title:</b> (Prof/Dr/Mr/Mrs/Ms etc.)
<b>Home telephone:</b>	<b>Office telephone:</b>	
<b>Mobile telephone:</b>	<b>e-mail:</b>	
<b>Permanent Address:</b>	<b>Address for Correspondence:</b>	
<b>Postcode:</b>	<b>Postcode:</b>	
<b>Business Address:</b>		
<b>Postcode:</b>		

## SUITABILITY FOR APPOINTMENT

**Complete each box below:**

Please provide below details of any skills, experience and special characteristics which in your opinion, best demonstrate that you meet each of the following criteria.

**No supplementary pages can be submitted nor can the format be altered.**

**Please show how you meet the following criterion.**

**Criterion 1**

- A professional qualification as an architect or landscape architect;
- Applicants in the field of architectural conservation must be professionally qualified as an architect and have a diploma in architectural conservation and /or demonstrably proven expertise in conservation;
- Applicants in the field of urban design must be professionally qualified as an architect, landscape architect, civil engineer or planner and hold a postgraduate qualification in urban design and have demonstrably proven expertise in urban design;
- Applicants in the field of sustainable development must be professionally qualified in a mainstream built environment profession and have demonstrably proven expertise in sustainable development.

No supplementary pages can be submitted nor can the format be altered.

Please provide examples that show how you meet the following criterion.

**Criterion 2:** A critical ability in evaluating design aspects of architectural and built environment projects with experience in participating as:

- A panel member on similar panels, or
- Professional critique in peer group reviews; or
- An external examiner involved in assessing work of students pursuing academic study at university in one of the four fields; or
- A judging panel member of key design competitions or awards; or
- A writer of reviews for publication in professionally respected journals.

No supplementary pages can be submitted nor can the format be altered.

Please provide examples that show how you meet the following criterion.

**Criterion 3.** An appreciation of current practice in architecture and issues impacting upon the quality of the built environment including, for example, the legislative and regulatory framework; emerging policy; public procurement procedures; and a knowledge of 'Architecture and the Built Environment for Northern Ireland' policy published by DCAL, June 2006

No supplementary pages can be submitted nor can the format be altered.

Please provide examples that show how you meet the following criterion.

**Criterion 4** A commitment to improving the quality of design in architecture and the built environment as evidenced through active involvement or achievement

No supplementary pages can be submitted nor can the format be altered.

Please provide examples that show how you meet the following criterion.

**Criterion 5.** Articulate communication skills and ability to influence design outcomes in peer group settings

## RELEVANT EMPLOYMENT INCLUDING VOLUNTARY WORK

Please provide details below of the main jobs you have undertaken (including your current job) and/or any voluntary work which you feel best demonstrates how you meet the criteria or are relevant to this application. Please provide the dates that you started and ended the job, the title of your post, the name of your employer (if appropriate), and a brief description of your main responsibilities.

Organisation (Name and Address)	Job Title and Responsibilities	Dates	
		From	To

## RELEVANT PUBLIC APPOINTMENTS

List any relevant public appointments, beginning with the most recent and working back, giving the years you held the appointment, the position, the remuneration received and the name of the public body.

Body	Position	Period of Appointment	
		From	To

## PROBITY AND CONFLICTS OF INTEREST

*Please refer to page 9 of the guidance notes.*

Have you, or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the position for which you have applied?

**Please tick as appropriate:**

Yes  No

If you answered **yes**, please provide details below

Are there any other probity issues, which might cause embarrassment if, in future, they are raised in public?

**Please tick as appropriate:**

Yes  No

If you answered **yes**, please provide details below

**Potential conflicts of interest detailed above will not necessarily prevent you from being called for interview but may, if appropriate, be explored with you at that time to establish how the issue might be managed should you be successful in your application.**

## DECLARATION

I understand that, if appointed, I must raise with the Chair of the Ministerial Advisory Group (MAG) for architecture and the built environment, any probity or conflict of interest issues that might arise during my term of service on the 'Call-off List of Expert Advisors and that my failure to do so could lead to my being asked to step down from the Call-off List of Expert Advisors.

While not a member of MAG, I understand that as an Expert Advisor I must be seen to act in the public interest and abide by accepted standards of Public Service. I declare that the information I have given in support of my application is true and complete to the best of my knowledge. I understand that, if I am recruited and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of service which would render any such statements untrue, then I may be asked to step down from the Call-off List of Expert Advisors.

I understand and accept that the information I have provided will be processed by the Department of Culture, Arts and Leisure (DCAL) in accordance with its Data Protection Registration. I understand that this may involve disclosing information to other Government Departments anonymously in response to Assembly Questions and other enquiries.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_