



Northern Ireland
Civil Service

**Why have
a job
when you
could enjoy
a career?**

Candidate Information Booklet



Deputy Principal, NICS.

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Positions Available



Northern Ireland
Civil Service



Holly
Staff Officer

**POSITIONS
AVAILABLE**

Middle Managers at:

**Staff Officer (SO)
IRC241559**

AND

**Deputy Principal (DP)
IRC241560**

Throughout the Northern Ireland Civil Service.

Completed application forms must be submitted no later than 12 noon (UK time) on Thursday 16th May 2019

The following groups are under-represented in the Northern Ireland Civil Service. We therefore particularly welcome applications from:

- People with disabilities
- people from minority ethnic communities
- People under the age of 35

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Welcome



Northern Ireland
Civil Service



Karen
Staff Officer

WELCOME

We are pleased to hear you're interested in joining the Northern Ireland Civil Service (NICS). The Staff Officer and Deputy Principal roles outlined in this booklet are demanding but rewarding too. They are key middle management positions that offer something special: the opportunity to make a real difference to the lives of people in Northern Ireland.

As a middle manager in the NICS you will play an important part in delivering our business objectives and contributing to the success of our overarching purpose. This includes many major areas of life here: health and education, economic success and peaceful communities.

As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve.

This booklet provides further information on the key responsibilities of middle managers at Staff Officer and Deputy Principal Grade in the NICS, and sets out the skills and competencies that are required for these roles. We have also included important information on the assessment process.

If you have any questions, please refer to the Frequently Asked Questions section of the website or contact HRConnect on 0800 1 300 330.

Background

BACKGROUND



The Northern Ireland Civil Service

The NICS comprises nine Departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation, and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial Department.

To find more information on the government arrangements in Northern Ireland, including the functions of the Departments, [click here](#).

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity and impartiality.

Terms and Conditions



Northern Ireland
Civil Service



Ronan
Former Staff Officer

TERMS AND CONDITIONS



Salary

Here are the salary scales for these posts. Your starting salary would be at the minimum of the scale.

S0 salary range: £30,149–£31,760 (under review)

DP salary range: £36,812–£40,473 (under review)

If you are currently a civil servant, normal pay on promotion/re-grading arrangements will apply.

Hours of Work

The normal hours of work are full-time:
37 hours excluding meal breaks Monday to Friday.
Most offices work flexi-time.

Alternative Working Patterns

The NICS recognises the value of work life balance for its staff. All requests for alternative working patterns will be considered.

TERMS AND CONDITIONS

Probation

You must satisfactorily complete a probationary period of 1 year before your appointment can be confirmed. If performance, conduct or attendance during this period is not satisfactory, the appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Location

There are a number of vacancies at both Staff Officer (SO) and Deputy Principal (DP) Grades within the Greater Belfast area and throughout Northern Ireland, including the North West. However, successful candidates must be prepared to work in any location in Northern Ireland.

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, increasing to 30 days after 5 years.

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Principal Civil Service Pensions Scheme (Northern Ireland) website at; www.finance-ni.gov.uk/civilservicepensions-ni

Career Development

The NICS offers attractive career pathways across a variety of roles and professions. NI Civil Servants have access to a wide range of job opportunities, including secondments with external organisations, and are encouraged and supported in proactively managing their career.

Induction

On appointment you will participate in a tailored induction programme.

Job Descriptions:

- **Staff Officers**
- **Deputy Principals**

STAFF OFFICERS

Job Description

Staff Officer (SO) is the first middle management level in the NICS and plays a key role in liaising between supervisors and more senior managers. Most SOs will be line managers of a team of staff.

Key Responsibilities

1. Operational Delivery

As a Staff Officer you may :

- Manage delivery of significant citizen-centred public services or processes.
- Develop, oversee and support teams as they deal with public services and enquiries.
- Ensure grants or benefits are paid.
- Ensure that your teams meet agreed standards and targets for timely and high-quality outcomes.

2. Contribute to development and delivery of policy through research and analysis

- Gather and analyse information from a wide range of sources.
- Identify issues and possible solutions.
- Secure the co-operation of stakeholders in relation to policy issues affecting the department.

3. Draft input into research documents, briefings, submissions, Assembly Questions

- You may have responsibility for initial decisions around information to be included in research documents, initial policy proposals, consultation papers, briefing papers and the structure of responses to Assembly Questions, Freedom of Information requests, etc.
- You may manage and co-ordinate correspondence, arranging for responses within stated deadlines.

STAFF OFFICERS

4. Provide advice, recommendations and support to managers

- You will provide support to your line manager and senior managers in relation to policy development and evaluation activities.

5. Stakeholder Engagement

- Deal with issues raised during engagement and consultation exercises and collaborative working with senior colleagues.
- Participate as a team member in collaborative policy project work.
- Engage with internal and external stakeholders.
- Ensure there is an effective flow of information and communication between NICS and other organisations.

6. Staff Management

- You will be responsible for ensuring that your staff are motivated, supported and developed. This often involves quality assuring the work of your staff, providing feedback and coaching when required.

7. Follow Policy Guidelines

- Follow well-developed guidelines, including the Practical Guide to Policy Making in NI.
- Act independently and take decisions related to area of command.
- Take an active role in developing and reviewing Departmental practices and the preparation of elements of legislation. This can involve research and analysis, the drafting of a wide range of documents and providing detailed advice to colleagues and other stakeholders.
- As an SO you will be expected to develop insights and expertise into important areas of the work of your Department and of the broader government, and provide a supporting role to more senior colleagues.

This list is not everything that you may be involved in, but gives a good indication of your main duties. The emphasis on particular duties will vary depending on departmental business priorities and needs. The working environment can be fast-paced and there are often competing priorities with urgent tasks requiring completion within challenging timescales.

These roles will give you the opportunity to develop and enhance your competences in a number of core areas.

DEPUTY PRINCIPALS

Job Description

Deputy Principals (DPs) develop and deliver key areas of government policy. They may work closely with their line manager to support them in the management of a significant area of government work; or operate as a relatively independent head of a major project or process.

Key Responsibilities

1. Operational Delivery

- As a DP you may lead on defining and implementing a significant area of a Department's services. You'll assume responsibility for delivery goals, guiding and supporting team leaders in the management of their own teams. Alongside the management of teams and resources, you'll often have to develop an expertise in the interpretation and application of the rules and procedures relevant to your working area to enable you to direct the work of your teams and advise staff and colleagues. You will also be required to manage resources in order to successfully deliver a Department's services within a constantly evolving context and within extremely tight reporting deadlines.

2. Development and delivery of policy through research and analysis

- The DP may take a lead in developing important guidance on Departmental practices or drafting government legislation. You will often work with a high level of autonomy in conducting research, analysing information, identifying a way forward and drafting key documents.

3. Contacts and Communications

- Provide excellent advice and guidance to senior staff across the NICS on complex issues, both in person and in writing, in an uncertain, rapidly evolving and time-pressured environment.
- Develop and maintain key relationships with policy and legislation-makers in the NICS.
- Work directly and strengthen links with a wide range of stakeholders on cross-cutting issues.
- Build and maintain key relationships with senior colleagues in the NICS and others, which may include Whitehall, Dublin and other devolved administrations. There will also be a requirement to engage with institutions in academia, businesses and trade bodies.

DEPUTY PRINCIPALS

4. Project/Programme Management

DPs may manage important projects, often being the contract manager to one or more external organisations that have been commissioned to provide goods or services to the government.

This can involve:

- Defining the project requirements, evaluating bids, monitoring the work and liaising with senior external stakeholders.
- Providing a clear but sensitive lead to the way the contract is conducted, identifying opportunities and addressing shortcomings.
- Lead in the resolution of complex issues arising through the project's lifetime, drawing on existing precedents where available, whilst demonstrating innovative and creative problem-solving skills.

5. Decision-making

You will be required to:

- Simultaneously work with quantitative and qualitative information to produce technical analysis.
- Take major decisions on the analysis of policy and legislation and development of a legislative programme with significant implications for different parts of the organisation.
- Make decisions and set the strategic direction for a team in an uncertain and rapidly changing environment.
- Assimilate, interpret and analyse information that is often conflicting and unfamiliar.

This list is not exhaustive, but gives a good indication of your main duties. The emphasis on particular duties will vary depending on departmental business priorities and needs. The working environment can be fast-paced and there are often competing priorities with urgent tasks requiring completion within challenging timescales.

Eligibility Criteria



Northern Ireland
Civil Service



Alfie
Deputy Principal

ELIGIBILITY CRITERIA

For the **Staff Officer** role you must have, by the closing date for applications:

- A minimum of 2 years' experience of effectively leading a team, communicating with staff and setting team priorities and goals to meet organisational business objectives;

AND

- A minimum of 2 years' experience of managing the delivery of a quality service including identifying and implementing improvements to meet the requirements of a diverse range of customers.

For the **Deputy Principal** role you must have, by the closing date for applications:

- A minimum of 2 years' experience of effective leadership, setting strategic direction and managing resources to successfully deliver business objectives in a complex and changing environment;

AND

- A minimum of 2 years' experience of building constructive, positive and collaborative partnerships with a diverse range of stakeholders, including senior management, to effectively deliver significant organisational objectives.
-
-

Selection Process

APPLICANT PROFILE



Please note: the applicant profile on the application form is **NOT** part of the assessment process. If you are successful, this information will be used to assist in matching your personal skills, qualities and experience to available roles, as far as it is possible to do so. You should include detail on any experience to date in Operational, Policy, Finance, HR or Legal roles.

NB: If you are applying for both the Staff Officer and Deputy Principal competitions, please base your response on the Deputy Principal job description.

You are also invited to state if you have any preference for a particular Department or location. However, if successful, you must be willing to work in any NICS Department/location.

SELECTION PROCESS

There are three stages to the Selection Process.

1. Online assessment tests
(commencing Tuesday 7th May 2019)
2. A sift on eligibility criteria as outlined above
3. Assessment Centre

1. Online Assessment Tests

This will consist of **three tests**: Management Decisions, Critical Thinking and Analysing Information.

- In the **Management Decisions Test** you will be presented with a number of scenarios representing the types of situation that a Staff Officer or Deputy Principal in the NICS might encounter. Your task will be to rate the appropriateness of various responses to these scenarios.
- In the **Critical Thinking Test** you will be presented with passages of text and you will be asked to answer questions relating to these passages. In the Staff Officer version of the test, there is an additional task that requires you to identify which pair of words, from a larger group of words, have similar meanings.

- The **Analysing Information Test** presents numerical data in various formats and your task will be to answer questions relating to this data.

All three tests use multiple-choice answers.

To complete the online assessment, applicants will require a computer that has an internet connection and a modern web browser installed.

We would suggest that you do not use tablets or phones to complete the assessments. It is **ESSENTIAL** that you use the online familiarisation materials to check that your browser and the internet connection that you intend to take the live test on are compatible with the online tests. Note that some network firewalls may block access to the test site or prevent images from showing. If the familiarisation materials work on your IT equipment, this is a good indication that the live tests will work also. It is very important that you access the familiarisation materials using the computer and internet connection that you intend

SELECTION PROCESS

to use to take the live tests on in advance of the tests. The familiarisation materials are available now via the following links:

Deputy Principal: <https://nicmdp0419.assessmentintelligence.co.uk/testpreparation>

Staff Officer: <https://nicss0419.assessmentintelligence.co.uk/testpreparation>

For best results we recommend the online assessment is completed in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV, music etc.

Concentration is needed throughout the assessment, so if you are completing it at home or work, ensure other people are aware they should not disturb you until you are finished. No responsibility can be accepted for any issues arising from where you choose to sit the tests.

You will be sent an email to the address from which you have applied containing a link to the online test facility. It is anticipated that this email will be issued to you by 5pm on the next working day after submitting an application.

For example, if you submit your application on Wednesday 8th May you will be sent your test link by close of play on Thursday 9th May. Please check your email including junk mail folders during this time to ensure you receive the email. **The email you receive will include full instructions on how to complete the tests and you will have until 5pm on Monday 20th May 2019 to complete all tests.** Candidates should therefore be aware that the earlier they submit an application the more time they will have to complete their test.

Each individual test takes 40 minutes to complete. You do not need to complete all 3 tests at the same time or even on the same day. Individual tests do however need to be taken in a single sitting.

Candidates will have to achieve a minimum score in each test and then the top performing candidates will progress to the eligibility sift stage.

Please note, we reserve the right as part of the validation process to request your attendance at an invigilated test session.

SELECTION PROCESS

Eligibility Sift

An assessment of the evidence provided against the relevant eligibility criteria will take place with those who meet the eligibility criteria progressing to the assessment centre stage.

Assessment Centre

The assessment centre will consist of three parts: Presentation, Interview and Written Exercise.

Assessment centre dates for the **Staff Officer Competition** are: 13 June, 14 June, 17 June, 21 June, 24 June, 25 June

Assessment centre dates for the **Deputy Principal assessments** are: 10 June, 11 June, 12 June, 18 June, 19 June, 20 June

Please ensure you are available on the dates above as requests to reschedule will only be considered in very exceptional circumstances. If, having received your invitation, you decide to withdraw, please inform HR Connect as soon as possible, ideally within 48 hours of receiving your invitation.

Presentation

In the Presentation Exercise you will have time to prepare a brief presentation based on information you will be provided with at the assessment centre. You will then make your presentation to two assessors, who will then ask you questions about what you have presented.

Interview

The assessors will conduct a competency-based interview in which they will ask you to give examples of when you have demonstrated the competencies being assessed.

SELECTION PROCESS

The following 6 competencies will be assessed during the presentation and interview –

1. Making Effective Decisions

This area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice.

It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

2. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

3. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm.

It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

4. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people inside and outside the NICS to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

5. Deliver value for money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. It means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

SELECTION PROCESS

6. Managing a quality service

Effectiveness in this area means being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

It is important that you familiarise yourself with the Northern Ireland Civil Service competency framework, as this forms the basis of the assessment process. You can find it at www.nicsrecruitment.org.uk. The competency framework sets out how all NICS employees should work.

It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility:

- Set Direction
- Engage People
- Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below. In other words, a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course. Candidates should refer to the effective behaviours at level 3 in preparing for the assessment centre.

3. Written Exercise

In the written exercise you will be given some documents and asked to produce a brief written response to them. Computers will be provided at the centre for you to type your response. This exercise will include an assessment of your ability to produce clear, written English.

The written exercise will assess the written element of Leading and Communicating alongside Managing a Quality Service and Delivering value for money competencies.

SELECTION PROCESS

Disability Requirements and Reasonable Adjustment Requests

We wish to ensure that all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box provided on your application form. You should include details of your disability and the specific adjustment you need.

Candidates will be required to provide relevant evidence to support their request for a reasonable adjustment – for example, an Occupational Psychologist report, GP's medical statement, etc. Evidence to support your request, should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application. Please mark your correspondence with the relevant competition reference number(s) and title it 'Supporting evidence for reasonable adjustment request'.

Please note you may be contacted directly to discuss your requirements.

It is essential that special arrangements concerning any adjustment requests are made in advance of starting the live test as retrospective arrangements cannot be made after you have started the live test. The familiarisation materials can be accessed and can help inform your decision as to the need for a reasonable adjustment.

Assessment Documentation

You will need to provide identification documents to satisfy the Nationality, Right to Work and Security requirements of the post. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

Assessment Centre Guidance



Northern Ireland
Civil Service



Mark
Staff Officer

ASSESSMENT CENTRE GUIDANCE

Preparing for the Written Exercise and Presentation

- Familiarise yourself with the selection criteria and the competencies for the appropriate role.
- Practise reading and analysing a large amount of information in a short time.

On the day

- Ensure you have read the instructions properly. The Administrator will provide you with an opportunity to ask questions before the exercise begins. Once the exercise has started, you cannot ask the Administrator any further questions relating to the content of the exercise.
- Manage your time effectively.
- Remember what is being measured, and ensure you provide the assessors with all the evidence they require.
- Remember that for the purposes of this exercise you are working alone.

Preparing for the Interview

If this is your first experience of a competence-based interview, please bear in mind it requires you to:

- Focus exclusively on your ability to fulfill the competences required for effective performance in the role.
- Provide specific examples of your experience in relation to the required competence areas.

A competence-based interview does not, however, require you to:

- Talk through previous jobs or appointments from start to finish.
- Provide generalised information as to your background and experience.
- Provide information that is not specifically relevant to the competence the question is designed to test.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, using the **STAR** approach:

- **S**ituation – Briefly outline the situation
- **T**ask – What was your objective, what were you trying to achieve?
- **A**ction – What did you actually do, what was your unique contribution?
- **R**esult – What happened, what was the outcome, what did you learn?

ASSESSMENT CENTRE GUIDANCE

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples that best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work/life experiences.

Order of Merit

Those candidates who meet the required standard(s) and pass mark at assessment centre will be deemed suitable for appointment and will be placed on a list in order of merit with the highest scoring candidate ranked first. NICS will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.

It is intended that the order of merit will remain active for a period of 18 months. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where practical reasons for doing so arise.

Offers of Employment

You will only receive one offer of appointment. In general, if you do not accept the offer, you will be withdrawn from the competition.

Feedback

The Northern Ireland Civil Service is dedicated to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners' Code. We are consequently committed to providing feedback regarding decisions taken. Feedback in respect of online tests, eligibility sift and Assessment Centre results will be communicated to all candidates.

How to Apply



Northern Ireland
Civil Service

HOW TO APPLY

The application form is designed to ensure that you provide the necessary information to determine how you meet the requirements and the eligibility criteria for the role.

- There is one application form for both roles. You can indicate by tick box whether you are applying for the Staff Officer role, Deputy Principal competition or both.
- You must submit an online application.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted, the option to edit will no longer be available.
- Please note: the session timeout for the online application is 40 minutes. If you do not save or change page within this time, you will automatically be logged out and any unsaved work will be lost.
- **All** parts of the application form **must** be completed before this application can be considered. Failure to do so may result in disqualification.

Eligibility

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The panel will not make assumptions from the title of your post or the nature of the organisation about the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, your application will be rejected.
- The examples you provide should be concise and relevant to the criteria.
- Clearly write your personal involvement in any experience you quote. Write "I" statements, e.g. "I planned meetings, I managed a budget, I prepared a presentation... "
- Avoid acronyms, complex technical detail, etc. Write for the reader who may not know your employer or your job.
- Note: **only** the details provided by you in your application form (the employment history and eligibility criteria) will be passed to the panel for the purpose of determining your eligibility for the post.

HOW TO APPLY

Equal Opportunity Monitoring Form

Please note that completing the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement, visit www.finance-ni.gov.uk/articles/equal-opportunities-information-candidates

Application Submission

- All applications must be received by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for applications.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office.

You'll find contact details on nidirect: www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations, contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment.

Email: info@niuse.org.uk

Tel: 0044 (0)28 71 377709

Textphone: 0044 (0) 28 71 372077

Diversity and Inclusion

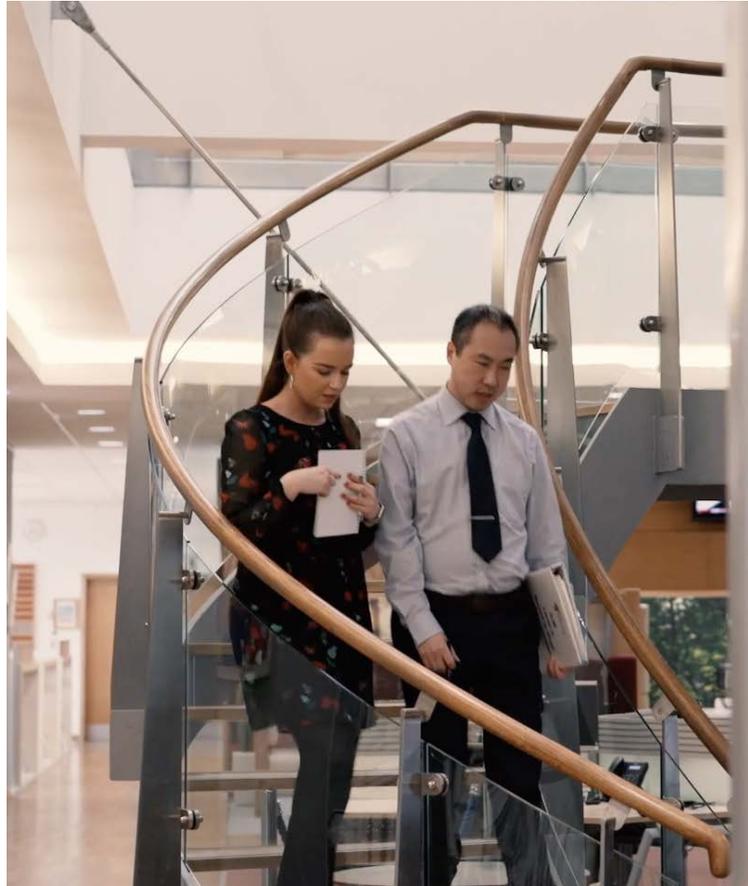
In partnership with
the rainbow
project

★ Stonewall
DIVERSITY
CHAMPION
NORTHERN
IRELAND



Wilma
Deputy Principal

DIVERSITY AND INCLUSION



The Northern Ireland Civil Service values and welcomes diversity and is committed to creating a truly inclusive workplace.

We aim to develop colleagues to enable them to make a full contribution to meeting the NICS objectives, and to fulfil their own potential on merit.

Diversity and Inclusion is reflected in and embedded across the entire range of NICS employment policies and practices, such as: Transitioning at Work Policy, Dignity at Work Policy, Maternity Leave, Paternity Leave, Special Leave, Adoption Leave, Reasonable Adjustment Guidance and Alternative Working Policy.

The NICS is currently underrepresented in relation to young people, people with a disability and in relation to people from minority ethnic communities. We particularly welcome applications from these groups.

DIVERSITY AND INCLUSION

Our vision of the NICS of the future is:

- One where everyone plays an active part in improving the lives of people in NI.
- A well-led, high-performing and outcomes-focused NICS.
- A great place to work, where everyone can reach their full potential.
- An inclusive workplace in which diversity is truly valued.

We aim to ensure that every individual is valued and accepted for who they truly are. Our commitment to diversity and inclusion has led us to undertake the following work (further work is also planned):

- Establish a network of diversity champions across four main themes of Race and Ethnicity, LGBT, Gender and Disability to support colleagues and embed a culture of inclusion throughout the organisation.
- Support a number of staff networks, such as Women's Network, LGBT Network, Cancer Support Group and Autism Support Group.
- Develop an NICS Outreach Strategy focused on disability and ethnicity (currently in development).

- Engage with the Executive Office Racial Equality sub-group.
- Establishing departmental racial equality champions in each department.
- Sign up to participate in Belfast Mela, the city's annual celebration of global cultures.
- Work in partnership with disability charities to become lead partners with Employers for Disability in NI and lead partner in International Job Shadow Day for people with disabilities.
- Commit to all of the NICS becoming Just A Minute (JAM) Card friendly.
- Sign up to the Mental Health Charter.
- Take part in PRIDE as an employer.
- Join the Stonewall Diversity Champions Programme.
- Develop and publish transgender guidance to ensure trans colleagues are appropriately supported in our organisation.
- Develop and implement a Gender Action Plan for the NICS, which has included the delivery of mentoring circles.
- Sign up to the Gender Diversity Chartermark.

General Information



Northern Ireland
Civil Service

GENERAL INFORMATION

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principles', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org

NICSHR Privacy Notice

NICSHR is committed to protecting your privacy. HRConnect manages job applications on behalf of NICSHR, in line with the NICSHR privacy notice, available via www.nicsrecruitment.org.uk

Changes in personal circumstances and contact details

Please ensure HRConnect is informed immediately of any changes in your personal circumstances. It is important that HRConnect has up to date contact details.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible. You should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration in confidence to support you to attend any part of the assessment process, please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

GENERAL INFORMATION

Vetting Procedures

An appointment will be dependent on you meeting the security vetting requirements for the post. A Criminal Record Check on all successful applicants will be carried out by AccessNI or relevant body, depending on the level of security assigned to the post. You should not be put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

For the majority of posts in the NICS the level of vetting is a basic check. For this you will be required to provide the following:

1. Your passport, OR
2. A document verifying your permanent National Insurance number (e.g. P45, P60) AND your birth certificate that includes the names of your parents (long version).
3. A specimen signature at any assessment event and have this validated against passport, driving licence, application form, etc.

For further information regarding the Baseline Personnel Security Standard, including other acceptable documents, [click here.](#)

If you are being considered for an appointment, you will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note: 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.

The AccessNI website is: <http://www.accessni.gov.uk>

The AccessNI code of practice can also be accessed via <https://www.nidirect.gov.uk/publications/accessni-code-practice>

If you are successful and are selected for a position that requires a higher level of vetting, i.e. Counter Terrorist Check, Security Check or Developed Vetting, you will be contacted by HRConnect.

Right to Work and Nationality Requirements



Northern Ireland
Civil Service



Laura
Deputy Principal

RIGHT TO WORK AND NATIONALITY REQUIREMENTS



You must be legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS.

You must be either:

- 1.** A UK national; or born in Northern Ireland and holding an Irish passport
- 2.** A Commonwealth citizen
- 3.** A British Protected Person
- 4.** An EEA national
- 5.** A Swiss National
- 6.** Or a person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

1. 'UK National'

Means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man); a British subject under Part IV of the British Nationality Act 1981, having the right of abode in the UK; or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

2. 'Commonwealth Citizen'

Means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the 'UK Nationality' definition above.

This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

3. 'British Protected Person'

Means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

4. 'EEA National'

Means a national of one of the following countries:

| | | |
|---------------|-----------|----------|
| Austria | Finland | Latvia |
| Portugal | Belgium | France |
| Liechtenstein | Romania | Bulgaria |
| Germany | Lithuania | Slovakia |

| | | |
|----------------|-------------|------------|
| Croatia | Greece | Luxembourg |
| Slovenia | Cyprus | Hungary |
| Czech Republic | Malta | Spain |
| Iceland | Netherlands | Sweden |
| Denmark | Ireland | Norway |
| United Kingdom | Estonia | Italy |
| Poland | | |

N.B. Nationals from Switzerland also have the same free movement and employment rights.

5. 'Family member of an EEA or Swiss national'

- That national's spouse*
- A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent
- Or a dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience, and in the case of EEA national vocational students, family members are restricted to spouses and dependent children only. **For more information and guidance on nationality, visit www.ind.homeoffice.gov.uk**

