



Northern Ireland  
Civil Service

# Managers Executive Officer (E01)

## IRC265807

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on 28 May 2021**. Please retain a copy of this booklet for your reference throughout the selection process

**Candidate Information Booklet**



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### Communication between HRConnect and you

The majority of competition communications will be by email. Please check your email account and junk folder to make sure you don't miss any important messages from us.

Completed applications must be submitted no later than **12 noon (GMT) on 28 May 2021.**



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## WELCOME

We are delighted you are considering joining the Northern Ireland Civil Service (NICS) as an employee.

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 team leaders/managers at Executive Officer Grade 1 in the NICS and sets out the skills and competencies required for these roles. We have also included important information on the assessment process.

This competition will be used to fill Executive Officer Grade 1 vacancies across the NICS. This competition will be used to fill a number of current vacancies. It may also be used to fill further vacancies which may arise during the lifetime of this recruitment exercise.

All NI Civil Servants are appointed on merit on the basis of fair and open competition.

For this competition, merit lists will also reflect location and working pattern preferences.

The closing date for applications is 12.00 noon on **Friday 28 May 2021**.

### **Late applications will not be accepted.**

Please read carefully through the information contained within this Candidate Information Booklet and retain it for reference throughout the selection process.

We wish to ensure all applicants have the opportunity to perform to the best of their ability. We will consider all requests for reasonable adjustments in accordance with our obligations under Disability Discrimination Act (DDA) 1995 to complete any of the assessments.

If you have any questions, or require any documentation in an alternative format e.g. braille, easy read, large print, audio etc. you should contact HRConnect on 0800 1 300 330 or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

We wish you every success in your application.

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## ABOUT THE NICS



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.

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

All Civil Servants are expected to carry out their role with dedication and a commitment to the NICS's core values of integrity, honesty, objectivity and impartiality.

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## **KEY RESPONSIBILITIES**

Executive Officer 1 (E01) is an important grade in the NICS in that it is the second level of management. It contributes to the efficient and effective organisation of the day to day work of government administration and has a role in the application and implementation of government policy.

Whether you are managing teams, liaising with stakeholders or taking an active role in development of policy and procedures you will be part of an organisation that touches the lives of citizens in NI and across the UK every day.

Training will be made available to successful candidates on appointment.

The most common activities are as follows:

### **Customer Service**

Being the first point of contact with significant stakeholders, providing advice and guidance and dealing with challenges and complaints in writing, by telephone and face-to-face.

### **Quality Management**

Ensuring that work is completed to the required standards, reviewing decisions made by team members and providing guidance on quality enhancement

### **Decision Making**

This may include taking an active role in the development of policy and procedures and determining that information and evidence are gathered to the required standard. It could involve making decisions about complex individual cases, applying the rules and guidance and making appropriate judgements.

### **Line Management**

Responsibility for overseeing teams and individuals, allocating and monitoring work, overseeing the development of staff and ensuring they are equipped to work with the most current policies, practices and procedures. This includes the oversight of managers at the E02 grade as well managing Administrative Officer and Administrative Assistant staff.

## **TERMS AND CONDITIONS**

### **Salary**

The salary for these posts will be within the range £27,845 - £28,730 (under review). Your starting salary will be at the minimum of the scale. If you are currently a civil servant, normal pay on promotion / re-grading arrangements will apply.

### **Holidays**

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

### **Working Hours**

The full time working week in the NICS is 37 hours, excluding meal breaks. The majority of the NICS operates a flexi-time scheme, usually between the hours of 8am and 6pm. The flexi-time scheme allows you to have an element of flexibility over your working hours. It involves flexible start and finish times around 'core working hours' (when attendance is required) and within the limitations of the 'bandwidth' (the earliest and latest times between which hours can be worked) and allows you more choice over your working hours, subject to the operational requirements.

Alternative working patterns, including part time hours, are available subject to business needs.

### **Probation**

Confirmation of appointment is dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

### **Security Clearance**

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. Information detailing convictions is destroyed once a decision is made, only the decision is retained.

For the majority of posts in the NICS the level of vetting is a basic check. For this you will be required to provide acceptable documents as outlined on page 27.

## WHAT'S ON OFFER

### Types of Jobs

For more information, including examples of the types of role available at this grade, please check our E02/E01 dedicated website page

[www.nicsrecruitment.org.uk/eo](http://www.nicsrecruitment.org.uk/eo)

### Security Vetting

Some posts in the NICS involve staff having access to sensitive personal information either about citizens or employees. For this reason, employees in these roles are required to obtain a higher level of vetting. You will be required to provide additional personal information for the higher vetting levels.

For example, Enhanced AccessNI clearance will be required for areas working in Regulated Activity and a Counter Terrorist Check will be required for Department of Justice or NI Courts Service posts.

You will be asked in your application form if you would be prepared to undertake a higher level clearance to be considered for all roles available.

More information about security vetting can be found at [Appointments and Vetting](#).

### Working Pattern

On the application form you will be required to indicate which of the two types of business hours you are prepared to work your contracted 37 hours. You may select one or both:

- a) Monday to Friday in a flexi-time scheme, usually between the hours of 8am and 6pm; or
- b) Any time between the hours of 8am and 8pm Monday and Friday and 9am to 5pm one Saturday in every four.

If appointed it will be into a role that aligns to your stated business hours preference. They will be stated in your letter of offer and, if you accept the offer, it will form part of your terms and conditions for the role.

### Career Development

The NICS offers attractive career prospects across a wide 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.

## WHAT'S ON OFFER

### Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Principal NICS Pensions Scheme (Northern Ireland) website [Principal NICS Pensions Scheme \(Northern Ireland\) website.](#)

### Location

The NICS has offices across Northern Ireland, the main NICS office locations are outlined in the table.

This competition will be used to fill permanent E01 vacancies across Northern Ireland. In your application form, you may select up to three travel to work areas where you are prepared to work. You should ensure you can, and are willing to, travel to the location.

If successful, you will only be considered for a post in one of your selected areas and, if appointed, your name will be removed from the list of successful applicants for your other selected areas.

**Please note: The majority of E01 posts will be in the Greater Belfast (travel area 1) and North West (travel area 2).** However, this competition will also be used to fill vacancies in the other travel to work areas.

Area	City/Town
Area 1: Belfast	Belfast
	Lisburn
	Bangor
	Antrim
	Downpatrick
Area 2: Derry/Londonderry	Derry/Londonderry
	Ballykelly
	Limavady
Area 3: Craigavon	Craigavon
	Armagh
	Portadown
Area 4: Coleraine	Coleraine
	Ballymoney
Area 5: Omagh and Strabane	Omagh
	Strabane
Area 6: Newry and Banbridge	Newry
	Banbridge
Area 7: Ballymena	Ballymena
Area 8: Cookstown and Magherafelt	Cookstown
	Magherafelt
Area 9: Dungannon	Dungannon
Area 10: Enniskillen	Enniskillen



## DIVERSITY AND INCLUSION

### **The NICS is an Equal Opportunities Employer.**

The NICS values and welcomes diversity and is committed to creating a truly inclusive workplace.

Diversity and inclusion are 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 welcomes applications from people regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation. As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

All NI Civil Servants are appointed on merit on the basis of fair and open competition.



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## **DIVERSITY AND INCLUSION**

### **Our vision of the NICS of the future is:**

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

We aim to ensure every individual is valued and accepted for who they truly are. While more work is planned, some examples of our commitment to diversity and inclusion are:

- Establishing Race and Ethnicity, LGBT, Gender and Disability Champions. Our Champions are there to support colleagues and encourage a culture of inclusion across the NICS;
- Supporting a range of peer to peer staff networks, such as the NICS Women's Network, Disability Staff Network, Race and Ethnicity Staff Network, LGBT Staff Network, Cancer Support Network and Autism Working Group;

- Being a Lead Partner of Employers for Disability NI;
- Committing to all of the NICS becoming a 'Just A Minute' (JAM) Card friendly organisation;
- Signing up to the Equality Commission's Mental Health Charter;
- Signing up to Diversity Mark NI and achieving the Bronze Diversity Mark;
- Taking part in PRIDE as an employer; and
- Taking part in Belfast Mela, the city's annual celebration of global cultures.

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## DIVERSITY AND INCLUSION

### Disability Requirements: Reasonable Adjustment Requests

The NICS is committed to the employment and career development of disabled people. If you have a disability you may request a reasonable adjustment to ensure you are given as much support as possible throughout the recruitment process.

It is essential that you do this in **advance** of starting the live test. You will need to provide relevant evidence to support your request for a reasonable adjustment, for example, an occupational psychologist report or a GP's medical statement.

**Evidence to support your request should be sent to HRConnect at [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) as soon as possible following submission of your application.**

Please mark your correspondence with the competition reference number IRC265807 and title it 'Supporting evidence for reasonable adjustment request'.

We may contact you 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.**

# Selection Process



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## OVERVIEW OF SELECTION PROCESS

### The Selection Process is as follows:

1. Online application;
2. Online Aptitude Test;
3. Interview; and
4. Merit List.

#### 1. ONLINE APPLICATION

- Read the Candidate Information Booklet.
- Complete your online application making sure you supply a valid email address.
- You will be asked for some preferences (including location and working hours). If successful, you will only be considered for a post with one of your selected locations and working pattern, subject to availability. If you are offered and refuse a post that matches your preferences, no further offers will be made.
- Once you click 'submit' on your application form, no further changes can be made.

#### 2. ONLINE APTITUDE TEST

- When you have applied you will receive a link via email on **15 June 2021** **Please ensure you check your email account including junk folder.** If you do not receive an email by 16 June 2021, please email [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) inserting 'EO1 test link not received' in the subject line.
- This link will take you to a website where you will have to complete a series of tests.
- The online tests can be done in your own time and at a place that suits you.
- You cannot stop an individual test once started but you can take the three tests at different times.
- You must pass all three tests to be eligible to move to the next stage in the selection process.

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## OVERVIEW OF SELECTION PROCESS

### 3. INTERVIEW

- Candidates who are successful in stage two of the assessment process will be invited to interview in phases based on test score order and the number of vacancies to be filled in each phase.
- Further phases of interviews may take place to fill future vacancies.
- The interview will be conducted remotely online via Cisco Webex. Further guidance for online interviews can be found on the **NICS Recruitment Website**.
- The interview will be based on the NICS Competency Framework for the grade. Details of these can be found in the **NICS Competency Framework**.

### 4. MERIT LIST

- Candidates who successfully pass interview will be held on a list and considered for jobs based on their selection preferences and in order of merit during the life time of the competition.
- The top scoring applicants will start the security clearance process straight away with others following when we are about to reach them in the merit list.

## SELECTION AND ASSESSMENT PROCESS

### ONLINE APTITUDE TEST – ALL APPLICANTS

You will receive an email (sent to the email address you provided) with a link to the online tests on 15 June 2021. You will have until **5pm on 24 June 2021 to complete the tests.**

The link gives you access to the ID verification process, the familiarisation materials and the live tests.

**This assessment will be proctored.** Proctoring means that your identity will be verified before starting the assessment and you will be monitored via your webcam during the assessment. To enable this and complete the online test, you will require a computer which has a reliable internet connection and a working webcam. You will need to have an up-to-date Chrome or Microsoft Edge browser on a PC. If you are using a Mac, please use Chrome. If you need to use Safari on your Mac, please email **Support@assessmentintelligence.com** for instructions. Full instructions will be provided in your invite letter.

**Verifying your identity** – for this you will need to have a valid photo ID (passports, driving licenses and electoral cards are acceptable). Once you receive the link, using a webcam you will need to take a photo

of your photo ID and also a photo of yourself. When your photo ID has been approved you will receive an email from **ProctorSupport@assessmentintelligence.com** informing you of this. You will be asked to enter your email after taking the photos so that we can inform you of the verification by email.

It is important that you read your invite as soon as you get it. It is also important you access the test site as soon as you can, so you have plenty of time to resolve any technical issues and complete the tests ahead of the deadline. There is important information on completing the verification of your identity and on checking your computer and network on the test site.

For further information on how we process this information, NICSHR's Privacy Notice is available online via the link below: **[NICSHR Privacy Notice - Online Assessments](#)**

The first stage of the selection process will comprise of a balanced portfolio of online assessments to determine suitability for this type of EO1 role. There will be three separate tests to complete:

1. Critical Reasoning
2. Data Analysis and Decision-Making
3. Management Decisions

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## **SELECTION AND ASSESSMENT PROCESS**

**1. Critical Reasoning** - This test has three sections. In one of the sections you will be given sets of six words arranged in a row. Many of these words will have several meanings. Your task is to identify whether any of the six words have a similar meaning and, if they do, to choose the TWO words that are the closest in meaning in each question. There are 15 sets of words.

In the other sections you will be presented with short passages of text followed by a number of statements.

Your task is to identify whether these statements follow from what has been stated in the text. There are seven passages and a total of 28 statements. You will have 40 minutes in total to work through the three sections.

**2. Data Analysis and Decision Making** - This test has two parts. In the first part you will be asked to carry out a range of calculations, instructions will be given on the process you should use to do this.

In the second part you will be presented with data in various forms such as tables and graphs and are required to answer questions on this data. In total you will be asked to complete 28 multiple choice questions and will have 40 minutes to do so. You can use a calculator in the test.

**3. Management Decisions** - In this test you will be provided with a number of scenarios/situations which are fictional, but based on the work of EO1s in the NICS. You will then be asked how you would deal with each situation and be shown a list of five different responses. Your task will be to rate, using a four-point rating scale, how appropriate each response is for the situation described.

There are 15 scenarios to complete and you will have 40 minutes to complete them.



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## **SELECTION AND ASSESSMENT PROCESS**

You do not need to complete all three tests at the same time or even on the same day. Individual tests do however need to be taken in a single sitting therefore you should ensure that when completing each test you have sufficient time for the test itself plus additional time for reading and understanding the relevant instructions for each test.

For best results we recommend completing the online assessments in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV and music. Concentration is needed throughout the assessments, so when completing each test ensure other people are aware that 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.

Before starting a test you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable.

If you lose internet connection while in the live test, you should immediately close your browser. When your internet connection is restored and you are confident it will be reliable, you should log back into the live test. Your previous answers will have been saved (except possibly on the last page you were on before losing connection) and you will not lose any time.

### **FAMILIARISATION AND PRACTICE**

Familiarisation materials for all three tests are available through the link you will receive in your invite and will remain available until the end of the live test period.

The familiarisation materials will explain the tests, how to enter your answers and use the test program. They will also include additional practice materials to help you further prepare.

You are strongly encouraged to use this opportunity to familiarise yourself with the test practice questions before completing the live test.

## SELECTION AND ASSESSMENT PROCESS

**It is ESSENTIAL that you use these materials not only to familiarise yourself with the tests, but also to check that your computer, browser and the internet connection that you intend to use to take the live test will be compatible with the online tests. Some network firewalls may block access to the test site or prevent images from showing. If the familiarisation materials and the identity verification process work on your IT equipment, this is a good indication that the live tests will also work.**

There are no practice materials other than those found in the familiarisation materials that you can find via your invite link.

If you have any technical problems accessing the familiarisation or live tests, you should email [support@assessmentintelligence.com](mailto:support@assessmentintelligence.com) including your Candidate Reference Number and 'E01' in the subject line.

### INTERVIEW

Candidates who are successful in stage 2 of the assessment process will be invited to interview in phases based on test score order and the number of vacancies to be filled in each phase.

## COMPETENCE BASED INTERVIEWS

The NICS Competency Framework sets out how all NICS employees should work. It puts the NICS values of integrity, honesty, objectivity and impartiality at the heart of everything they do.

Competencies are the skills, knowledge and behaviours that lead to successful performance. Detailed information on the core competencies for the E01 grade is available at [NICS Competency Framework](#)

You are not allowed to bring notes or other personal documentation into the interview room.

**You should familiarise yourself with the Competency Framework as this forms the basis of the interview selection process. If you need help accessing the Competency Framework please contact HRConnect at: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)**

Interview questions have been designed to test a candidate's knowledge and skills in each of the areas below and to award marks accordingly.

The core competencies we will be assessing are:

- Making Effective Decisions
- Leading and Communicating
- Collaborating and Partnering
- Managing a Quality Service
- Changing and Improving

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## **SELECTION AND ASSESSMENT PROCESS**

Each competence will be scored out of 50 with applicants required to meet a minimum standard of 30 in each competence and an overall score of 150 out of a possible 250 in order to be considered suitable for appointment to E01.

### **MAKING EFFECTIVE DECISIONS**

Effectiveness in this area is about being objective using sound judgement and evidence and knowledge to provide accurate, expert and professional advice. For E01s, this might include some or all of the following:

- Demonstrating accountability and making unbiased decisions.
- Examining complex information and obtaining further information to make accurate decisions.
- Speaking to the relevant people to obtain the most accurate information and getting advice when unsure how to proceed.
- Explaining clearly, verbally and in writing, how a decision has been reached.
- Providing advice and feedback to support others to make accurate decisions.

- Monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly.

### **COLLABORATING AND PARTNERING**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people. For E01s, this might include some or all of the following:

- Demonstrating an interest in others and developing a range of contacts outside own team to help get the job done.
- Changing ways of working to facilitate collaboration for the benefit of the team's work.
- Proactively seeking information, resources and support from others outside own immediate team in order to help achieve results.
- Readily identifying opportunities to share knowledge, information and learning and make progress by working with colleagues.

## **SELECTION AND ASSESSMENT PROCESS**

- Listening attentively to others and checking their understanding by asking questions.
- Taking responsibility for creating a working environment that encourages equality, diversity and inclusion.

### **MANAGING A QUALITY SERVICE**

Effectiveness in this area is about 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. For EO1s this might include some or all of the following:

- Explaining clearly to customers what can be done.
- Working with teams to set priorities, creating clear plans and managing work to meet the needs of the customer and the business.
- Ensuring that levels of service are maintained - flagging up risks or concerns in order to meet customer requirements.
- Keeping internal teams, customers and delivery partners fully informed of plans and possibilities.
- Promoting adherence to relevant policies, procedures, regulations and legislation, including equality, diversity and health and safety.

- Identifying common problems or weaknesses in policy or procedures that effect service and escalating these.

### **LEADING AND COMMUNICATING**

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness and opportunity for all and a dedication to a diverse range of citizens. For EO1s this might include some or all of the following:

- Displaying enthusiasm around goals and activities - adopting a positive approach when interacting with others.
- Listening to, understanding, respecting and accepting the value of different views, ideas and ways of working.
- Expressing ideas effectively, both orally and in writing, and with sensitivity and respect for others.
- Confidently handling challenging conversations or interviews.
- Confronting and dealing promptly with inappropriate language or behaviours, including bullying, harassment or discrimination.

## SELECTION AND ASSESSMENT PROCESS

### 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. For EO1s this might include some or all of the following:

- Understand and apply technology to achieve efficient and effective business and personal results.
- Consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner.
- Conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements.
- Put aside preconceptions and consider new ideas on their own merits.
- Help colleagues, customers and corporate partners to understand changes and why they have been introduced.
- Identify, resolve or escalate the positive and negative effects that change may have on own role/team.

### INTERVIEW AVAILABILITY

Any reasonable adjustments due to disability should be conveyed to HRConnect at **recruitment@hrconnect.nigov.net**.

It is intended that interviews for the first phase will take place from **2 August to 6 August 2021**.

You will receive further information regarding the interview process in your invite letter. Requests to reschedule interviews will only be considered in very exceptional circumstances and only within the timeframe above.

In the event additional vacancies arise in the future, we may schedule further tests and interviews. If, having received your invitation to interview, you decide to withdraw from the competition please inform HRConnect as soon as possible, ideally within 48 hours of receiving your invitation. This will help us manage the competition more effectively.

### INTERVIEW DOCUMENTATION

You will need to provide identification documents to satisfy the Nationality, Right to Work and Security requirements of the post. See pages 27 & 28 for further information

Further details regarding acceptable documentation will be issued with the invitation to attend for the invigilated test and, if appropriate, for interview.

# Guidance for Applicants



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## **GUIDANCE FOR APPLICANTS**

### **EXISTING CIVIL SERVANTS**

If you are an existing permanent E01 in any NICS department you are not eligible to apply.

### **APPLICATION FORM**

The application form is designed to ensure applicants provide the necessary information to determine how they meet the competition requirements. All parts of the application form must be completed before this application can be considered. Failure to do so may result in disqualification.

#### **Please note:**

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online;
- The space available on the application form is the same for all applicants and must not be altered;
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms;
- 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 receipt of applications;
- HRConnect will not examine applications until after the closing deadline;
- 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;
- 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; and
- You must click 'SUBMIT' once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

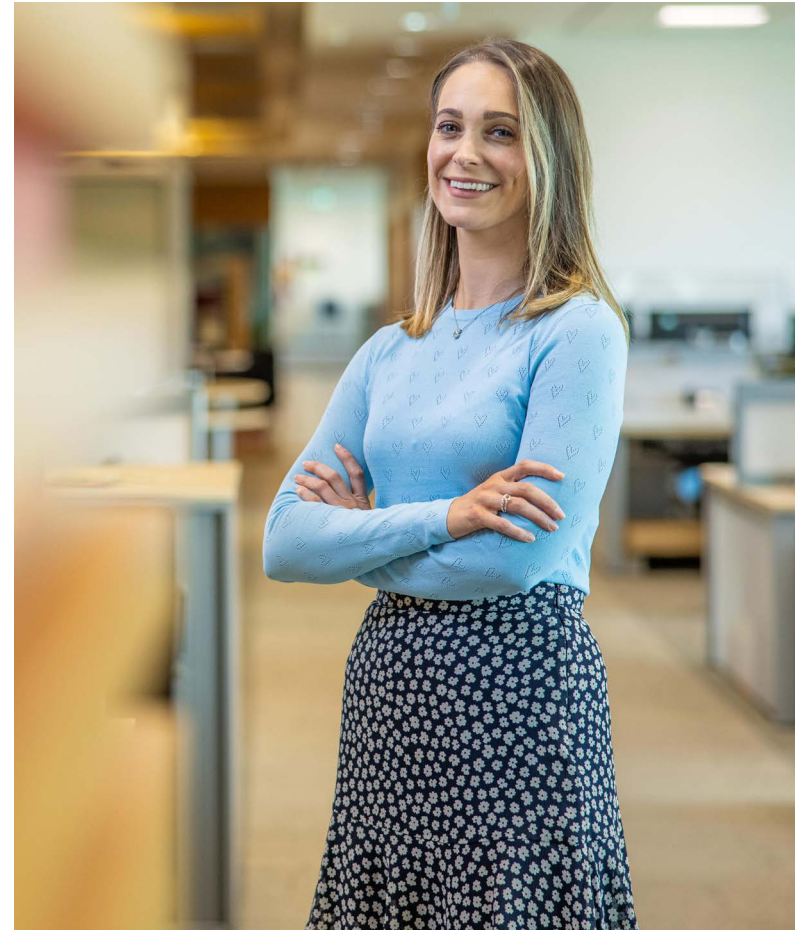
## GUIDANCE FOR APPLICANTS

### HELP WITH MAKING YOUR APPLICATION

You can get advice or assistance with making an application from your local **Jobs and Benefits Office** - contact details are available on [nidirect](#).

The Careers Service provides an impartial, all-age careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths. You can contact one of the Careers Service's professionally qualified Careers Advisors at **Careers Service**.

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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709).





## GENERAL GUIDANCE

### INTERVIEW PREPARATION

**If this is your first experience of a competence-based interview, bear in mind it does not require you to:**

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

**A competence-based interview does however require you to:**

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

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

- Situation – briefly outline the situation;
- Task – what was your objective? What were you trying to achieve?

- Action – what did you actually do? What was your unique contribution? and;
- Result – what happened? What was the outcome? What did you learn?

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 which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work/life experiences.

### THE MERIT PRINCIPLE

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

Further information on the NICS Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

We will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed and in accordance with your preferred working pattern and

## **GENERAL GUIDANCE**

location preference. It is intended that the merit list for this competition should remain live for a period of two years.

However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

### **NICSHR PRIVACY NOTICE**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **OFFERS OF EMPLOYMENT**

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

### **CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS**

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

## **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 enable you to attend any part of the assessment process, please contact HRConnect. Details of this will only be used for this purpose and will not form any part of the selection process.

### **DISABILITY REQUIREMENTS**

We ask on the application form if due to disability you require any reasonable adjustments to enable you to attend any part of the assessment and or interview process. Details of any disability are used only for this purpose and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect where your requirements will be discussed in strictest confidence.

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### DOCUMENTATION

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You will be required to bring documentary evidence of your qualifications/professional membership to assessment. You should ensure that the required documents are readily available.

### RIGHT TO WORK AND NATIONALITY REQUIREMENTS

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- i) UK national; or
- ii) National of a Commonwealth country; or
- iii) National of the Republic of Ireland; or
- iv) EEA nationals with (or eligible for) status under the EU Settlement Scheme; or
- v) Relevant EEA or Turkish nationals working in the NICS; or
- vi) Relevant EEA or Turkish nationals who have built up the right to work in the NICS; or

- vii) Certain family members of the relevant EEA & Turkish nationals.

**Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).**

### SECURITY

#### Baseline Personnel Security Standard

For the majority of EO1 posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

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

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk/BaselinePersonnelSecurityStandard](http://www.gov.uk/BaselinePersonnelSecurityStandard).

We will organise for a Criminal Record Check on all successful applicants to be carried out by AccessNI. The category of AccessNI check required for this post

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is a Basic Disclosure Certificate.

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.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after the interview/test, and will be asked to complete the AccessNI application form. A request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

For a small number of posts the Counter Terrorist Check may also be required. This includes a check

of Security Service records.

### **EQUAL OPPORTUNITY MONITORING FORM**

**Please note that 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 please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)

### **The NICS is an Equal Opportunities Employer.**

The NICS welcomes applications from people regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation. As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

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

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## GENERAL GUIDANCE

### FEEDBACK

The NICS is committed to ensuring the processes used to recruit and select staff are fair and in accordance with the principles of the NICS Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview.

Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT**

### CONTACT DETAILS:

If you have any queries regarding the competition process please contact HRConnect at the address below or by:

**Email:** [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

**Tel:** 0800 1 300 330

#### Address:

HRConnect  
PO Box 1089  
Beacon House  
27 Clarendon Road  
Belfast  
BT1 9EX

