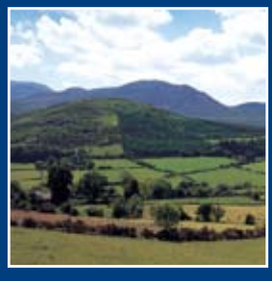
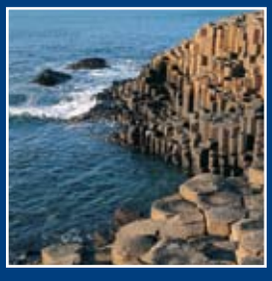
careers information pack

Northern Ireland
CIVIL SERVICE







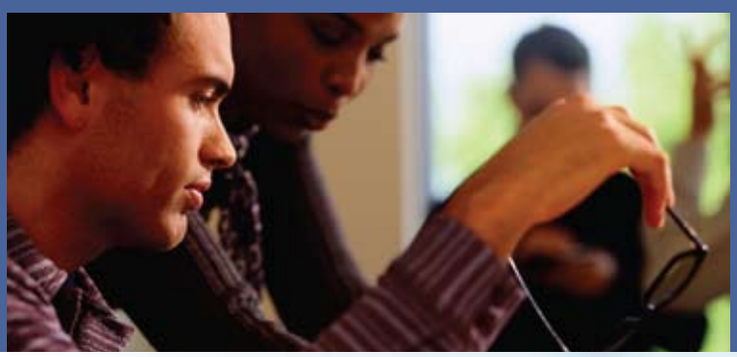




www.nicsrecruitment.gov.uk

Northern Ireland
CIVIL SERVICE





Introduction





Is it your ambition to work in a large, modern, diverse, challenging and rewarding environment? If so, you will find that working in the Northern Ireland Civil Service (NICS) satisfies all of these criteria. Each year the NICS appoints new entrants to a large number of posts at administrative, supervisory, degree holder and management level. In addition, appointments are made to scientific, technical, professional, legal, medical, information communications technology and other grades on a regular basis. The NICS also offers challenging opportunities at senior management level.

The NICS continues to provide an unrivalled career and a package of benefits, which are second to none. Staff have the choice of an occupational pension scheme or a partnership pension account, with a wide variety of terms and conditions including a generous leave entitlement, flexible working hours in most locations and opportunities for promotion.

This information pack provides background information on the Departments and Agencies, which make up the Civil Service, guidance on how to apply for any position in which you may be interested and brief summaries of the more common vacancies, which occur.

The vast majority of posts in the NICS are open to both UK Nationals, Commonwealth citizens and to applicants from the EEA and European Community. The NICS is committed to equality of opportunity and to ensuring its workforce is diverse and representative of the entire community.

I hope you find this information pack useful and if you require any further information please contact Appointments and Marketing Branch at the following address:

APPOINTMENTS AND MARKETING BRANCH
ORCHARD HOUSE
40 FOYLE STREET
LONDONDERRY
BT48 6AT

Telephone: **028 7131 9900**
Fax: **028 7131 9919**
E-mail: **resourcingchr@dfpni.gov.uk**

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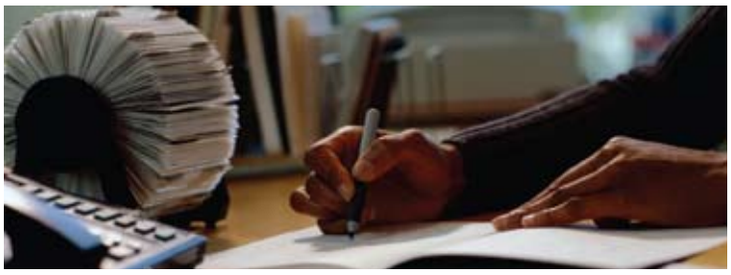
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How to Apply for the Northern Ireland Civil Service





The administration of recruitment competitions to the NICS is carried out by HRConnect in accordance with NICS policies and procedures.

All non-industrial NICS vacancies are advertised in the following newspapers:

Belfast Telegraph - Tuesday Edition
Irish News - Thursday Edition
Newsletter - Thursday Edition

Industrial vacancies are advertised in the relevant local newspapers and job markets.

You can apply for all positions using the online facility available on our website **www.nicsrecruitment.gov.uk**

Alternatively you can print a hard copy of the application form from the website and return by post. All information regarding the advertised position will be available to download from the website.

HRConnect will also accept requests for application packs in writing, by letter/email or by telephoning 0800 1300 330 .

The application pack will contain the following:

Application Form: This form will ask for general information such as Name, Address, Qualifications and Employment History together with more specific questions relating to the type of job for which you are applying. Please note that CVs are not acceptable in place of completed application forms.

Candidate Information Booklet: This booklet will contain information relating to the Job, location, salary, duties of post etc. It will also state the eligibility criteria and shortlisting requirements (if applicable). The booklet will also contain general information regarding the recruitment process, nationality requirements and our equal opportunities policy.

Before forwarding a completed application form to HRConnect, candidates should satisfy themselves (by referring to The Candidate Information Booklet) that they are eligible to apply.

EQUAL OPPORTUNITIES

It is the policy of the Northern Ireland Civil Service that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work.

We are committed to equality of opportunity and welcome applications from suitably qualified people irrespective of religious belief, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

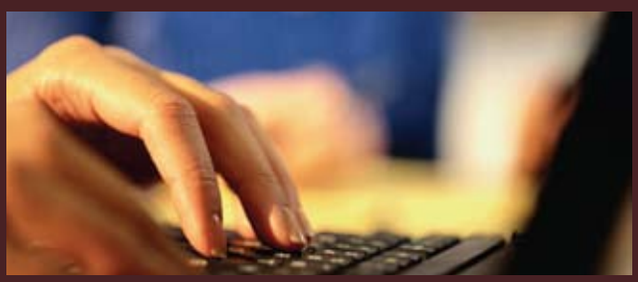
All applications for employment are considered strictly on the basis of merit.

Staff have a right to equality of opportunity in their terms and conditions of employment, career development and advancement, and to a working environment free from discrimination and harassment. This right is protected in many instances by legislation.

A copy of the Service's Equal Opportunities Policy Statement is available on request.

Administrative Work

Northern Ireland
CIVIL SERVICE





Administrative Assistant (AA) Permanent and Temporary / Administrative Officer (AO)

A BROAD DESCRIPTION OF DUTIES:

Administrative staff perform a variety of functions in busy public offices as well as behind the scenes in ensuring that the work programme of the Northern Ireland Government is carried out. The work can involve data input, file management and dealing with public telephone enquiries. You will work as a member of a team in an environment designed to develop your skills and encourage you to achieve your full potential.



B QUALIFICATION REQUIREMENTS:

No qualifications required

C TESTING:

The test lasts approx. one and a half hours and is made up of the following 3 parts with multiple choice answers:

(i) Following Procedures (Applying rules to information in order to answer questions)

(ii) Numerical Tasks (Numerical problems expressed as short sentences)

(iii) Speed and Accuracy (Checking numbers and letters arranged in columns)

D POST TEST:

AA - Applicants are appointed in test score order.

AO - Applicants may be invited to attend for an interview, which will test communication skills, interpersonal skills, and customer service.

E POST INTERVIEW:

AO - Applicants are appointed in order of merit.

Executive Officer 2







Executive Officer 2

A BROAD DESCRIPTION OF DUTIES:

There are three broad functional areas of work:

Operational work can involve the development of practical arrangements to give effect to policy decisions or legislation. It may also involve the management of services.

Finance work can involve forecasting public expenditure requirements, implementing payment and funding arrangements, developing and auditing accounting practices and standards, producing finance reports and audits.

Policy work can involve assisting in the development or review of key departmental business responsibilities. This may involve research, analysis and evaluation of information, and drafting reports.

B QUALIFICATION REQUIREMENTS:

Applicants must possess by the closing date for receipt of applications;

EITHER:

(i) GCE 'A' level passes in 2 separate subjects; and GCSE/GCE 'O' level grades A-C in English

(ii) 2 years' experience at supervisory level with responsibility for managing people.

C TESTING:

Only those applicants with the requisite qualifications or experience will be invited to test. A percentage of those successful at the test will be invited to interview.

D INTERVIEW:

You will be assessed on your ability to work effectively and co-operatively with other people, to communicate clearly and concisely, orally and in writing, IT skills, to plan and organise, to work with drive and determination, and to collate, interpret and present numerical data.

Degree Holder Opportunities

Northern Ireland
CIVIL SERVICE







Staff Officer

A BROAD DESCRIPTION OF DUTIES:

Your work might typically include:

- Assisting in developing new policies and strategies on a wide range of issues.
- Analysing complex information to support and influence decision making.
- Developing effective working relationships with a wide range of stakeholders.
- Managing the delivery of services to the public.
- Supporting Ministers in Government Business and in the management of their departments.
- Contributing to the planning and implementation of change.
- Planning, allocating, monitoring and evaluating the work of teams.
- Managing and developing staff.

B QUALIFICATION REQUIREMENTS:

Applicants must possess or expect to have been awarded by the date stated in the Job Advertisement a minimum of a 2.1 honours degree in any discipline.

C TESTING:

Only those applicants with the requisite qualifications will be invited to test.

D POST TEST:

Those who score highest at the initial test will be invited to attend a further series of tests at an Assessment Centre.



Scientific Work





Most of the laboratories are situated within the Greater Belfast area.

Scientific posts within the Northern Ireland Civil Service are normally of a specialised nature e.g. Scientific Officer - Biometrics; Higher Scientific Officer - Marine Biology; Senior Scientific Officer - Forensic Science etc. In these instances the qualification requirements are degree specific and can range from a 2nd class honours degree to a degree plus Masters/PhD or degree plus relevant experience. Full details of the requirements will be published in our Advertisement and Candidate Information Booklet.

There are, however, some lower grade scientific posts for which a degree is not a requirement:

Laboratory Attendant

A BROAD DESCRIPTION OF DUTIES:

Washing and sterilisation of glassware, routine cleaning of laboratory equipment and worktops, general assistance in various types of laboratory work.

B QUALIFICATION REQUIREMENTS:

Formal qualifications are not essential for this post, but may be introduced as a shortlisting measure. In this case only those applicants who possess a GCSE ('O' Level) at grade A to C in a science subject which involves laboratory work, or, who have at least 6 months relevant experience, may be invited to interview.

Assistant Scientific Officer

A BROAD DESCRIPTION OF DUTIES:

The receipt and recording of samples of various types and their preparation for examination and analysis. Assisting in routine and experimental work in the laboratory, glasshouse trials, field investigations etc., recording results and experimental data, preparing reagents, setting up and maintaining equipment and apparatus.

B QUALIFICATION REQUIREMENTS:

4 GCSEs ('O' Level), grades A to C.

These must include English, Maths and a Science subject.



Engineering Positions

Northern Ireland
CIVIL SERVICE







There are two trainee entry levels in this discipline with positions in Civil and Electrical Engineering. Vacancies occur mainly in DRD Roads Service and DARD Rivers Agency.

Trainee Engineering Assistant

A BROAD DESCRIPTION OF DUTIES:

A structured programme of education and training is operated to enable Trainees to obtain an engineering qualification and to gain wide experience of the work. Trainees work as part of a team of Civil/Electrical Engineers and Technicians and the work is varied and interesting.

B QUALIFICATION REQUIREMENTS:

4 GCSEs ('O' Level), grades A to C.

These must include English, Mathematics and suitable science subject.

C FURTHER STUDY:

A Trainee will be required to follow an approved course of study leading to the BTEC National Certificate in Civil/Electrical Engineering. This course will require attendance at a College of Further Education for one day and up to two evenings per week.

D PROMOTION:

Trainees who have satisfactorily completed 3 years' training and experience will normally progress to the Professional and Technology Officer grade.



Engineering Positions







Graduate Trainee Engineer



A BROAD DESCRIPTION OF DUTIES:

Graduates can expect to spend periods in both the design office and on site working on interesting and challenging projects under the supervision of Chartered Engineers. The work will include feasibility studies, preliminary and detailed designs, preparation of drawings, specifications and Bills of Quantities and the supervision and management of contracts and Direct Labour Works.

B QUALIFICATION REQUIREMENTS:

At least a 2nd class honours degree in Civil Engineering, which satisfies the academic requirements for corporate membership of the Institution of Civil Engineers (ICE).



C PROMOTION:

Graduates will normally spend 2 years on the Graduate Trainee scale and subject to satisfactory service will then progress to the Higher Professional and Technology Officer (HPTO),

There are prospects of promotion under normal promotion arrangements to Senior Professional and Technology Officer (SPTO) and Principal Professional and Technology Officer (PPTO)

Engineering Positions

Northern Ireland
CIVIL SERVICE







Technical Grade 1 Trainee (TG1 Trainee)

There are a range of TG1 Trainee positions - mainly within DRD Roads Service for the Civil Engineering discipline.

A BROAD DESCRIPTION OF DUTIES:

Technical Grade 1 Trainees will normally report to the Higher Professional and Technology Officer (HPTO) grade and during their training period will gain experience in one or more of the following areas of work:

- site surveys;
- preparation and updating of engineering drawings;
- use of computer applications, e.g. CAD;
- supervision of engineering contractors/direct labour force;
- preparation of contract documents; and
- preparation of engineering reports and calculations.

Progress will be monitored after 6 months in post.

B QUALIFICATION REQUIREMENTS:

At least a BTEC National Certificate/Diploma in Civil Engineering or Building Studies.

C PROGRESSION:

Subject to an unreserved recommendation, Trainees who have successfully completed 1 years training will progress to the Professional and Technology Officer (PTO) Grade.

Technical Grade 1 (TG1)

There are a range of TG1 positions - mainly within DRD Roads Service for Electrical Engineering discipline.

A BROAD DESCRIPTION OF DUTIES:

Technical Grade 1 will normally undertake the following duties:

- site surveys;
- preparation and updating of engineering drawings;
- use of computer applications, e.g. CAD;
- supervision of engineering contractors/direct labour force;
- preparation of contract documents; and
- preparation of engineering reports and calculations.

B QUALIFICATION REQUIREMENTS:

At least a BTEC National Certificate/Diploma in Civil Engineering or Building Studies.

Engineering Positions







Technical Grade 2 (TG2)

There are a variety of positions within Roads Service for the Civil Engineering Discipline.

A BROAD DESCRIPTION OF DUTIES:

TG2s will normally report to either the Technical Grade 1 (TG1) or Professional and Technology Officer (PTO) grade. The duties of the TG2 grade may include:

- collection and interpretation of roads related data;
- traffic surveys;
- topographical surveys;
- use of computer applications;
- laboratory testing;
- basic supervision of work including private street, direct labour and utility road openings; and
- customer care.

B QUALIFICATION REQUIREMENTS:

At least 2 GCSE's at grades C or above, which must include English Language and Mathematics.

Technical Grade 2 Supervisor (TG2 Supervisor)

A BROAD DESCRIPTION OF DUTIES:

TG2 Supervisors will normally report to Professional and Technology Officer (PTO) grade. The duties of the TG2 grade may include:

- Supervision of Roads Service Direct labour squads, including allocating work, directing and advising squad members, ensuring that targets are met and that all Health and Safety requirements are compiled with;
- Quality check of completed work on site;
- Use of computer applications;
- Record keeping in relation to work schedules, job cards and Industrial wages etc;
- Ordering of materials and hired plant as required; and
- Controlling and issuing plant and associated record keeping.

B QUALIFICATION REQUIREMENTS:

At least 2 GCSE's at grades C or above which must include English Language and Mathematics, and at least 6 months experience gained within the last 5 years of managing or supervising staff in a Civil Engineering/ Highway maintenance environment.

Engineering Positions

Northern Ireland
CIVIL SERVICE







Professional and Technology Officer (PTO)

There are a variety of PTO positions available within the Northern Ireland Civil Service. These positions include Electrical/Electronic Engineering Assistant, Planning Assistants and Civil Engineering Assistants. Vacancies can occur in DARD Rivers Agency and DFP.

A BROAD DESCRIPTION OF DUTIES:

Undertake site visits, participate in site meetings, write up reports, assist senior officers, manage technical support staff etc.

B QUALIFICATION REQUIREMENTS:

At least ONC/D or a BTEC National Certificate/ Diploma in an appropriate discipline and 1 years' post qualification experience.

Professional and Technology Officer (PTO) Civil Engineer

A BROAD DESCRIPTION OF DUTIES:

PTO Civil Engineering Assistants will normally report to the Higher Professional and Technological Officer (HPTO) grade and the duties of the grade may include Project design, preparation and updating of civil engineering drawings and documents, Operation and maintenance of infrastructure/assets, Supervision of staff and contractors, Site surveys, etc.

B QUALIFICATION REQUIREMENTS:

At least a BTEC National Certificate/Diploma in civil engineering or building studies and a minimum of 1 years post qualification experience gained, within the last 5 years, or a BTEC HNC/Diploma in civil engineering or building studies or a degree in civil engineering or building studies.

Agricultural Work



The Department of Agriculture and Rural Development (DARD) has, in addition to its administrative positions, vacancies of a specialist nature e.g. Forestry Work, Veterinary Officer, Inspector Group 1, Fisheries Officers, Lecturers, Instructors and industrial grades Plant Fitter, Mechanic, etc

Forest Officer III

A BROAD DESCRIPTION OF DUTIES:

Forest Officer III's will as part of a team, have responsibility for the management of specific activities with the establishment and maintenance of forests, harvesting, recreation, environment and specialist functions. Posts vary in nature and FOIIIs will be required to perform duties associated with specific post; these may include:-

Planning and controlling operations in the Forest Service estate including the day to day management of staff and contract work.

Protection and enhancement of the forest environment.

Administration and operation of woodland grant scheme.

Carrying out specialist duties as required, including business improvement and technical development, forest planning/inventory, health and safety, development of strategies, environmental regulations, engineering and conservation.

B QUALIFICATION REQUIREMENTS:

(1) Applicants must possess at least a BTEC or SCOTVEC Higher National Diploma in Forestry.

(2) Have at least 1 year's practical experience in the forestry industry gained within the last 5 years in at least one of the following areas;

(i) Timber harvesting operations.

(ii) Forest establishment and maintenance operations.

(This experience may have been gained alongside studies for the qualification at eligibility criteria (1).

Agricultural Work

Northern Ireland
CIVIL SERVICE



Veterinary Officer

A BROAD DESCRIPTION OF DUTIES:

Veterinary Officers are employed by the Department of Agriculture to help protect the consumer, the public and animals through the application and enforcement of public health, animal health and welfare legislation.

They can expect to be involved in a wide variety of duties on farms, in markets, in abattoirs and in other premises involved in the agri-food industry. Tasks will include inspection of animals, collection of samples, disease diagnosis, ante- and post-mortem duties in abattoirs plus a wide range of other professional duties. This work is associated with controlling enzootic diseases such as bovine tuberculosis and brucellosis, undertaking surveillance for other diseases and/or stamping out epizootic diseases such as Foot and Mouth Disease or Bluetongue. Vets will also be involved in training technical staff and in delivering talks to farmers and other groups within the industry.

B QUALIFICATION REQUIREMENTS:

Applicants must be members of the Royal College of Veterinary Surgeons before they can be appointed.

Inspector Group 1

A BROAD DESCRIPTION OF DUTIES:

Successful applicants will be involved in enforcing Animal Health and Welfare and Public Health Legislation. Duties may include inspection at various locations including farms, marts, ports and meat plants.

B QUALIFICATION REQUIREMENTS:

GCSE ('O' Level) passes at grades A-C in 4 subjects, which must include English and one Science subject, and at least a College Diploma in Agriculture.

Animal Health and Welfare Inspector Group 1

A BROAD DESCRIPTION OF DUTIES:

These staff are involved in enforcing animal health and welfare legislation in a wide variety of locations but especially on farms. The main purpose is to support the veterinary team by collecting samples, including blood samples from animals, carrying out inspections and documentary checks. They work closely with local private veterinary practitioner and Department Veterinary Officers in arranging combined tests on farms.

Duties include mapping of infected premises and checking imported consignments of animals and animal products.

B QUALIFICATION REQUIREMENTS:

As Inspector Group 1 above.

Legal Work







There is a wide variety of legal work in the Northern Ireland Civil Service through the Departmental Solicitor's Office (Advocacy, Conveyancing, etc.) and the Public Prosecution Service (Criminal Law etc.) Departmental Solicitors are the key legal advisors to the devolved government of Northern Ireland. They advise on a huge variety of work including making policy or legislation, judicial review, commercial projects and EU law.

Principal Legal Officer – Departmental Solicitor's Office

A BROAD DESCRIPTION OF DUTIES:

The Departmental Solicitor's Office provides opportunities to work at the centre of the government of Northern Ireland, advising on the key functions of Departments, helping them exercise their powers, often working at the leading edge of policy, administrative and case law legal issues of the day.

Work includes drafting and advising on legislation, advising on a wide range of litigation, including at EU level, as well as on industrial relations, planning, environmental, agricultural, social policy, economic and commercial issues at the heart of government.

Departmental Solicitor's Office sits within the Government Legal Service for Northern Ireland which includes other government legal offices and gives maximum flexibility for career development.

B QUALIFICATION REQUIREMENTS:

Applicants must be a solicitor or barrister entitled to practise in Northern Ireland, and have 1 year's relevant post qualification experience gained within the last 4 years.

Certain types of work will also require additional relevant experience.

Public Prosecutor - Public Prosecution Service

A BROAD DESCRIPTION OF DUTIES:

The Public Prosecution Service (PPS) is headed by the Director of Public Prosecutions for Northern Ireland. Public Prosecutors assist the Director in considering facts and information reported by investigators, principally the PSNI, and making independent decisions as to whether the available evidence is sufficient to prosecute and prosecution is required in the public interest. Where it is decided to prosecute, prosecutors have conduct of the court proceedings.

B QUALIFICATION REQUIREMENTS:

Applicants must be a solicitor or barrister entitled to practise in Northern Ireland.

ICT Specialists

Northern Ireland
CIVIL SERVICE







The Northern Ireland Civil Service employs over 600 ICT specialist staff who have responsibility for the delivery of all ICT systems and services across all departments.

The type of work is varied and challenging and demands the use of new and innovative technology together with the implementation of a robust infrastructure of networks to ensure a fast and efficient delivery of service

ICT SPECIALISTS

A BROAD DESCRIPTION OF DUTIES:

Software Development and Web Design: Including analysis, programming, implementation of new systems and the maintenance and support of existing applications. Typical packages and development tools include Oracle, Microsoft Visual Studio, C# and Visual Basic under the MS.Net Framework, Dreamweaver and Sharepoint.

Communications and Network Support: Working as part of a team to provide installation, maintenance and support of communication networks and facilities using both Mircrosoft Server and CISCO router technologies.

Technical Support: Including installation, configuration and troubleshooting of PC systems and peripherals such as printers and scanners.

Helpdesk: Working as part of a team providing front line advice and assistance to customers on software and hardware related problems.

B TRAINING:

A comprehensive training programme is provided to equip you to do your job. Throughout your career, you will have the opportunity to discuss and agree your training needs with your manager.

C QUALIFICATION REQUIREMENTS:

Applicants must have,

(i) at least a Higher National Certificate (HNC) in Computing, or other discipline relevant to Information Systems and Information Technology (only those courses with a computing content of 50% or more will be considered relevant.)

OR

(ii) An European Certificate of Informatics Professionals.

D SELECTION PROCESS:

All applicants who meet the eligibility criterion will be required to sit a written ICT aptitude test. This gives the applicant an opportunity to demonstrate that they have necessary abilities to effectively perform the duties associated with the ICT Specialist (ICT Level 3) grade.

E POST TEST:

Only those candidates who reach the required standard in the test will be invited to interview.

Assistant Statistician





The Northern Ireland Statistics and Research Agency (NISRA) provides professional services in statistics and social research to assist Northern Ireland Departments in carrying out their responsibilities over the broad range of public policy. NISRA has three main business areas:

NISRA staff provide statistics and social research services to Northern Ireland Government departments, agencies and some public bodies to assist in policy making, monitoring and evaluation.

The Agency incorporates the General Register Office (GRO) for Northern Ireland. The GRO undertakes the registration of births. Marriages, adoptions and deaths in Northern Ireland and produces summary statistics relating to these events as well as annual population estimates.

NISRA is also responsible for taking the Census of Population.

Assistant Statistician

A BROAD DESCRIPTION OF DUTIES:

Agency staff collect data from a range of sources in order to monitor the performance of public services and track changes in Northern Ireland's society and economy. In addition, a considerable volume of statistical and research work is contracted out to academic institutions and to the private sector each year. The work is varied and may entail original research, liaising with academics, policy analysis and the preparation of reports and advice as an aid to the development, implementation and evaluation of policy.

B QUALIFICATION REQUIREMENTS:

(i) At least a 2nd class honours degree, which has included training in statistics and/or social science research methods; or

(ii) At least a 2nd class honours degree and a Royal Statistical Society award of at least certificate level: or

(iii) A postgraduate qualification, which has included training in statistics and/or social science research methods.

C TESTING:

Only those applicants with the requisite qualifications will be invited to test.

The test will include:

- a verbal ability test;
- a numeracy test; and
- a test of basic statistical and research concepts.

D POST TEST:

Only those applicants who achieve the required standard will be invited to attend interview.

Assistant Economist

Northern Ireland
CIVIL SERVICE







The Economist Group within the Northern Ireland Civil Service provides professional economic advice to improve policy and project analysis. There are currently around 100 economists employed within the Economist Group, working in almost all the Northern Ireland Civil Service departments, including the Authority for Utility Regulation. The only exception is the Department of Agriculture, which has its own specialist agricultural economists.

Economists within the Northern Ireland Civil Service will be expected to work in a number of departments throughout their career to develop knowledge and skills. They will also have the opportunity to participate in a wide range of training and development activities.

Assistant Economist

A BROAD DESCRIPTION OF ECONOMIST WORK AREAS:

The Economist Group provides a range of professional economic services to Northern Ireland departments. The work of economists is varied and includes:

Providing economic advice on economic appraisal and evaluation of policies, programmes and projects.

Commissioning and producing economic research on aspects of the Northern Ireland economy to improve policy formulation.

Providing economic advice and briefing on a variety of subjects such as the local labour market; industry support; transport and environmental policy; health care and education provision; rating policy; and the allocation of public expenditure.

Responding to Assembly Questions and other queries related to aspects of the local economy.

B QUALIFICATION REQUIREMENTS:

At least a 2nd class honours degree or post graduate qualification in economics or in a subject where the study of economics is a major component.

C TESTING:

Suitably qualified candidates will be invited to a selection procedure, which will comprise a written test and an interview. The written test will gauge general economic skills/knowledge.

D POST TEST:

Only those applicants who achieve the required standard will be invited to attend the interview.

Staff Officer Accountant





Staff Officer Accountant

A BROAD DESCRIPTION OF DUTIES:

While the precise duties and responsibilities of individual posts will vary, all posts may involve varying degrees of the following activities;

- analysis of financial data
- production of monthly or quarterly management accounting information
- preparation of departmental resource accounts, dealing with internal and external auditors including the Northern Ireland Audit Office
- development and review of financial it systems, providing advice and guidance on the use and interpretation of financial information and accounting requirements and best practice
- drafting and implementation of financial policies
- procedures and controls
- management of the financial processing function, etc

B QUALIFICATION REQUIREMENTS:

Applicants must have full current membership of one of the Chartered Accountancy bodies or have successfully passed the final professional examinations for one of the Chartered Accountancy bodies and be eligible for full membership. Applicants must also have at least one years' experience in Financial Management / Management Accounting, Financial Accounting / Auditing or Development of IT accounting systems.

Deputy Principal Accountant

Northern Ireland
CIVIL SERVICE







Deputy Principal Accountant

A BROAD DESCRIPTION OF DUTIES:

While the precise duties and responsibilities of individual posts will vary, all posts may involve varying degrees of the following activities;

- the provision of high quality, reliable, accurate and timely financial information
- assisting with the financial planning processes of government departments and agencies
- the preparation of departmental resource accounts and the preparation of consolidation packs to facilitate Whole of Government Accounts, including implementation of IFRS
- the development and implementation of financial systems to support financial management and reporting processes
- provision of advice, guidance and direction on the implications of resource accounting and budgeting for the management of budgets, the in-year monitoring of expenditure, and the preparation of Estimates and ResourceAccounts
- developing management accounting and financial performance reporting, leading, managing and motivating teams of staff
- review and assessment of business cases and investment appraisal, etc

B QUALIFICATION REQUIREMENTS:

Applicants must have successfully completed the professional examinations and be a full current member of one of the Chartered Accountancy bodies. Applicants must also have at least 2 years post qualification practical experience in preparing or auditing resource and / or accural accounts, preparing, managing and monitoring budgets and the allocation of resources or developing, auditing or implementing complex computerised financial systems.

Communications Positions





Communications Positions

A EXECUTIVE INFORMATION SERVICE:

The EIS provides a full range of news and communication services for Ministers and their Departments, communicating the activity of the Northern Ireland administration at home and abroad. The continual development and application of diverse communication mediums across Departments places EIS at the very heart of the NICS.

The usual entry level to the Information Officer discipline is at Information Officer grade, rising to Senior Information Officer and Principal Information Officer.

Information Officers operate within a communication team in a government department and are expected to work across a range of communication functions, although some posts are within a specific communication discipline. They are the core operational grade within the communication profession, providing a range of services to external and internal users.

B BROAD DESCRIPTION OF DUTIES:

The main duties of an Information Officer will entail a mixture of work in any of the following areas:

- Attending Ministers at site visits inside and outside Northern Ireland.
- Arranging press, radio and TV interviews.
- Responding to media enquiries.
- Briefing journalists.
- Preparing, and on occasion offering, advice to Ministers and senior officials on information and presentational issues.
- Writing and editing news releases, descriptive articles, reference and publicity material.
- Arranging for media coverage of important events, announcements or visits.
- Contributing to the planning and/or implementation of wide-ranging publicity campaigns, including advertising and other marketing activities.
- Internal communications.
- Web publishing.
- Management of support staff and other resources.
- Using IT in an office environment.

C QUALIFICATION REQUIREMENTS – INFORMATION OFFICER GRADE:

Formal qualifications are not essential for this post.

Applicants must have at least two years experience as a practitioner in public relations, journalism, advertising, marketing or similar communications disciplines.

D TESTING:

Only those applicants with the requisite experience will be invited to test. The test will be designed to test candidates' ability to perform effectively the key duties of the post, specifically media planning, media handling and writing skills. The top scoring candidates at test will progress to interview.

Examples of Positions Advertised by NICS

Northern Ireland
CIVIL SERVICE







Examples of Positions Advertised by NICS

Accountant
Animal Health and Welfare Inspector Group 1
Staff Officer Accountant
DP Accountant
Grade 7 Accountant
Administrative Assistant
Administrative Officer
Agricultural Economist
Agricultural Inspector
Assistant Scientific Officer
Assistant Statistician
Assistant Librarian
Careers Adviser
Chief Agricultural Officer
Chief Executive (various Departments and Agencies)
Clinical Psychologist
Conservation Officers
Curator
Deputy Chief Medical Officer
Development Manager
Director of Finance
Divisional Planning Manager
Driving Examiners
Economist
Executive Officer 2
Field Monument Warden
Financial Business Manager
Forest Officer
Graduate Trainee Civil Engineer
Graduate Trainee Electrical Engineer
Head of Food Service
Head of Health & Safety
Head of Horticulture
Head of Market Development
Health and Safety Inspectors
Higher Scientific Officer (Various)
Horticulturalist
Information Officer
Inspector (Education)
Investigating Officer
Laboratory Attendant
Lecturer
Management Accountant
Mapping & Charting Officer
Marine Biologist
Medical Officer
Nursing Officer
Public Prosecutor
Preservation Assistant
Principal Legal Officer
Professional and Technology Officer (PTO) Civil Engineer
ICT Specialist (ICT Level 3)
Roadworkers
Scientific Officer
Telecommunications Engineer
Trainee Engineering Assistant (Civil, Electrical & Mechanical)
Trading Standards Officers
Vehicle Examiners
Vehicle Inspectors
Veterinarians

*** Full details of the duties, responsibilities, qualifications and experience for each position advertised will be supplied on the relevant candidate information booklet.**

About the NICS Departments





Setting the Scene

As one of Northern Ireland's largest employers, the Northern Ireland Civil Service employs approximately 25,000 permanent staff across a wide range of disciplines such as administrative, specialist, technology, scientific, computing, legal, centralised services and industrial.

The NICS has a crucial role to play, both in policy work in support of Department Ministers and collective decision making, and in the delivery of a wide range of public services.

The Northern Ireland Office (NIO) exists to support the Secretary of State for Northern Ireland in taking forward Government policy in Northern Ireland. In addition to supporting and fostering the political and democratic process in Northern Ireland, the Department has an overall policy responsibility for upholding law, order and security.

Details of the role and areas of responsibility of each NICS Departments and the NIO are provided in the following pages.

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Department of Agriculture and Rural Development

The vision, aim and strategic goals of the Department of Agriculture and Rural Development (DARD) are:

Vision

A thriving and sustainable rural community and environment in Northern Ireland.

Aim

To be a Department that puts the customer first, that builds partnerships, that values staff and that is efficient and adaptable, responsive to change and is focused on making a difference.

Strategic Goals

The key goals of the DARD Strategy 2006-2011 supporting the DARD Vision of a thriving and sustainable rural community in Northern Ireland are:

1. to improve performance in the market place;
2. to strengthen the social and economic infrastructure of rural areas;
3. to enhance animal, fish and plant health and welfare;
4. to develop a more sustainable environment; and
5. to deliver effectively our services to customers.

Further information can be found at **www.dardni.gov.uk**

Department of
Agriculture and
Rural Development
www.dardni.gov.uk

About the NICS Departments





Department of Culture, Arts and Leisure

Role

The Department aims to achieve for society "A confident, creative, informed and vibrant community". Our vision is a society that develops and flourishes, becoming more informed and proud of its cultural identity, a society where we unlock our latent creativity, to become even more vibrant and confident in the future.

Areas of Responsibility

- The central administration of arts and culture, National Museum Northern Ireland, the creative industries
- Sport, visitor amenities and leisure, Armagh Observatory and Planetarium, North/South Bodies
- Policy development and support for the public library service through Education and Library Boards
- The regulation and development of inland fisheries and the provision of navigational and recreational facilities on inland waterways
- Language issues
- Co-ordinating role for all Lottery matters relating to Northern Ireland
- The preservation of and the provision of public access to archival heritage by the Public Record Office of Northern Ireland (PRONI)

Funding and monitoring the work of a diverse range of public bodies which act as service deliverers and which provide grand aid to a large number of organisations in the fields of sports, arts, culture, heritage, waterways and language.

Further information can be found at **www.dcalni.gov.uk**

Department of
Culture, Arts
and Leisure
www.dcalni.gov.uk

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Department of Education

Role

The Department of Education (the Department) works together as partners in education and youth services to ensure a high standard of education for all children and young people, which will put them at the centre of education, motivate them, build their confidence and enrich their lives, and promote the foundation for a vibrant economy.

Areas of Responsibility

The Department is responsible for the central administration of all aspects of education and related services. The Department's main areas of responsibility are in pre-school, primary, post primary and special education, the youth service, the promoting of community relations within and between schools; and teacher education and salaries. Its primary statutory duty is to promote education and to ensure the effective implementation of education policy. Its key functions include:

- advising ministers on the determination of education policy
- framing legislation
- accounting for the effectiveness of the education system
- allocating, monitoring and accounting for resources
- evaluating and reporting on the quality of teaching and learning and teacher education through the Education and Training Inspectorate,

Following the creation of the Education and Skills Authority (ESA) in April 2009, education administration will move from the five Education and Library Boards and other Non Departmental Public Bodies to ESA, and the department will undergo significant change to focus more effectively on strategy, policy development and on the translation of policy into approved outcomes at the front line. There will be closer alignment of the strategic planning, policy making, accountability and resource allocation functions and a stronger focus on the information and evidence base needed to inform policy decision.

Further information can be found at **www.deni.gov.uk**

Department of
Education
www.deni.gov.uk

About the NICS Departments





Department for Employment and Learning

Role

To promote learning and skills, to prepare people for work and to support the economy. The Department's main objectives are:

- To promote economic, social and personal development through high quality learning, research and skills training.
- To help people into employment and promote good employment practices.

DEL, through its programmes and services, takes the lead in meeting the skill needs of employers, employees and jobseekers, thereby ensuring improved productivity in the economy and help for people to take advantage of opportunities to learn, and acquire new skills, throughout life.

Areas of Responsibility

- Further and Higher Education
- Skills, Training and Employment
- Employment Relations
- European Funding / Funding Support
- Investors In People / National Training Awards

Further information can be found at **www.delni.gov.uk**

Department for
Employment
and Learning
www.delni.gov.uk

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Department of Enterprise, Trade and Investment

Role

The goal of the Department of Enterprise, Trade and Investment is to grow a dynamic, innovative economy, with a greater capacity to generate wealth and raise living standards. The key priorities for the Department are to improve productivity of the manufacturing and private sector, raise employment levels and develop the tourism sector. The Department has a crucial role to play in formulating and delivering economic development policy in terms of enterprise, social economy, innovation, telecoms, energy and tourism in Northern Ireland. The Department also has responsibility for ensuring a modern regulatory framework to support business and protect customers.

Areas of Responsibility

- Economic Development Policy
  (including enterprise, innovation, social economy, energy, telecommunications and tourism)
- Business Regulation (including Company Law/Registry, Insolvency Service, Consumer Affairs and Trading Standards)
- Economic Advice and Research
- Statistical Services
- Geological Survey of Northern Ireland (including natural resources and geoscience information)
- Invest Northern Ireland
- Northern Ireland Tourist Board
- The Health and Safety Executive for Northern Ireland
- The General Consumer Council for Northern Ireland

In addition DETI acts as sponsor Department to two organisations set up under the Belfast Agreement:

- InterTradeIreland
- Tourism Ireland Limited

Further information can be found at **www.detini.gov.uk**

Department of
Enterprise, Trade
and Investment
www.detini.gov.uk

About the NICS Departments





Department of the Environment

Aim

To contribute to a better and safer environment which will support a vibrant and dynamic economy and to support the delivery of a system of strong and effective local government.

Objectives

- To protect and promote the natural environment and built heritage;
- To plan and manage development in a sustainable way which is responsive to the needs of the community;
- To reduce road deaths and serious injuries; and
- To support the delivery of a system of strong and effective local government.

Key Areas of Responsibility

- Environmental Policy
- Environment and Heritage
- Planning
- Local Government
- Road Safety
- Driver and Vehicle Testing
- Driver and Vehicle Licensing
- Transport Licensing and Enforcement

Further information can be found at **www.doeni.gov.uk**

Department of the Environment
www.doeni.gov.uk

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Department of Finance and Personnel

Role

The Department of Finance and Personnel and its Agencies are responsible for a wide variety of functions, many of which are carried out centrally on behalf of the Northern Ireland Civil Service as a whole.

Areas of Responsibility

- Central Finance Group
- Central Personnel Group
- Departmental Solicitor's Office
- Northern Ireland Statistics and Research Agency
- Central Procurement Directorate
- Corporate Services Group
- Land and Property Services

Further information can be found at **www.dfpni.gov.uk**

Department of
Finance and
Personnel
www.dfpni.gov.uk

About the NICS Departments





Department of Health, Social Services and Public Safety

Role

The Department's mission is to improve the health and social well being of the people of Northern Ireland. It endeavours to do so by supporting programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being and by ensuring the provision of appropriate health and social services, both in clinical settings, such as hospitals and GPs' surgeries, and in the community, through nursing, social work and other professional services.

Areas of Responsibility

- Health and Social Care
- Public Health
- Public Safety

The Department is also responsible for The Northern Ireland Health and Social Services Estates Agency (Health Estates), which is an Executive Agency of the Department of Health, Social Services and Public Safety (DHSSPS). The Agency provides specialist advice, support and executive services in relation to Health and Social Services estates matters. Health Estates offer opportunities for professional graduates in mechanical/electrical engineering, quantity surveying, architectural and healthcare planning.

Further information can be found at **www.dhsspsni.gov.uk**

Department of
Health, Social Services
and Public Safety
www.dhsspsni.gov.uk

AN ROINN
Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí

MÄNNYSTRIE O
Poustie, Resydènter Heisin
an Fowk Siccar

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Department for Regional Development

Role

The Department aims to improve the quality of life for everyone in Northern Ireland by securing transport and water infrastructure and shaping the region's long-term strategic development. The Department's vision is to improve continuously how it serves its customers and taxpayers, through the core values of integrity, honestly, objectivity and impartiality; to seek continuously to improve the quality of the services we provide; to promote equality of opportunity in all that we do; to value our employees; to be open and in touch with our customers; to work with and learn from others; to earn respect and trust in all that we do; to foster a 'can do' approach; and respect and support each other.

Areas of Responsibility

- regional strategic planning and development policy;
- transport strategy;
- public transport policy and performance;
- certain policy and support work for air and sea ports;
- policy on water and sewerage services and management of the Department's shareholder interest in Northern Ireland Water; and
- provision and maintenance of public roads.

Further information can be found at **www.drdni.gov.uk**

Department for
Regional
Development
www.drdni.gov.uk

About the NICS Departments





Department for Social Development

Role

The overall aim of the Department is to tackle disadvantage and promote individual and community well-being of the people of Northern Ireland through integrated social and economic action. The Department administers the social security, child support and pensions schemes and has strategic responsibility for preparing and directing social security, child support pensions and housing policy and legislation. It is also responsible for the establishment of policy and strategy and the implementation of programmes to address the social, economic and physical regeneration of cities, towns and villages as well as overall policy for the voluntary sector and community development.

Areas of Responsibility

The Department is also responsible for:

- The Northern Ireland Housing Executive (NIHE)
- The Appeals Service which provides administrative support to the Independent Tribunals set up to hear appeals against decisions made in the Social Security and Child Support Agencies, Inland Revenue, NIHE and Rates Collection Agency; and
- The Laganside Corporation which manages the social and economic regeneration of that area of inner city Belfast straddling both banks of the River Lagan

The Department also has oversight of the Office of the Social Fund Commissioner, which delivers an independent review of discretionary Social Fund decisions made in the Social Security Agency.

Further information can be found at **www.dsdni.gov.uk**

DSD
Department for Social Development
www.dsdni.gov.uk

About the NICS Departments

Northern Ireland
CIVIL SERVICE







Office of the First Minister and Deputy First Minister

Role

The Office of the First Minister and deputy First Minister is a small department, with around 400 staff, that sits at the heart of government in Northern Ireland. It supports the First Minister and deputy First Minister and the Executive and leads on a number of key cross cutting policy and strategy issues across the NICS, such as equality, poverty, good relations, sustainable development and European policy. OFMDFM staff work mainly in the Stormont Estate with a small team in Armagh supporting the North South Ministerial Council; it also has small offices in Brussels and Washington that support Executive engagement with the EU and the United States. Its work revolves around three interrelated roles;

1. **Driving investment and sustainable development:** Through redevelopment of strategic sites; promoting effective long-term capital planning and delivery; and promoting the Executive's policy interests internationally.
2. **Making Peoples' lives better:** By driving a programme across Government to reduce poverty; promoting and protecting the interests of children, older people, people with disabilities, victims and survivors, and other socially excluded groups; addressing inequality and disadvantage; promoting good community and race relations; and driving the delivery of Government responsibilities in a sustainable manner.
3. **The effective operation of the institutions of government in the delivery of an agreed Programme for Government:** By planning and delivering an annual legislative programme; driving the more efficient and sustainable use of capital assets across Government; and ensuring the structure of public administration in Northern Ireland is efficient, effective and sustainable.

Departmental Responsibilities

The Department has a key role to play in each of the Government's key objectives of "economic growth", "a society based on partnership, equality, inclusion and mutual respect", "building equality and community cohesion" and "high quality public services".

The Department has a strong policy making remit in relation to economic policy, including the aim of ensuring an integrated approach to major infrastructure investment through its sponsorship, with the Department for Social Development, of the Ilex urban regeneration company in Derry/Londonderry and in the regeneration of former military and security sites such as the Maze/Long Kesh.

The Department promotes improved policy development across the administration and provides social and economic briefing for Ministers and maintains a close relationship with and support for the Economic Research Institute of Northern Ireland. It supports the Strategic Investment Board (SIB) to assist in the implementation of an effective Investment Strategy for Northern

Office of the
First Minister and
Deputy First Minister
www.ofmdfmni.gov.uk

About the NICS Departments





Ireland, a strategy for a major capital investment programme designed to address the significant infrastructure investment deficit - and provides necessary policy guidance to Northern Ireland Departments.

The Department has significant responsibilities in the area of rights, equality and community/ good relations. These include legislative and non-legislative programmes covering anti-discrimination and equality matters, and cross-cutting policy in areas such as religious belief, age, sexual orientation, race, disability, gender, children and young people, victims of the conflict and community relations. In addition, the Department has responsibility for monitoring the Equality Commission for Northern Ireland, the Office of the Commissioner for Children and Young People and for overseeing implementation across Departments of Government's Anti Poverty and Social Inclusion Strategy and statutory obligations arising from Section 75 of the Northern Ireland Act 1998 and the Human Rights Act 1998.

The Department is responsible for ensuring the effective operation of the Executive and its attendant structures, to enable the delivery of policies, initiatives and services to the people of Northern Ireland in line with commitments under the Programme for Government.

Areas of Responsibility

- Economic Policy
- Strategic investment and regeneration
- Equality: anti-discrimination, human rights, targeting social need, victims, Section 75 including racial equality, community relations;
- Policy on children and young people;
- Executive Information Service (PR and media relation services to NI Departments);
- Advice on Constitutional and Procedural Issues;
- North/South Ministerial Council Joint Secretariat (North);
- The Sustainable Development Strategy for Northern Ireland;
- Executive Services (including Executive Secretariat, Institutional Review, Machinery of Government, Assembly Questions)
- Legislation Programme;
- Office of the Legislative Counsel & Statutory Publications;
- Public Appointments Policy;
- Promotion of Civil Contingencies Planning in the Public Sector;
- International Relations and European Union Matters.

Office of the
First Minister and
Deputy First Minister
www.ofmdfmni.gov.uk

Further information can be found at: **www.ofmdfmni.gov.uk**

About the Northern Ireland Office

Northern Ireland
CIVIL SERVICE





Northern Ireland Office

The Northern Ireland Office (NIO) provides support to the Secretary of State for Northern Ireland in taking forward Government policy in Northern Ireland.

In addition to supporting and fostering the political and democratic process in Northern Ireland, the Department has an overall policy responsibility for upholding law, order and security, including the provision of criminal justice services, such as policing, prison and probation.

The Secretary of State retains overall responsibility for the operation of the NIO and represents the interests of Northern Ireland at Cabinet level. He is assisted in his role by a Minister of State.

Following the restoration of devolution on 8 May 2007, responsibility for economic and social matters passed to the Northern Ireland Executive.

The NIO has four Executive Agencies; the Northern Ireland Prison Service, the Compensation Agency for Northern Ireland, Forensic Science Northern Ireland and Youth Justice Agency.

It also funds two legal offices – the Crown Solicitors Office and the Public Prosecution Service.

The Northern Ireland Office is a Home Civil Service Department. To preserve their NICS status, such staff are appointed to the Department of Finance and Personnel and seconded to the appropriate employer.

Further information can be found at **www.nio.gov.uk**

Northern Ireland Office

Salary Details

Northern Ireland
CIVIL SERVICE

ADMINISTRATIVE ASSISTANT	- £13,130 - £14,420
ADMINISTRATIVE OFFICER	- £14,890 - £17,099
EXECUTIVE OFFICER 2	- £17,668 - £21,132
DEGREE HOLDER OPPORTUNITIES - STAFF OFFICER	- £24,089 - £30,520
LABORATORY ATTENDANT	- £13,130 - £14,420
ASSISTANT SCIENTIFIC OFFICER	- £15,049 - £22,180
TRAINEE ENGINEERING ASSISTANT	- £13,130 - £16,136
GRADUATE TRAINEE ENGINEER	- £20,801 - £22,311
TECHNICAL GRADE 1 (TG1)	- £15,277 - £22,180
TECHNICAL GRADE 2 (TG2)	- £13,280 - £17,533
PROFESSIONAL AND TECHNOLOGY OFFICER (PTO)	- £20,801 - £26,086
FOREST OFFICER III	- £24,441 - £30,651
VETERINARY OFFICER	- £39,823 - £50,796
INSPECTOR GROUP 1	- £17,668 - £21,132
PRINCIPAL LEGAL OFFICER	- £39,823 - £50,796
PUBLIC PROSECUTOR	- £30,142 - £38,893
ICT SPECIALISTS (ICT LEVEL 3)	- £17,668 - £21,132
ASSISTANT STATISTICIAN	- £24,252 - £30,520
ASSISTANT ECONOMIST	- £24,252 - £30,520
STAFF OFFICER ACCOUNTANT	- £27,089 - £33,520
DEPUTY PRINCIPAL ACCOUNTANT	- £30,142 - £38,893
INFORMATION OFFICER	- £24,089 - £30,520

www.nicsrecruitment.gov.uk

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