

**Candidate  
Information  
Booklet**

**IRC240459  
Civil Engineering Apprentice  
Department for Infrastructure (DfI)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 3<sup>rd</sup> May 2019***

**Please retain a copy of this  
booklet for your reference  
throughout the selection  
process.**

## ***Department for Infrastructure (Dfi)***

### **Communication between HRConnect and you**

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

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## **BACKGROUND**

### **Department for Infrastructure (DfI)**

The Department for Infrastructure employs around 3,200 staff and is organised under a Departmental structure within the following Groups:

#### **Roads and Rivers**

Roads  
Rivers

#### **Planning, Water and Driver and Vehicle Agency**

Strategic Planning  
Planning Policy  
Driver and Vehicle Agency  
Water and Drainage Policy Division

#### **Transport and Resources**

Safe and Sustainable Travel Division  
Finance Division  
Strategy, Communications and Change Division  
Transport Strategy Division  
Public Transport Division  
Internal Audit

### **Roads and Rivers Group**

The Roads and Rivers Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by four Directors. Three of the Director posts are in Roads and one is in Rivers.

#### **Roads**

Roads maintains, develops and manages the road network to facilitate the safe and convenient movement of people and goods. The region's public road network has 26,000 kilometres of roads, 10,000 kilometres of footways, 5,800 bridges, 283,000 streetlights and 34 Park and Ride/Share car parks. Roads is also responsible for the delivery of transport projects including Belfast Rapid Transit – an innovative and ambitious project which will create a new and dynamic public transport system for Belfast. Roads also informs the Department's policy development process to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

There are three Directors in this part of the organisation. Our HQ is in Belfast with four geographically located Divisions, each headed by a Divisional Roads Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions

are supported by two in-house provider “units” Consultancy Services and Operations and Maintenance.

We play a significant role in promoting safe and sustainable travel and facilitating the safe and convenient movement of people and goods throughout the province and the safety of road users, through the delivery of road maintenance services and the management and development of the road network. We also inform departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks
- Develop and implement a revised organisational structure to ensure that Roads remains fit for purpose following recent substantial staff reductions.
- Ensure Roads communicate effectively with its customers to promote better understanding of service provision
- Ensure effective management of the Roads budget, assets and corporate governance arrangements
- Improve the resilience of Roads in responding to emergencies.

**Roads is structured into three functional Directorates. The duties of the three Directorates are being reviewed at present. The Directorates will be as described below:**

- Engineering;
- Network Services;
- Major Projects & Procurement.

**Engineering will be responsible for:**

- Development, co-ordination, review and updating of standards, policies and procedures and for the design and construction of roads;
- Management of three discrete Business Units –Consultancy Services, the in-house engineering consultancy responsible for the design and construction of roads; Operations and Maintenance, the in-house direct labour force responsible for maintaining roads and winter service; and Engineering Services which is responsible for the development of traffic engineering policy and Health & Safety.
- Management and support of Organisational change projects in Roads and Rivers;
- Strategic planning, and performance monitoring for Roads and Rivers;
- Programme of IT projects for DfI Roads;
- Corporate Governance and Risk Management;
- Lands acquisition;
- Management of the Claims Unit;

- Enforcement of on street parking regulations and moving traffic offences; and
- Management of the blue badge system for disabled drivers.

#### **Network Services will be responsible for:**

- Maintenance and operation of the public road network, intelligent transport systems and street lighting systems;
- Improvement of the network, through local transport and safety measures and major works on local roads;
- Providing the point of contact for road users and their representatives through our eighteen local section offices and four Divisional Head offices; and
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships

#### **Major Projects and Procurement will be responsible for:**

- Phase 2 of the Belfast Rapid Transit project;
- Delivery of a programme of Strategic Road Improvement schemes;
- Procurement across Roads and Rivers
- Capital budgeting for Roads and Rivers
- Park and Ride delivery programme;

#### **Location**

Roads Headquarters is based in Clarence Court, 10-18 Adelaide Street, Belfast, BT2 8GB.

#### **Rivers**

Rivers is headed by a Director, who reports to the Deputy Secretary, Roads and Rivers.

Rivers vision is ***“to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland”***. The aims supporting the vision are ***“reducing risk to life and damage to property from flooding from rivers and the sea”*** and ***“undertaking watercourse and coastal flood management in a sustainable manner”***.

#### **Functions**

DfI is the statutory drainage authority for Northern Ireland. The Rivers Division leads in delivering this departmental responsibility.

Under the terms of the Drainage (Northern Ireland) Order 1973, the Department has discretionary powers to:

- Maintain watercourses and sea defences which have been designated by the Drainage Council for Northern Ireland.
- Construct and maintain drainage and sea defence structures.
- Administer advisory and enforcement procedures to protect the drainage function of all watercourses.

All executive functions arising from statutory remit under the Drainage Order are undertaken by this directorate and it also exercises DfI's responsibilities with regard to regulation of the water levels in Lough Neagh and Lough Erne (the latter in conjunction with the Electricity Supply Board in the Republic of Ireland). Rivers Directorate also contributes to wider Departmental policy on these functions.

Rivers Directorate also has responsibility for the management of the Lough Erne Estate.

The EU Directive on the assessment and management of flood risk (2007/60/EC), more commonly known as the Floods Directive, was transposed into Northern Ireland legislation in November 2009 and is known as 'The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.

Rivers Directorate supports DfI's role as the competent authority for the EU Floods Directive and is responsible for implementing its requirements. This requires a co-ordinated approach with other government departments and organisations.

Rivers Directorate also works closely with colleagues in the Office of Public Works in Ireland to fulfil the obligations of the Directive in relation to trans-boundary catchments.

## **Location**

Rivers Headquarters is located in Loughry Campus in Cookstown. Rivers has regional offices in Omagh and Lisburn and sub-regional offices at Coleraine, Craigavon and Ballinamallard, outside Enniskillen.

Further information on Rivers Directorate can be found on <http://www.infrastructure-ni.gov.uk>

## KEY RESPONSIBILITIES

### The main areas of responsibility are:

- Level 3 Civil Engineering Course - The post-holder is required to study in order to obtain a Level 3 qualification and work toward obtaining a professional qualification as an Engineering Technician with the ICE.
- Siteworks – The post-holder will be expected to assist Professional and Technical staff at PTO level in the management of technical works. The post-holder will assume greater responsibility as experience develops. This work will include:
  - Site Surveys, including measurements and levelling;
  - Quality inspections during and following completion of work;
  - Ensuring works are carried out in compliance with Health and Safety procedures (including checks as required).
- Preparation and updating of engineering drawings – The post-holder will assist in development of engineering drawings for works. This will involve the need to learn how to use various Computer Aided Design software packages.
- Contract documentation – The post-holder will be required to learn the basics of procurement and understand the need for monitoring small works schemes.
- Engineering Reports – The post-holder will be involved in learning the basics in Civil Engineering and understand the content of engineering reports, albeit with line management support.
- Effective Communication – The post-holder will be expected to develop good working relationships with peer Trainees, departmental colleagues and the ability to communicate with a variety of external customers, stakeholders and contractors depending on the particular post.
- Problem Solving – The post-holder will be required to deal with issues in the course of inspecting / managing engineering projects albeit with line management supervision. This will include health and safety issues, traffic control, scheduling of works and dealing with customer complaints.
- Decision Making – The post-holder will have limited responsibility for decision making with respect of minor technical decisions under guidance from line management. They will need to prioritise their own work to balance it with studies and meet agreed targets.

The key responsibilities listed are not meant to be comprehensive but to give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs and the successful

candidate may be required to carry out other duties as allocated by management.

## **JOB DESCRIPTION**

This competition will be used to fill positions within Roads and Rivers as an Apprentice Civil Engineer. There are currently **8** permanent full time posts to be filled. The post-holder will carry out a range of professional and technical duties while studying a 2 year part-time Level 3 BTEC Civil Engineering course at a Northern Ireland based Further Education College.

The Apprentice may spend periods in both the design office and on site working on interesting and challenging projects. The Apprentice will be expected to assist and support Professional and Technical staff at PTO level in duties under the Roads and Rivers functions. This will be in respect of business activities and will involve sharing information and on occasion providing / receiving advice and guidance. Much of this information will be technical in nature. The Apprentice will not be required to supervise or line manage technical or industrial staff.

The Apprentice will receive necessary on the job training and support to develop professional and technical responsibilities during a 3 year probation period.

During this period the apprentice will be required to spend 1 month gaining experience in the lab, currently DfI MEAS Section based in Armagh, on rotation.

The Apprentice will liaise with management (at HPTO / SPTO grade) on a quarterly basis to monitor progress and experience gained through their training period.

**As this is a Civil Engineering Apprentice opportunity, applicants who have previously achieved Level 3 or above in a recognised vocational qualification in a Civil Engineering/Construction related course are not eligible to apply for this competition.**

**Candidates who hold qualifications which would make them eligible to enter a level 4 Civil Engineering/Construction related course will still be required to complete the level 3 course rather than moving onto level 4.**

**Failure to declare would result in your employment being terminated.**

### **Location**

The competition will be used to fill 8 vacancies at Apprentice grade in Roads and Rivers. This competition may be used to fill other vacancies within one year of the interviews.

Successful candidates must be prepared to work anywhere within NI.

## **Salary**

Apprentices will spend 3 years on the Civil Engineering Apprentice salary scale.

The salary for the post is within the range £20,692 to £22,739 (under review) within which pay progression will be determined by performance. Starting salary will be the minimum of the range.

Subject to satisfactory service and successful completion of the 2 year Level 3 part-time qualification and 1 further year probation period, Apprentices will progress to Professional and Technical Officer (PTO) grade. The PTO salary scale is currently £26,692 - £27,819 (under review).

### **Progression will be subject to satisfactory performance and completion of all relevant training and qualifications.**

There are prospects for internal promotion under normal promotion arrangements.

## **Pensions**

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

## **Holidays**

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

## **Hours of Work**

Normal working hours are Monday to Friday totalling 37 hours per week (excluding meal breaks). However, the Apprentice will be required to attend a Further Education College who will be providing the taught level 3 course for part time study (typically 1 day a week from 8am – 9pm during college term time and not restricted to a normal working day hours). The Apprentice will be required to attend the position of employment post on a full time basis outside term time.

Where possible the Department operates a flexible working time scheme. The purpose of the scheme is to provide a more flexible system of attendance for staff.

## **Travel**

The successful candidates must have access to a form of transport which will enable them to meet the requirements of the post in full.

## **Training**

A structured programme of education and training is operated to enable trainees to obtain a Civil Engineering qualification and to gain a wide experience of work in Roads and Rivers throughout NI.

**Apprentices are required to enrol into a 2 year part time Level 3 Civil Engineering Apprenticeship course aiming to becoming professionally qualified at Engineering Technician (EngTech) level with the Institution of Civil Engineers (ICE) on successful completion of the course. Performance and progress of the candidate will be monitored jointly by the Department and the College.**

Apprentices are required to attend one full day/evening per week (day release will be granted by the Department). The course of study will be funded by the Department.

Apprentices are required to attend one of the 6 Further Education Colleges below. Please note that candidates may not necessarily be offered a place at their preferred choice of location, college places will also be subject to availability.

1. North West Regional College (NWRC),
2. Northern Regional College (NRC),
3. Belfast Metropolitan College,
4. South East Regional College (SERC),
5. Southern Regional College (SRC),
6. South West Regional College (SWRC).

Further study for Level 4 upwards may be provided by the Department after attainment of the Level 3 qualification. This will be dependent on overall performance in the Level 3 qualification and available Department funding.

Training opportunities on in-house, external courses and seminars will be available. Apprentices are encouraged to attend appropriate courses, seminars, visits, etcetera, organised by professional institutions.

## **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is basic.

## **Probation**

Confirmation of your appointment as a Civil Engineering Level 3 Apprentice will be dependent upon the satisfactory completion of a probationary period of 12 months. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Confirmation of appointment to the PTO grade will be dependent upon the satisfactory completion of a probationary period of 3 years. This will include the successful completion of a 2 year part-time Level 3 Civil Engineering Qualification and a further 1 year probation period. The 3 year probation period will be assessed to ensure satisfactory performance. Satisfactory performance, conduct and attendance will result in the progression to PTO grade.

Successful applicants must enrol onto the Level 3 Civil Engineering course by 31<sup>st</sup> August 2019.

If you fail to obtain a Level 3 qualification at the end of the second year, you will be given a third year in which to repeat and pass. However, this may extend the probation period by a further year. If your performance, conduct or attendance at any time during the 3 year period (within the place of employment or Further Education College) is not satisfactory, or you fail to obtain the level 3 qualification, your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period. The probation period may also be extended at the discretion of the Department.

### **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

### **Conflict of Interest**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone David McCaw on 028 3832 0148 or email [David.McCaw@infrastructure-ni.gov.uk](mailto:David.McCaw@infrastructure-ni.gov.uk).

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

- 1) At least 5 GCSE's (Grade C and above) including minimum of Grade B in Maths, Grade C in English (or Level 2 Essential Skills in place of GCSE English), Grade C in a relevant Science subject (Physics or Chemistry).

Equivalent qualifications may be considered provided they are approved as an entry qualification by the Further Education Colleges listed in this document.

## SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the eligibility criteria will be enhanced and shortlisting applied in the following order:

1. A minimum of grade B in a relevant Science subject (Physics or Chemistry).
2. A minimum of Grade A in Maths.

The panel will use the information provided in your application form for eligibility criterion 1 to shortlist if necessary.

**Relevant** or **equivalent** qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

**Please note:**

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

## **ASSESSMENT PROCESS**

Applicants will be expected to display the following qualities and skills at interview:

### **1. Making Effective Decisions**

Make and record effective decisions following the appropriate decision making criteria, framework or guidance. Ask questions when unsure what to do. Undertake appropriate analysis to support decisions or recommendations. Investigate and respond to gaps, errors and irregularities in information. Speak up to clarify decisions and query those constructively. Think through the implications of own decisions before confirming how to approach a problem/issue.

**Marks available: 40**

### **2. Managing a Quality Service**

Communicate in a way that meets and anticipates the customer's requirements. Actively seek information from customers to understand their needs and expectations. Act to prevent problems, reporting issues where necessary. Gain the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job. Encourage customers to access relevant information or support that will help them understand and use services more effectively. Take ownership of issues, focus on providing the right solution and keep customers and delivery partners up to date with progress.

**Marks available: 40**

### **3. Leading and Communicating**

Put forward their own views in a clear and constructive manner, choosing an appropriate communication method e.g. email / telephone / face to face. Act in a fair and respectful way in dealing with others. Write clearly in plain, simple language and check work for spelling and grammar, learning from previous inaccuracies. Ask open questions to appreciate the point of view of others.

**Marks available: 40**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

## **COMPETENCE BASED INTERVIEWS**

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

## **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast from week commencing 3<sup>rd</sup> June 2019

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 1.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

**It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.**

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant 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, unless it is specifically requested in the application form and candidate information booklet.
- 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;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- 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.
- 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.

## **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: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email [info@niuse.org.uk](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **GUIDANCE FOR APPLICANTS**

### **INTERVIEW PREPARATION**

**If this is your first experience of a competence-based interview, bear in mind that 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 fulfill 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;
- 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.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

## **GENERAL INFORMATION**

### **The Merit Principle**

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

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

### **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 in 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 do not form any part of the selection process.

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. 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.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used 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 and 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.

### **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 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) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

## **Security**

### 1. Baseline Personnel Security Standard

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

- a) Your passport OR
- b) 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).
- c) 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](http://www.gov.uk).

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

### **Basic Disclosure Certificate**

You should not 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 interview/test, and will be asked to complete the AccessNI application form. Please note that 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.

### **Equal Opportunity Monitoring Form**

**Please note 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).

**As women are currently known to be underrepresented in this occupation across Northern Ireland, applications from women would be particularly welcome.**

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**  
All applications for employment are considered strictly on the basis of merit

### **Feedback**

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback 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**