

**Candidate  
Information  
Booklet**

**IRC245929**

**Deputy Director, Protection &  
Organised Crime Division**

**Safer Communities Directorate**

**Department of Justice (DoJ)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 6<sup>th</sup> December 2019***

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

## ***Department of Justice***

*Working in partnership to create a fair, just and safe community where we respect the law and each other.*

### **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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## FOREWORD

### INTRODUCTION FROM THE PERMANENT SECRETARY PETER MAY

Thank you for your interest in the position of Deputy Director, Protection and Organised Crime Division within the Department of Justice (DOJ) Northern Ireland.

We are looking for a dynamic and impactful leader who can build effective working relationships with a wide range of stakeholders and demonstrate leadership to deliver outcomes in a fast moving and challenging environment. The successful candidate will provide strategic advice and support to the Minister for Justice and to Senior DoJ officials on significant policy matters relating to policing, security and community safety.

This is a fascinating and challenging time to join the Northern Ireland Civil Service. In the absence of a functioning Northern Ireland Executive and Assembly, we are committed to carry on the work of government and deliver against the outcomes identified in the Draft Programme for Government (PfG). The successful applicant will also play a wider role as part of the Senior Civil Service at a time when collective leadership is focused on delivering internal and external transformation.

If successful, you will contribute to the wider development of the justice programme in Northern Ireland, leading this diverse and multi-disciplinary business area to contribute to the delivery of Departmental outcomes.

The work of the Division is, rightly, subject to extensive external scrutiny, including by the Justice Committee of the Northern Ireland Assembly, the Northern Ireland Audit Office and the media. The post carries considerable responsibility and in return it offers exceptional career development opportunities, as well as the ability to make a significant difference to wider society in Northern Ireland. I hope you will be excited by the opportunity which this influential post offers.

If you think you have the experience, enthusiasm and energy to lead the work of this Division we would be very pleased to hear from you.

**Peter May**  
**Permanent Secretary, Department of Justice**

## BACKGROUND

Protection and Organised Crime Division (POCD) sits within the Departments Safer Communities Directorate and is responsible for policy development and the provision of advice to Ministers and senior officials across a range of functions relating to protection and organised crime, and for supporting delivery of outcomes under the NICS Outcome Delivery Plan, often working with partners within and beyond the NICS.

DOJ's mission is **working in partnership to create a fair, just and safe community where we respect the law and each other.**

In doing so, DOJ's priorities are:

- To embed a culture of lawfulness.
- To support safe and resilient communities.
- To address harm and vulnerability.
- To challenge offending behaviours and support rehabilitation
- To deliver an effective justice system.
- To secure confidence in the justice system.

DOJ can only deliver effectively by working together with delivery partners across the wider justice system, with other Government Departments and with the community and voluntary sector.

The Deputy Director of POCD will play a pivotal role in the work of the DOJ, providing strategic leadership to deliver the Division's functions. They will develop and strengthen partnerships with stakeholders, working collaboratively with others across the justice system and wider society on shared outcomes, wisely allocating people and resources within the Division to do so and encouraging and developing the teams to deliver outstanding results.

The Deputy Director will therefore have strong leadership skills in order to engage staff and stakeholders and deliver on the strategic direction and vision. They will need to draw on analytical, creative and strategic thinking as well as on strong policy development skills and political awareness. They should also have a track record of working collaboratively with external partners over whom they have no direct authority. They will have the skills to work effectively on the interface of matters falling to the UK government and those which are the responsibility of devolved departments and ministers. Their responsibility will include devolved issues relating to terrorism and paramilitarism as well as organised crime. They will be the primary external representative for the work of the POCD across a range of national and regional groups and as such will need to draw on an ability to engage, influence and negotiate as well as on strong communication skills.

## **KEY RESPONSIBILITIES**

The Deputy Director will have specific responsible for a diverse range of policy and operational functions, including:

### **Security and Operations Branch**

The Branch's strategic role includes emergency planning for pandemic flu, ensuring preparedness for critical threats and resilience preparations for leaving the EU. The Branch manages the interface with the NIO on security issues and provides support to the Security Interface Meeting. The branch is responsible for ensuring that the Department operates an effective and efficient duty officer system and reporting in relation to security incidents. The post holder will also oversee the sponsorship of search and rescue organisations, manage the Department's relationship with the Security Industry Authority and liaises with the Home Office on less lethal weaponry.

### **Organised Crime Branch**

Responsible for overseeing policy development and, where appropriate, new legislation on organised crime, providing support to the Organised Crime Task Force, ensuring adequate safeguards for the protection of the community and for co-ordinating policy and strategy in the fight against Human Trafficking and Modern Slavery. In developing policy and strategy to tackle these issues the post holder will work with a range of partners and stakeholders across Government, law enforcement and civic society and will be responsible for running the Assets Recovery Community Scheme. The post holder will need to be able to understand both the strategic and operational contexts and to work to build strong partnerships without infringing on the operational independence of law enforcement organisations.

### **Firearms and Explosives Branch**

Responsible for the development of policy related to firearms and explosives, overseeing explosives licencing and inspection regimes and for processing applications to enable the sale and purchase of fireworks. In addition the post holder will ensure that the preparation of casework to inform decisions in respect of appeals against the Chief Constable's decisions to refuse or revoke a firearms licence, as well as handling appeals against prohibitions. In the absence of a Justice Minister decisions on appeals against the Chief Constable's decisions to refuse or revoke a firearms licence will be taken by the post holder.

### **State Pathology Branch**

Responsible for mass fatalities resilience planning and sponsorship of the State Pathologist's Department (SPD) which provides an independent forensic pathology service for Northern Ireland, and for providing advice and guidance in other areas of forensic medicine. In addition the post holder will maintain and develop policy for the provision of autopsies and associated

activities, advising on the provision of SPD services to other justice organisations and assisting the SPD with operational planning by providing information on potential developments and changes that could impact upon the department.

They will also be responsible for overall management of resources and of staff, and for governance for the Division and participate in the Directorate and Department's senior teams. The role includes collaborating with DoJ colleagues and others to deliver effective services to the community and policy advice to ministers and senior officials.

***The above is given as a broad range of duties and is not intended to be exhaustive. It is important to note that the responsibilities may change to meet the evolving needs of the role.***

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full time vacancy.

This is a permanent appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource.

Further appointments may be made from the merit list of this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities. It is presently intended that the merit list for this competition should remain extant for a period of one year.

### **SECONDMENT**

This post may be filled by secondment of the successful candidate from his/her current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

### **Location**

The post holder will be based in the Greater Belfast area, presently at Castle Buildings, Stormont Estate. This post is at a mobile grade.

### **Salary**

Salary will be within the range £70,522 - £80,847 (under review) within which pay progression will be performance related.

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future

disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the Northern Ireland Senior Civil Service.

### **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 30 days.

### **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post holder will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

This is a full-time post however we are willing to discuss flexible working options including job-sharing, subject to business need.

### **Travel**

The successful applicant will be required to travel on official duty throughout Northern Ireland and occasionally to Ireland, Great Britain and other jurisdictions. The post holder must have access to a form of transport which will enable them to fulfil their responsibilities.

### **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 Security Check (SC)

### **Probation**

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

## **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.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment. The successful candidate will also be required to sign a Register of Interests.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Anthony Harbinson 02890 169611 or email [anthony.harbinson@justice-ni.x.gsi.gov.uk](mailto:anthony.harbinson@justice-ni.x.gsi.gov.uk)

If you have any questions about the competition process, or require any documentation in an alternative format, 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, provide evidence in their application form which demonstrates they personally satisfy the following eligibility criteria:

1. Have a minimum of 3 years' senior management\* experience in either the public, private or voluntary sector, with evidence of achievement in developing policies to meet strategic challenges in a complex\*\* environment;

### **AND**

2. A minimum of 3 years' senior management\* experience of building effective internal and external partnerships and exercising strategic leadership and influencing skills to deliver agreed outcomes;

### **AND**

3. A minimum of 3 years' experience of delivering significant outcomes successfully, to meet wider strategic or organisational objectives.

### **AND**

4. A minimum of 3 years' experience, with evidence of achievement, of leading and developing teams to deliver at pace in a complex\*\* environment.

### **The following additional clarification is provided:-**

**\*Senior management** – providing detailed advice at board level on, or taking decisions affecting, strategic issues concerning the corporate body or organisation within which an individual is working.

**\*\*Complex**, in this context is defined as environment in which an organisation delivers a wide range of objectives, which require a high level of collaboration with both internal and external stakeholders.

## 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 Panel will carry out an objective evaluation of the information provided by candidates in response to **eligibility criteria 2 and 3**.

This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.

### **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**

**Assessment for this competition will comprise of 2 stages;**

### **1. Presentation and Competence Based Interview**

### **2. Scenario Based Assessment**

**Please note:** Only those who meet the required pass mark in stage 1 will progress to stage 2.

### **STAGE 1 - PRESENTATION**

As part of the selection process, candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes, the title of which will be provided to candidates in the invitation to interview letter. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring prepared flip chart paper and speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be used to assess the **Seeing the Big Picture** competence.

Please note: Notes must not be used during the interview stage of the assessment.

### **Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits, with and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts. Including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and to help deliver the Northern Ireland Executive's priorities.

**Marks available: 20**

### **COMPETENCE BASED INTERVIEW**

The selection panel will design questions to test the applicant's knowledge and experience in each of the below areas and award marks accordingly.

## **1. Leading and Communicating**

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

**Marks available: 30**

## **3. Collaborating and Partnering**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

**Marks available: 30**

## **4. Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly.

**Marks available: 20**

## **5. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared services approaches where possible.

**Marks available: 20**

**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 1<sup>st</sup> stage assessments for this post will take place in Stormont Castle during week commencing 6<sup>th</sup> January 2020.

### **STAGE 2**

Those candidates who proceed to the 2<sup>nd</sup> stage of the assessment process will complete a Scenario Based Assessment. The score from this assessment will be added to the interview and presentation score to produce a merit order list.

## **SCENARIO BASED ASSESSMENT**

For the 2nd stage of the assessment process, candidates will be given a scenario to read and consider. The panel will then elect to ask a number of questions related to the scenario provided.

The scenario will be provided on the day of interview and 30 minutes will be given to consider the information provided.

Appropriate writing material will be provided for candidates' use. No other materials or visual aids will be permitted unless required as a reasonable adjustment. No personal documentation may be brought in to the pre interview room. The only materials candidates will be permitted to bring into interview will be those prepared in the pre-interview room.

The content of the scenario will be used to assess the following competencies:

Seeing the big picture – Marks Available: 30

Leading and communicating – Marks Available: 30

Collaborating and partnering – Marks Available: 30

**Total Marks Available: 90**  
**Overall Pass Mark: 54**

## **INTERVIEWS**

Should you be successful the 1<sup>st</sup> stage assessment, it is intended that 2<sup>nd</sup> stage assessments will take place in Stormont Castle during week commencing 3<sup>rd</sup> February 2020.

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 6.

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

## **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 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.

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

## **Security**

### 1. Baseline Personnel Security Standard

For this 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).

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

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

3. Security Check (SC): as point 2 plus credit reference check.

### **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 under represented at this grade in Northern Ireland Civil Service, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.**

**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**