

**Candidate
Information
Booklet**

**IRC241059
Industrial 2, Skilled Operative Plant
Operator**

DfI Rivers

Department for Infrastructure (DfI)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 27th September 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.

Roads

Roads is headed by a Deputy Secretary and supported by three Directors. Our HQ is in Belfast with four geographically located Divisions, each headed by a Divisional Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions are supported by two in-house provider “units” Design and Consultancy Services and Operations and Maintenance.

We play a significant role in 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 transport

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 DfI Roads is fit for purpose.
- Ensure DfI Roads communicate effectively with its customers to promote better understanding of service provision
- Ensure effective management of DfI Roads budget, assets and corporate governance arrangements
- Improve the resilience of DfI Roads in responding to emergencies.

Roads is structured into three functional Directorates as described below:

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

Engineering is 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 – Design and 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 transport planning practices and Health & Safety.
- Management of the Corporate Support functions for Roads and Rivers including:
 - Strategic planning, and performance monitoring
 - Manpower modelling and admin Savings;
 - 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 is 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.
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships;

Major Projects and Procurement Directorate is responsible for:

- Management of the Strategic Road Improvement delivery programme;
- Belfast Rapid Transit Phase 2 Project;
- Park and Ride delivery programme;
- Management of the internal Procurement Units in Belfast and Downpatrick.

DfI Rivers

Rivers is headed by a Director and supported by three Business Areas:

- Operations
- Development
- Corporate Support Services

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

The primary aim of Rivers, as the statutory drainage authority, is to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland and in doing so implement the requirements of the EU Floods Directive.

There are 2 business areas within Operations:

The Operational Areas are responsible for:

- Maintenance of a network of free flowing watercourses to provide adequate outlets for urban storm and land drainage;
- Maintenance of flood and sea defences;
- Identifying flood risks and undertaking minor works to repair and construct flood defences, culverts and provide drainage infrastructure;
- Administering advisory and enforcement procedures to protect the drainage function of all rivers;
- Utilising available resources to maintain the effectiveness of the Department's assets during periods of adverse weather and threat to life and property from flooding;
- Responding where possible to requests for assistance from the public whose property has suffered or is threatened by flooding. Liaising with other statutory and public bodies to provide an effective response to flooding or threat of flooding.

Capital Projects Unit is responsible for:

- Identification and delivery of cost viable river engineering schemes to minimise identified flood risks.
- Progression and management of feasibility studies to identify viable flood alleviation schemes.

There are 4 business areas within Development:

Emergency Planning is responsible for:

- Carrying out the emergency planning co-ordination duties within DfI Rivers and fulfills Lead Government Department (LGD) responsibilities for the co-ordination of flooding emergencies;

- Managing, maintaining and enhancing the Hydrometrics Network currently consisting of over 130 river level monitoring stations;
- The provision of water level alert stations to assist in warning selected communities, the Department and other organisations of a potential flood risk.
- Collating water level and river gauging information to contribute to the 'National Archive' and determine flow return periods to facilitate flood alleviation scheme design and accurate flood mapping.

Asset Management & Mapping Unit is responsible for;

- The inspection, grading and valuation of drainage and flood defence infrastructure;
- Environmental advice & guidance;
- Developing and providing map based information to enable the assessment and communication of flood risk.

Planning Advisory & Modelling Unit is responsible for;

- Providing advice to Planning Authorities on the drainage/flood risk aspects of the forthcoming Local Development Plans and planning applications with a view to prevent inappropriate and unsustainable development.
- the development, maintenance and validation of an extensive library of hydraulic models that underpin and inform flood mapping, flood alleviation scheme design and specialist development advice.

Reservoirs Authority will be responsible for

- The administration of the Reservoirs Act (Northern Ireland) 2015.

Corporate Support Services is responsible for:

- The administrative support to the organisation and the management of the Lough Erne.

KEY RESPONSIBILITIES

Duties and responsibilities will include:

- The operation of various types of heavy plant (ie. 180° and 360°) hydraulic excavators and their attachments as required to carry out watercourse maintenance and associated works.
- The implementation of all health and safety measures including the Lone Work System as directed by line management.
- The daily and weekly operator maintenance of the machine as scheduled, reporting any faults or defects.
- Securing and immobilising the machine as directed.
- The care and maintenance of all auxiliary equipment and tools.
- Completion of Plant Logs on a daily basis and the inspection pro-forma weekly.
- Response to flood emergency duties and call outs as required which will include the driving of Departmental vehicles.

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

Please note: The post-holder will be required to work with a squad and carry out labouring duties when not operating heavy plant.

TERMS AND CONDITIONS

There are currently a number of permanent, full time vacancies available.

Location

This competition is being organised to fill either current or future vacancies in the following regions which may arise throughout the life of this competition. The Application Form provides you with an opportunity to specify the areas, in which you would be willing to work.

Currently positions are available in the following areas:

Eastern Region - Lisburn Area

This covers: Cushendall, Ballymena, Larne, Ballyclare, Antrim, Crumlin, Lurgan, Lisburn, Comber, Saintfield, Dromore, Ballynahinch, Downpatrick, Castlewellan, Newcastle and Kilkeel

Western Region – Omagh Area

This covers: Omagh, Fermanagh, Strabane, Magherafelt, Cookstown and Dungannon

Western Region – Coleraine Area

This covers: Londonderry, Coleraine, Ballymoney, Ballycastle and Toome.

This competition may also be used to fill similar vacancies at this grade with similar duties and responsibilities that may arise within 1 year of the interviews including the following region –

Eastern Region – Armagh

This covers: Armagh, Dungannon, Fivemiletown, South Armagh, Newry, Rathfriland and Banbridge.

The towns listed for each area above are not comprehensive but give a good indication of the areas where you may be required to work.

Whilst the successful candidates will be headquartered in the above area offices initially, they will be required to work throughout various locations in Northern Ireland depending on operational need, on a daily basis.

Please note: Successful candidates will be made only one offer of appointment from this competition. Successful candidates will be offered in merit order considering business needs if necessary. Should a successful applicant decline an offer of appointment, they will be removed from the merit list for this competition. The Department for Infrastructure will make the decision regarding offers of appointment. Candidates should therefore be sure that they are content to travel to and work in all areas they select on their application form.

Salary

The salary for this post is currently £388.10 - £441.05 gross per week (under review), within which pay progression will be performance related. Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

A Plant Operator Subsistence of £16.64 gross is payable per day when operating plant and using own transport to get to work sites.

There may be occasions when the Plant Operator will be required to work on multiple work sites during the day. Transport to these sites, will be the responsibility of the Plant Operator.

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

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.

Working Hours

A normal working week will be a total of 37 hours over 5 days

The current working pattern is:

08.00 – 16.40 (Monday to Thursday)

08.00 – 13.15 (Friday)

On occasion, there may be a requirement to work outside normal hours, including evening and weekend work. This will attract the appropriate payment and allowances.

DfI Rivers provide an “out of hours” flood emergency service. It is expected that the successful candidates will make themselves available to participate in this service.

Transport

Transport to and from work, and between work sites, is the responsibility of the employee. As the duties of the posts will require the successful candidates to travel on official duty, they must have access to a form of transport to enable them to fulfil their duties and 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 basic.

Training

To enable the successful candidates to carry out the full range of assigned duties they must attend training as deemed appropriate by management.

Pre-appointment Checks

In advance of an offer of appointment being made the successful candidates will be required to undergo and successfully pass medical examinations and also complete a practical assessment to demonstrate their ability to operate plant to a standard as deemed acceptable by DfI Rivers staff. This assessment should last approximately half a day and will involve operating hydraulic excavators in works relevant to DfI Rivers operations.

Failure to successfully demonstrate competence in operating hydraulic excavators and its attachments will deem the candidates as unsuitable for the post.

Medical

The successful candidate will be expected to pass a medical prior to an appointment being offered. This will include hand-arm vibration syndrome (HAVS), Audio and Drivers medical.

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.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Paul McDonald on 02866 388529 or email Paul.McDonald@infrastructure-ni.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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. A current Construction Skills Register Certificate or equivalent qualification as deemed appropriate by DfI Rivers, and which has been awarded by assessment in the operation of heavy plant (as defined in the key responsibilities), acceptable to DfI Rivers.

AND

2. A minimum of 2 years' experience gained in the last 5 years operating heavy plant e.g. 180° or 360° hydraulic excavators and their attachments, as deemed relevant by the Panel.

AND

3. A full valid driving licence which permits the licence holder to drive a vehicle in Northern Ireland.

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

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 following shortlisting criteria will be used incrementally, in the order listed:

1. Possession of a class C1E licence (which allows the driver to tow a trailer over 750kg). The combination of vehicle and trailer must not exceed 12000kg
2. Possession of an HGV Cat C+E licence - (which allows the driver to drive all lorries over 3500kg, towing a trailer over 750kg)

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

ASSESSMENT PROCESS

INTERVIEW CRITERIA

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

Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks Available: 50
Minimum Standard: 25

Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks Available: 20

Managing a Quality Service

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

Marks Available: 30
Minimum Available: 15

Total Marks Available: 100
Overall Pass Mark: 50

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 Seagoe during week commencing 4th November 2019.

Prior to an offer of employment, candidates will be expected to complete and pass a practical test. Only the top scoring candidates will progress to the 2nd Stage - Practical test.

STAGE 2 – PRACTICAL TEST

Candidates will be assessed to demonstrate practical evidence of the competences and Health and Safety awareness expressed at interview stage. This will include a practical test to demonstrate their ability to operate plant to a standard as deemed acceptable by Dfl Rivers Staff.

The assessment will last for approximately half a day and will involve operating hydraulic excavators in works relevant to Dfl Rivers operations. Skills will be assessed by an external training provider and a member of Dfl staff and must be to a standard as deemed acceptable to Dfl Rivers.

Failure to successfully demonstrate an acceptable level of skills and competence during the assessment in operating hydraulic excavators and its attachments will deem the applicant as unsuitable for the post.

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

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, 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.

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

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 / professional membership to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

- (i) 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.

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.

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.

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.

As women are currently known to be under-represented in this occupation across Northern Ireland and as Roman Catholics are currently known to be under-represented in this grade in the NICS, applications from women and the Roman Catholic section of the community 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**