

**RE-SS 1.18a**

**Candidate  
Information  
Booklet**

**IRC275969  
STAFF OFFICER  
Northern Ireland Civil Service (NICS)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
8 April 2022**

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

**The Northern Ireland Civil Service is an  
Equal Opportunities Employer.**

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

HRConnect will issue electronically as many competition communications as possible. You should therefore **provide an email address that you have 24/7 access to** and check your email account, including junk mail folders, regularly 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. **If you change your email address then it is your responsibility to inform HRConnect.**

### **Contents**

	<b>Page</b>
<b>Foreword</b>	<b>3</b>
<b>Organisational Chart</b>	<b>4</b>
<b>Key Responsibilities</b>	<b>5</b>
<b>Terms and Conditions</b>	<b>7</b>
<b>Eligibility Criteria</b>	<b>8</b>
<b>Selection Process</b>	<b>10</b>
<b>Guidance for Applicants</b>	<b>16</b>
<b>General Information</b>	<b>17</b>

## FOREWORD

The NICS comprises nine departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is a non-Ministerial Department staffed by civil servants.

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

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity and impartiality.

The Staff Officer (SO) roles outlined in this booklet are demanding but rewarding too. They are key middle management positions that offer something special: the opportunity to make a real difference to the lives of people in Northern Ireland.

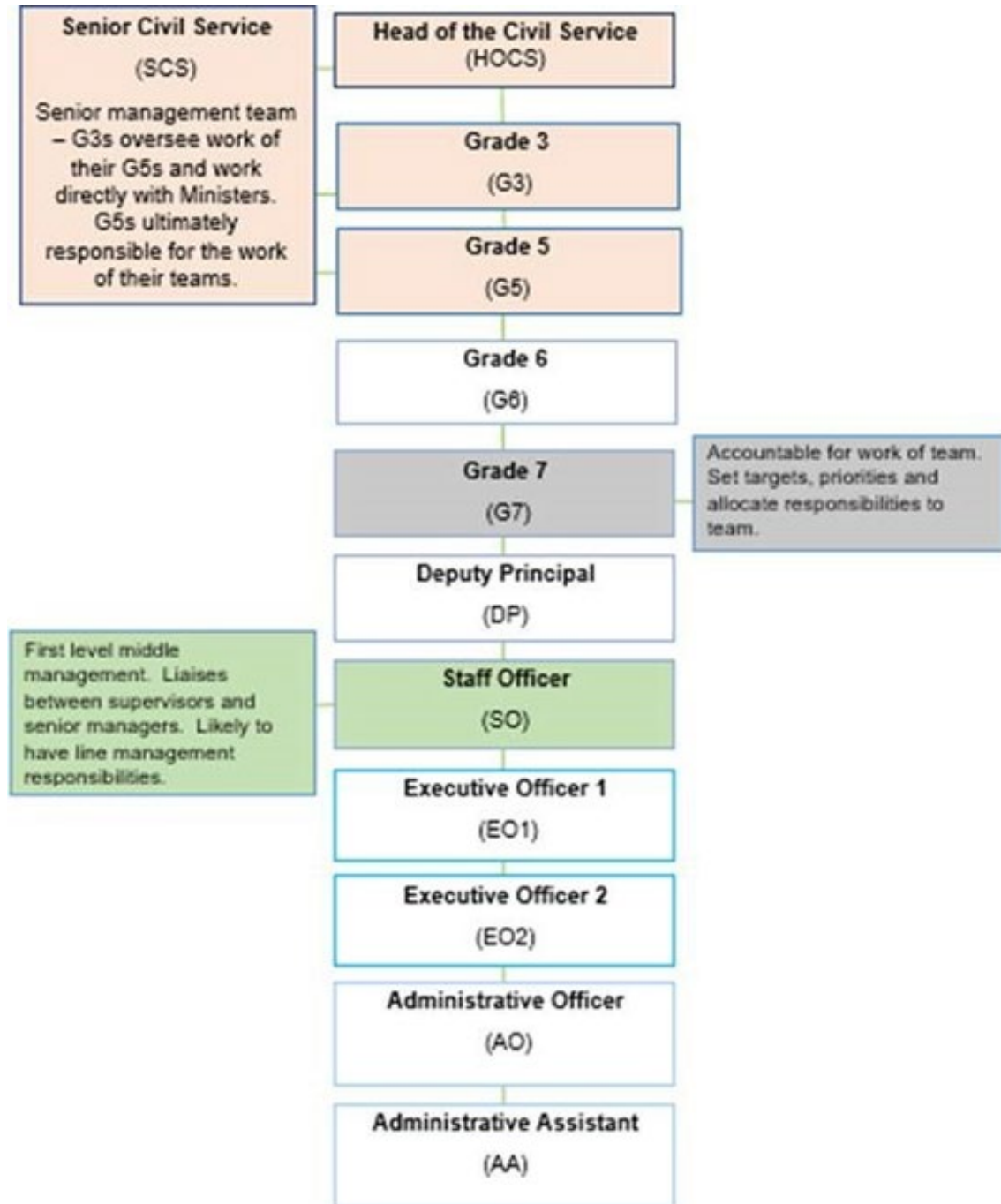
As a middle manager in the NICS you will play an important part in delivering our business objectives and contributing to the success of our overarching purpose to develop and implement policies and help deliver services to the public. The NICS delivers across many major areas of life here: health and education, economic success and peaceful communities. As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve.

This booklet provides further information on the key responsibilities of middle managers at SO Grade in the NICS and sets out the skills and competencies that are required for these roles. We have also included important information on the selection process.

**If you have any questions, please refer to the [‘How Do I Apply?’](#) section of the NICS recruitment website or contact HRConnect on 0800 1 300 330.**

# ORGANISATION CHART

The NICS has a hierarchical grade structure. The chart below highlights the SO position in the grade structure.



## **TYPICAL KEY RESPONSIBILITIES OF A STAFF OFFICER IN THE NICS**

While not an exhaustive or prescriptive list of responsibilities, an indication of the main duties of the SO grade in the NICS is provided below. The emphasis on particular duties will vary depending on departmental business priorities and needs.

The working environment can be fast-paced and there are often competing priorities with urgent tasks requiring completion within challenging timescales.

These roles will give you the opportunity to develop and enhance your competence in a number of core areas.

Most SOs will be line managers of a team of staff.

### **1. Manage an area of operational delivery**

- Manage delivery of significant citizen-centred public services or processes.
- Provide leadership while developing, managing and supporting teams as they deal with public services and enquiries.
- Ensure grants or benefits are paid.
- Ensure that your teams meet agreed standards and targets for timely and high-quality outcomes.

### **2. Contribute to development and delivery of policy through research and analysis**

- Gather and analyse information from a wide range of sources.
- Identify issues and possible solutions.
- Secure the co-operation of stakeholders in relation to policy issues affecting the department.

### **3. Draft input into research documents, briefings, submissions, Assembly Questions**

- Decide on the information to be included in research documents, initial policy proposals, consultation papers, briefing papers and the structure of responses to Assembly Questions, Freedom of Information requests, etc.
- Manage and co-ordinate correspondence, arranging for responses within stated deadlines.

#### **4. Provide advice, recommendations and support to managers**

- Provide support to your line manager and senior managers in relation to policy development and evaluation activities.

#### **5. Engage with a range of stakeholders**

- Deal with issues raised during engagement and consultation exercises and collaborative working with senior colleagues.
- Participate as a team member in collaborative policy project work.
- Engage with internal and external stakeholders.
- Ensure there is an effective flow of information and communication between NICS and other organisations.

#### **6. Manage a team of staff**

- You will be responsible for leading, motivating, supporting and developing your staff. This often involves quality assuring the work of your staff, providing feedback and coaching when required.

#### **7. Follow Policy Guidelines**

- Follow well-developed guidelines, including the Practical Guide to Policy Making in NI.
- Act independently and take decisions related to area of command.
- Take an active role in developing and reviewing Departmental practices and the preparation of elements of legislation. This can involve research and analysis, the drafting of a wide range of documents and providing detailed advice to colleagues and other stakeholders.
- As an SO you will be expected to develop insights and expertise into important areas of the work of your Department and of the broader government, and provide a supporting role to more senior colleagues.

## **TERMS AND CONDITIONS**

### **Salary**

SO salary range: £32,328–£33,459, within which pay progression will be performance related.

Your starting salary will be at the minimum of the scale.

Pay on promotion / re-grading arrangements will apply to existing civil servants appointed through this competition.

### **Hours of Work**

Most offices operate flexi-time.

The vacancies are for 37 hours net. However, the NICS offers a range of flexibilities to enable a better work-life balance for employees. Flexible, part-time and job share working patterns will be considered.

### **Probation**

Confirmation of appointment is subject to 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. All appointees will be expected to demonstrate a track record of effective service within this period.

### **Location**

The vast majority of vacancies at SO grade are within the Greater Belfast area, although there are opportunities throughout Northern Ireland. Successful candidates must be prepared to work in any location in Northern Ireland. As Staff Officer is a mobile grade, staff may be transferred to any Civil Service post in NI.

### **Holidays**

Annual leave allowance of 25 days, increasing to 30 days after 5 years.

Plus 12 days public and privilege holidays.

### **Pensions**

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

## **ELIGIBILITY CRITERIA**

To apply for this role you must have, by the closing date for applications:

- A minimum of 2 years' demonstrable experience of effective leadership and communication, setting and prioritising goals to meet organisational business objectives;

### **AND**

- A minimum of 2 years' experience of managing the delivery of a quality service including identifying and implementing improvements to meet the requirements of a diverse range of customers.

## **COMPLETING THE APPLICATION FORM**

- ensure you provide evidence of your experience in your application form, including length of experience, examples and dates as required.
- do not simply list your duties and responsibilities.
- the selection panel will not make assumptions as to your skills and experience from a job title or the nature of your organisation.
- failure to provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria will mean the selection panel will reject your application.
- your examples should be concise and relevant to the eligibility criteria. The examples you provide in your application form may be explored at interview so you should be prepared to talk about these in detail if invited to interview.
- the panel are interested in your unique role and how you carried out a piece of work, not that of your team or division. It is important to state clearly your personal involvement in any experience you use, using "I" not "We" statements; e.g. I planned meetings, I managed a budget, I prepared a presentation.
- do not include your name in the employment history or eligibility criteria sections of the application form as all of the information you provide in these sections will be shared with the selection panel for the purpose of determining your eligibility for the post.
- You can access the NICS Competency framework via the link: [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)



## **Disability Requirements and Reasonable Adjustment Requests**

We wish to ensure that all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box provided on your application form. You should include details of your disability and the specific adjustment you need. Candidates will be required to provide relevant evidence to support their request for a reasonable adjustment – for example, an Occupational Psychologist report, GP's medical statement, etc. Evidence to support your request, should be sent to HRConnect at [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) as soon as possible following submission of your application.

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

Please note you may be contacted directly to discuss your requirements.

It is essential that special arrangements concerning any adjustment requests are made in advance of starting the live test as retrospective arrangements cannot be made after you have started the live test. The familiarisation materials can be accessed and can help inform your decision as to the need for a reasonable adjustment. Further information can be found on the NICS Recruitment website – [Information for Disabled Applicants](#).

## SELECTION PROCESS

**There are three stages to the Selection Process:**

1. Online assessment tests
2. A sift on eligibility criteria
3. Interview (with Presentation)

### **1. Online Assessment Tests**

This is the first stage of the selection process. Candidates will have to achieve a minimum score in each test and then the top performing candidates will progress to Eligibility Sift.

The online aptitude test will consist of 3 tests, each lasting 40 minutes:

1. **Critical thinking** - you will be presented with passages of text and you will be asked to answer questions relating to these passages. You will also be presented with lists of six words and your task will be to identify whether any of the six words have a similar meaning to each other and, if they do, to choose the TWO words that are the closest in meaning in each question.
2. **Analysing information** – you will be presented with numerical data in various formats and your task will be to answer questions relating to this data.
3. **Management Decisions** - you will be presented with a number of scenarios representing the types of situation that a Staff Officer in the NICS might encounter. Your task will be to rate the appropriateness of various responses to these scenarios.

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

All three tests use multiple-choice answers.

HRConnect will invite applicants to test. Applicants will receive an email containing a link to the online test facility; this email will be sent from HRConnect. It is anticipated that this email will be issued to you on **22 April 2022**. Please check your email and junk mail folders during this time to ensure you receive the email. The email you receive will include full instructions on how to complete the online tests and you will have from **22 April 2022** until **5pm on 29 April 2022** to verify your identity, study the familiarisation material and complete the online tests. Unfortunately, we cannot offer any other dates for these tests.

The **Online Assessments** will be **proctored**. Proctoring means that your identity will be verified before starting the assessment and you will be monitored via your webcam during the assessment.

To allow you to complete the online test and be proctored, you will need a computer with a reliable internet connection and a working webcam. Your computer will also need to have an up-to-date Chrome or Microsoft Edge browser. If you are using a Mac, you **MUST** use Chrome.

Once you have accessed the test site you **MUST** do the following before you can take the live tests – and you need to do these things well in advance of taking the live tests.

- 1. Verify your identity**
- 2. Check your webcam**
- 3. Study the Familiarisation material**

It is **ESSENTIAL** that you use the online familiarisation materials to check that the browser and internet connection you intend to take the live test on are compatible with the online tests. Note that some network firewalls may block access to the test site or prevent images from showing. If you can complete the Verification of ID process, your Webcam check is successful and the Familiarisation material works well on your IT equipment, this is a good indication that the live tests will work also. It is **ESSENTIAL** that you access the Familiarisation materials using the computer and internet connection that you intend to take the live test on well in advance of the tests.

To **verify your identity** you will need a valid photo ID (Passport, driving license and electoral card are acceptable). Once you receive the link, using a webcam you will need to take a photo of your photo ID and also a photo of yourself. You will be asked to enter your email after taking the photos so that we can inform you of the verification by email. You will receive an email from [ProctorSupport@assessmentintelligence.com](mailto:ProctorSupport@assessmentintelligence.com) within 24 hours confirming that your identity has been verified. You cannot take the live tests until you have successfully verified your ID.

We advise you to submit your webcam images as soon as possible. You should have submitted your images for identity verification by 12pm midday on **27 April 2022**, otherwise we cannot guarantee that the identity verification process will be completed in time for you to take the live tests before the final deadline.

**IMPORTANT** – if the name on your photo ID will differ significantly from your name on your application, you **MUST** inform HR Connect by emailing [Recruitment@hrconnect.nigov.net](mailto:Recruitment@hrconnect.nigov.net) including your Candidate Reference Number and 'IRC275969' in the subject line. Your email should explain the reason and include any supporting document (e.g. marriage certificate).

Under no circumstances send any images or documents to the 'support' email.

**Please note, it is your responsibility to ensure that you submit your images online in good time.**

It is important that you read your invite letter as soon as you get it. It is also important you access the test site as soon as you can, so you have plenty of time to resolve any technical issues and complete the tests ahead of the deadline.

There is important information on completing the verification of your identity and on checking your computer and network on the test site. For further information on how we process this information, NICSHR's Privacy Notice is available via the link: [NICSHR Privacy Notice - Online Assessments](#)

For best results, we recommend the online assessment is completed in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV, music etc. Concentration is needed throughout the assessment, so if you are completing it at home or work, ensure other people are aware they should not disturb you until you are finished. No responsibility can be accepted for any issues arising from where you choose to sit the tests.

### **Eligibility Sift**

Top test performers will progress to this stage in the first instance.

This selection stage is an assessment of the evidence provided in your application form against the eligibility criteria. Successful candidates at sift will progress to the interview stage.

Additional candidates who passed the first stage online assessment test may be progressed through the eligibility sift to interview stage as required during the lifetime of this competition.

### **Guaranteed Interview Scheme**

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure a guaranteed number of disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. Further information on the GIS can be found on the NICS Recruitment website – [Information for Disabled Applicants](#).

In assessing whether applicants meet the minimum essential eligibility criteria, they are required to undertake a test/assessment. All applicants must achieve the required minimum score in order to be invited to interview. Should a large number of candidates achieve the required score, we may limit the overall numbers of interviews offered and those applicants who demonstrate they best

meet the minimum essential eligibility criteria for the job (i.e. the highest scoring) will be invited to interview. In this scenario, we will take positive action to ensure that the number of GIS applicants invited to interview will be in proportion to those who pass the test /assessment.

### **Interview Stage**

The interview stage will consist of a presentation and interview conducted remotely using online video conferencing tool Webex. Further guidance for online interviews can be found on the NICS Recruitment Website.

Interviews will commence on 27 June 2022 and will last 2 weeks.

Requests to reschedule will only be considered in very exceptional circumstances. If you decide to withdraw from the competition please inform HR Connect as soon as possible – [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net).

### **Presentation**

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 use speaking notes if desired to deliver the presentation. **No other visual aids or handouts are permitted.**

### **Interview**

The interview will be competency-based. You will be asked to give examples of when you have demonstrated the competencies being assessed.

The presentation and interview will assess the following 6 competencies:

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

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

#### **2. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

### **3. 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.

### **4. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people inside and outside the NICS to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

### **5. Deliver value for money**

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. It means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

### **6. Managing a quality service**

Effectiveness in this area means 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.

It is important that you familiarise yourself with the [Northern Ireland Civil Service competency framework](#), as this forms the basis of the assessment process. The 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

- 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.

In other words, a person demonstrating a competency at level 3, as referred to in the competency framework, should be demonstrating levels 1 and 2 as a matter of course.

Candidates should refer to the effective behaviours at level 3 in preparing for their interview/presentation.

### **Merit List**

Candidates who meet the required standard(s) and pass mark for the Interview Stage will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first. NICS will allocate candidates to vacancies in the order listed.

It is intended that the order of merit will remain active for a period of 2 years. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where practical reasons for doing so arise.

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

You can apply online at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

**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:**

- 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 submitted 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. State 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-and-benefits-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



## **GENERAL INFORMATION**

### **Changes in personal circumstances and contact details**

Please ensure HRConnect is informed immediately of any changes in personal circumstances. It is important that HRConnect has up to date contact details for you. **If you change your email address then it is your responsibility to inform HRConnect.**

### **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 – [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net). Details of this will only be used for this purpose and do not form any part of the selection process.

### **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 can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org)

### **Offers of Employment**

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

### **Security**

The majority of NICS posts require a basic level check. However, candidates allocated to posts which require a higher level of security vetting (e.g. Counter Terrorist Check, Security Check or Developed Vetting) further checks will be required. 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 the majority of these posts is a Basic Disclosure Certificate.

You should not be put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

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

Those applicants being considered for appointment will be contacted by HRConnect and asked to complete the AccessNI application form. Please note 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)

**Applications from Protestants, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for these posts.**

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

### **Privacy Notice**

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

### **Right to Work and Nationality Requirements**

You will need to provide identification documents to satisfy the Nationality, Right to Work and security requirements of the post. 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. Failure to provide the appropriate documentation when requested will result in your application being rejected.

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (iv) Relevant EEA or Turkish nationals working in the Civil Service; or
- (v) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vi) Certain family members of the relevant EA & Turkish nationals.

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code](#) here

Category v - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code](#) here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code](#) here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail

on obtaining your '[share code](#)' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

\*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only

- (i) A UK national; or
- (ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

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

## **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.

## **The Careers Service**

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

## **HRCONNECT Contact Details:**

If you have any queries regarding the competition process or require any documentation in an alternative format please contact HRConnect at the address below or by:

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

T: 0800 1 300 330

Address:

HRConnect PO Box 1089

Beacon House

27 Clarendon Road

Belfast

BT1 9EX

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