Candidate Information Booklet

IRC237525
Industrial Ranger
Department for Agriculture, Environment & Rural Affairs (DAERA) – Environment, Marine and Fisheries Group
Northern Ireland Environment Agency

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on Friday 6th March 2020

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

Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>3</td>
</tr>
<tr>
<td>Background</td>
<td>4</td>
</tr>
<tr>
<td>Key Responsibilities</td>
<td>14</td>
</tr>
<tr>
<td>Person Specification</td>
<td>18</td>
</tr>
<tr>
<td>Selection Process</td>
<td>21</td>
</tr>
<tr>
<td>General Information</td>
<td>26</td>
</tr>
</tbody>
</table>
FOREWORD

Thank you for your interest in the Ranger Posts with the Environment, Marine and Fisheries Group (EMFG) of the Department of Agriculture, Environment and Rural Affairs (DAERA).

The Group’s strategic objective is to create prosperity and well-being through effective environmental management and regulation. An important element of our work involves co-operating with other Government Departments and agencies to limit adverse impacts upon the environment.

The Group has a wide range of scientific, professional skills and expertise among its staff. This skills and experience base allows us to manage and protect our landscapes and their wildlife, and to maintain a healthier environment.

David Small
Deputy Secretary
Environment, Marine and Fisheries Group
DAERA BACKGROUND

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland. The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department’s College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA works closely with the Department of the Environment, Food and Rural Affairs (DEFRA) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

The department is currently preparing for BREXIT working closely with our partners in Northern Ireland and with colleagues in the other EU Administrations.

DAERA VISION AND STRATEGIC GOALS

Vision

“A living, working, active landscape valued by everyone”

Strategic Outcomes

1. Sustainable agri-food, fisheries, forestry and industrial sectors.
2. A clean, healthy environment, benefiting people, nature and the economy.
3. A thriving rural economy, contributing to prosperity and wellbeing.
4. A well led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:

- Corporate Services Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group
- Food and Farming Group
- Rural Affairs, Forest service and Estates Transformation

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)
- Forest Service
The Department also sponsors a number of NDPBs including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr Denis McMahon.

ENVIRONMENT MARINE AND FISHERIES GROUP

EMFG is made up of five Divisions – Resource Efficiency Division, Natural Environment Division (the two divisions which make up the Northern Ireland Environment Agency, NIEA), Marine and Fisheries Division, Environmental Policy Division and the Regulation of Natural Resources Division.

The role of EMFG is to:

- Promote both public awareness of environmental issues and action to deal with them;
- Regulate adverse human impacts upon the environment;
- Work in partnership with others to protect the environment;
- Provide fisheries (inland and marine) expertise and regulation;
- Protection of public health through regulation of drinking water quality;
- Provide environmental policy support and guidance;
- Provide financial support to others to encourage action to protect the environment;
- Manage our properties to promote public access to, and understanding of, the environment; and
- Advise government and other key sectors on environmental issues.

EMFG has over 730 staff, the greater percentage being scientific and technical, based at Belfast (headquarters), Lisburn, Downpatrick and a number of regional locations.

These vacant posts are located within the Natural Environment Division under the business unit Regional Operations.

Natural Environment Division

Northern Ireland has a rich and varied biodiversity and geodiversity that is almost unparalleled. The outstanding landscapes that result play a major role in defining the region's tourism product. NIEA, through its Natural
Environment Division, is responsible for protecting, conserving and enhancing these assets which it does through a variety of statutory and non-statutory means. These include the protection and management of designated sites and other earth heritage areas/sites, promoting geodiversity and biodiversity conservation and public access in the wider countryside, gathering the evidence and/or commissioning research to increase our knowledge and understanding of the natural environment. The Natural Environment Division is comprised of a number of business units, including:

- **Countryside Coast and Landscapes** contributes to sustainable development through influencing the planning and management of development, conserves Northern Ireland’s finest landscapes, supports others to protect and enhance natural heritage through grant aid, promotes and supports access to and enjoyment of the countryside and provides advice on landscape issues pertaining to strategic development plans and development management plans.

- **Conservation Designation and Protection** whose main functions are the designation of sites and areas for nature conservation purposes and providing for their protection and management to safeguard the special features for which the sites were designated. This is carried out by the protection of habitats/species and earth science through the designation of nationally and internationally protected areas, providing a grant aid programme to support appropriate management of sensitive sites where other funding streams are unavailable and ensuring the appropriate management of protected sites through the consenting and assenting of activities and the provision of appropriate advice and by ensuring compliance on designated sites is in place through the implementation of environmental legislation and regulations.

- **Biodiversity and Conservation Science** which generates, gathers, evaluates, interprets, and makes available the scientific information required to underpin the work of conserving natural heritage. The conservation of biodiversity through direct action, implementation of legislation and through advice and influence within other departments, agencies, other public bodies and stakeholders. This work includes the protection of wildlife through various regulations and orders, the provision of advice regarding Invasive Alien Species, planning and conducting biological and earth science surveys, trials, recording and monitoring and then analysing and evaluating the results and also overseeing measure to protect, conserve and enhance local biodiversity.

- **Planning Response Team** which provides a single point of contact for environmental advice on planning matters to councils, developers and the public, ensure that the Department meets its statutory duties to respond to planning consultations as required under planning legislation and coordinate environmental advice across EMFG to provide timely, consistent, integrated responses to facilitate planning.
Regional Operations is tasked to manage and maintain NIEA Country Parks and Nature Reserves effectively from a range of office locations across Northern Ireland, to facilitate their safe enjoyment and access by the visiting public and where appropriate to deliver local services to other units within EMFG. This work includes supporting the delivery of the establishment and monitoring of protected sites, including any associated landowner liaison and supporting the recording of scientific data regarding species surveys and census on protected sites.

Operational Ammonia Team considers and assesses the current approaches to the management and regulation of Nitrogen deposition with specific regard to the protection of designated sites and compliance with environmental legislation. The team also work to provide guidance and support to other teams and stakeholders in relation to the impacts and regulation of Nitrogen deposition and to source specific scientific and legal expertise for NIEA and the Department in this area.

Operational Brexit Team which was set up to identify and co-ordinate delivery of all NED actions required to ensure service delivery on day 1 of the UK exit from the EU and provide the NED operational input into SI amendment; UK Frameworks and DEFRA/DAERA Brexit Environmental Workstream strands. Also the team will engage with counterparts and act as lead NED contact point to co-ordinate NED inputs for UK / DAERA / EMFG / NIEA initiatives relating to future/new policy proposals.

The Industrial Ranger posts sit within the Regional Operations business unit. Responsibilities relevant to the current vacancy arise primarily from:

1. The Nature Conservation and Amenity Lands (NI) Order 1985, as amended 1989, which enables the designation and management of statutory Nature Reserves, Marine Nature Reserves, National Parks, and Areas of Outstanding Natural Beauty; the acquisition and management of ‘amenity lands’ for public recreation and enjoyment of the countryside; the undertaking and commissioning of relevant research; and the provision of advice and assistance to a wide range of bodies and the general public.
2. The Environment (NI) Order 2002 (as amended) which enables the designation and management of Areas of Special Scientific Interest.
3. The Wildlife (NI) Order 1985 (as amended), which provides for the special protection of scheduled native species; control of the introduction and spread of potentially invasive alien species; and the establishment of Wildlife Refuges.
4. The Conservation (Natural Habitats etc) Regulations (NI) 1995, which provide for the local implementation of EC Directives on the conservation of natural habitats and species, including provision for establishing Special Protection Areas (for birds) and Special Areas of Conservation.
5. The Access to the Countryside (NI) Order 1983, which enables the Department to promote and facilitate the provision of public access to the countryside.

6. The Wildlife and Natural Environment Act (NI) 2011 which places a Biodiversity Duty of Care on Public Bodies to further the conservation of biodiversity.
KEY RESPONSIBILITIES

DAERA posts: Industrial Rangers in Regional Operations report directly to the Site Manager or Assistant Site Manager who has management responsibility for the assigned property.

The primary role of a Ranger is to:

- Provide support to the site management in the presentation and maintenance and conservation of Country Parks, Nature Reserves, and assigned properties.
- Provide support to the site management in the management of visitor access to Country Parks, Nature Reserves and assigned properties.
- Provide support to the site management in the facilitation of agreed uses, events and activities at Country Parks, Nature Reserves and assigned properties.
- Provide support to the Premises Officer in the management of assigned buildings.
- Provide support to site management in monitoring of the delivery of projects.

The main duties and responsibilities of the post-holder will include:

(i) Providing cover for delegated NIEA properties and assisting with their operational running to include evening and weekend work.
(ii) Issuing admission tickets and receipts where appropriate, cash handling, the sale of goods and reconciling receipts against cash taken, carrying out stock control checks within a system laid out by management.
(iii) Opening, closing and checking the security of buildings and car parks and setting alarms where appropriate.
(iv) Patrolling sites / buildings and enforcing byelaws as an ‘authorised person’ as set out on warrant cards where appropriate; encouraging responsible behaviour by the public.
(v) Escorting / supervising groups, demonstrating sites, assisting with the preparation, organisation and running of events.
(vi) Helping the public, answering questions on non-policy related matters and generally making them feel welcome.
(vii) Providing a point of contact at visitor centre receptions as required.
(viii) Completing health and safety checks as scheduled.
(ix) Operating audio visual, IT and camera equipment.
(x) Maintaining and recording site information, such as complaints, visitor numbers, patrol reports and Health & Safety inspections.
(xi) Assisting the facilitation of externally run events and usage of sites.
(xii) Participation in environmental censuses and surveys, in the setting up and carrying out of experiments relating to property management and in the collection of information on usage by and feedback from visitors to NIEA properties.
(xiii) Supporting the establishment of and maintaining good working relationships with local landowners, local councils and local community groups and the general public.

(xiv) Undertaking other duties related to the work of NIEA that may be assigned which are consistent with the job and its responsibility including:

- Outdoor maintenance including grass cutting, hedge trimming and fencing.
- Cleaning and minor maintenance of buildings.
- Ensuring site furniture / signage is well presented (installation, inspection and routine maintenance).
- Maintain the general upkeep and presentation of Departmental vehicles, plant and machinery.
- Litter / dog foul collection.
- Interpretation.
- Conducting visitor surveys including completion of questionnaires.
- Bin emptying.
- Animal and plant control.
- Operating specialist equipment / machinery such as the narrow gauge diesel locomotive within Peatlands Park (for which training will be provided).
- Operating a range of tools and equipment, which may include hand tools, minor plant, machinery, and vehicles following the delivery of required training.

(xv) Providing a high quality service to all customers of the Department, including meeting Customer Care standards and ensuring personal compliance to standards.

(xvi) Completing personal timesheets and vehicle log sheets and other returns as may be required.

(xvii) Compliance with Health and Safety requirements including; highlighting any access issues at sites, carrying out site inspections reporting any issues and maintaining accurate records, responding to and remediying issues identified in Health and Safety audits / inspections, assisting with carrying out risk assessments and fire evacuation drills, following up all issues arising and maintaining records accurately, timely and accurate recording of all accidents and ‘near miss’ incidents, awareness of the correct response to an emergency situation.

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.
TERMS AND CONDITIONS

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

Further appointments may be made from this competition should positions become vacant which require the same eligibility criteria and have similar duties and responsibilities across the sites managed by the Northern Ireland Environment Agency.

Location

Posts will be based at the following locations:-

- Peatlands Park, near Dungannon
- Roe Valley Country Park, Limavady
- Crawfordsburn Country park, Helens Bay
- Quoile Countryside Centre, Downpatrick.

The Northern Ireland Environment Agency, Natural Environment Division - Regional Operations Unit also have staff, presently based, at the following locations where any additional positions arising may also be located:

- Ballykelly House, Ballykelly.
- Castle Archdale Country Park, near Irvinestown.
- Scrabo County Park, Newtownards.

Salary

The successful candidate will be paid weekly. The Basic wage for a Thursday - Wednesday is £388.10 per week. (under review)

If the successful candidate is an existing NICS employee, normal pay on promotion/re-grading arrangements will apply.

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.

Hours of Work

The successful candidate will be required to work 37 hours (net) per week. They will be required to work five days out of seven and be placed on a rota
basis to cover weekend and evening working. Any enhancements for weekend working or overtime will attract the appropriate rates of pay.

Travel

Applicants must have access to a form of transport which will permit them to meet the requirements of the post in full. As these posts will require the successful candidates to travel on official duty, which will also include the driving of Departmental vehicles, the successful candidates must also hold a full Category B driving licence valid for Northern Ireland.

Travel throughout Northern Ireland will be required and travel nationally and internationally may also be required on a regular basis/as required.

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.

Medical

Prior to appointment being offered, the successful candidate will be required to pass a drivers’ medical.

As these posts are fully operational and require the staff to spend considerable time undertaking physical duties there are health and safety requirements pertinent to these particular posts. Candidates for these posts must have a reasonable level of fitness due to the physical elements of the post and be capable of giving regular and effective service.

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.

Training

The successful candidate will be required to undertake ongoing training to ensure that their knowledge and skill set is up to date.

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 contact Gavin McClelland via email: gavin.mcclelland@daera-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, be able to demonstrate that they possess:

1. 1 years’ cumulative experience gained in a paid or voluntary capacity in 2 or more of the following areas:
   - Maintenance of sites for public access and recreation
   - Management and maintenance of property or land for nature conservation
   - Management and maintenance of sites for public amenity

AND

2. 1 years’ cumulative experience dealing with the public in a customer service capacity.

AND

3. A full Category B driving licence, valid for Northern Ireland, that will enable the candidate to carry out the duties of the post in full.

Those applicants whose application forms do not clearly demonstrate that they meet all the essential requirements will not be invited to interview.

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 in the order listed:

1. 1 years’ cumulative and demonstrable experience in the last 5 years in the use of a range of grounds maintenance equipment on amenity sites.

2. Demonstrable experience in undertaking site patrols and reporting on Health & Safety matters.
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

The selection process will include a competence based interview.

1. 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.

Marks available: 20

2. 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: 30

3. 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.

Marks available: 30

4. 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

5. 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

Overall Pass Mark: 78
Total Marks Available: 130

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 6th April 2020.
The selection process will assess candidates against the NICS competency framework at level 1.

Industrial Ranger is analogous to an AO grade in the NICS.

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 NI Direct: 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.

**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 these posts 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).

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, 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