



Department for Communities

Deputy Secretary, Corporate Services/ Engaged Communities Group (2 posts)

Senior Civil Service Grade 3

£96,722 - £108,118 (under review)

IRC300675














Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 17th May 2024.**

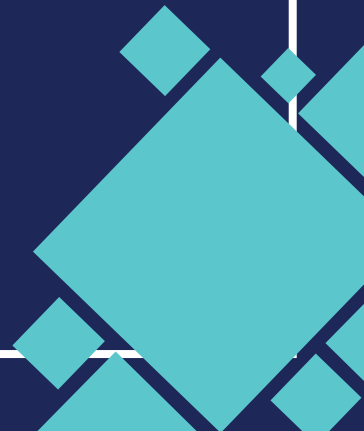
Please retain a copy of this booklet for your reference throughout the selection process.

Candidate Information Booklet



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Welcome



Colum Boyle
PERMANENT SECRETARY

Foreword

Thank you for your interest in this recruitment competition to fill the Senior Civil Service positions of Deputy Secretary, Corporate Services Group and Deputy Secretary, Engaged Communities Group in the Department for Communities.

In support of the Department's vision, the Deputy Secretaries of Corporate Services Group and Engaged Communities Group will lead the delivery of a wide-ranging policy portfolio, determining priorities and allocating resources in line with Departmental requirements. These important posts have lead responsibility for a range of critical policy areas including community empowerment; culture; sport and physical activity; social inclusion; and Public Records Office NI, as well as oversight of the Department's budget, resources, people and property.

These exciting senior roles provide a unique opportunity to shape policy, lead strategic developments and

transform the delivery of programmes which will reach almost everyone in Northern Ireland at some point in their lives. The successful candidates will work with a wide range of delivery partners and stakeholders. The posts will provide an excellent opportunity to make a tangible difference to people's lives and to ensure the efficient and effective delivery of a range of policies, programmes and services.

We are looking for dynamic, effective leaders who want to make a purposeful contribution to the work of the Department and enable it to deliver to the best of its ability. You will bring a record of accomplishment of leadership and senior management achievement, demonstrating innovation, leading successful major change initiatives and delivering key policy objectives.

If you are excited about this opportunity and have the experience, skills and knowledge we are looking for, I hope that you will apply.



OUR ORGANISATION

THE NORTHERN IRELAND CIVIL SERVICE

- The Northern Ireland Civil Service (NICS) supports the Executive, Assembly and the institutions of government. It works to develop and implement government policies and help deliver services to the public.
- As one of NI's largest employers, the NICS employs over 23,000 staff across a wide range of disciplines and aspects of government that touch on everyone's day to day lives, managing a total annual budget in excess of £20 billion.
- NICS staff work across nine Departments which support Ministers and the Executive by developing and implementing government policies and legislation and delivering key public services in areas such as health, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial Department. More information can be found on the website www.nidirect.gov.uk
- As a Senior Civil Servant, you will provide leadership, vision and drive and act collaboratively to deliver Civil Service corporate aims, Executive priorities and Departmental objectives.
- While Senior Civil Servants are appointed initially to a specific post, you can expect over time to move to other posts at the same grade in any NICS Department, providing opportunities for a wide ranging and varied career.



Our Priorities

Our task as the NI Civil Service is to support Ministers, and the Executive as a whole, in developing and implementing their policies, and in delivering public services. The Civil Service has been fulfilling that role for over a century and has a reputation for integrity and stability.

We want to enable, empower and support civil servants to effectively deliver the work of government. We will do this by being:

Innovative

- A Civil Service that becomes more innovative and effective by using research, data, technology and science to support evidence informed policy and decision making.
- A Civil Service that makes best use of our resources to maximise sustainability and efficiency.

Collaborative

- A Civil Service that will work collaboratively across departments and in partnership across all sectors.
- A Civil Service that maximises value through the use of shared services through collaborative working.
- An ethical and principles based Civil Service that is transparent, accountable and equitable.

People Focused

- A Civil Service where our staff are skilled and confident with the capacity and capability to deliver the work of government for the NI public.
- An inclusive and engaged workplace culture where staff are supported, empowered, feel valued and able to make risk based judgements.



Our Values

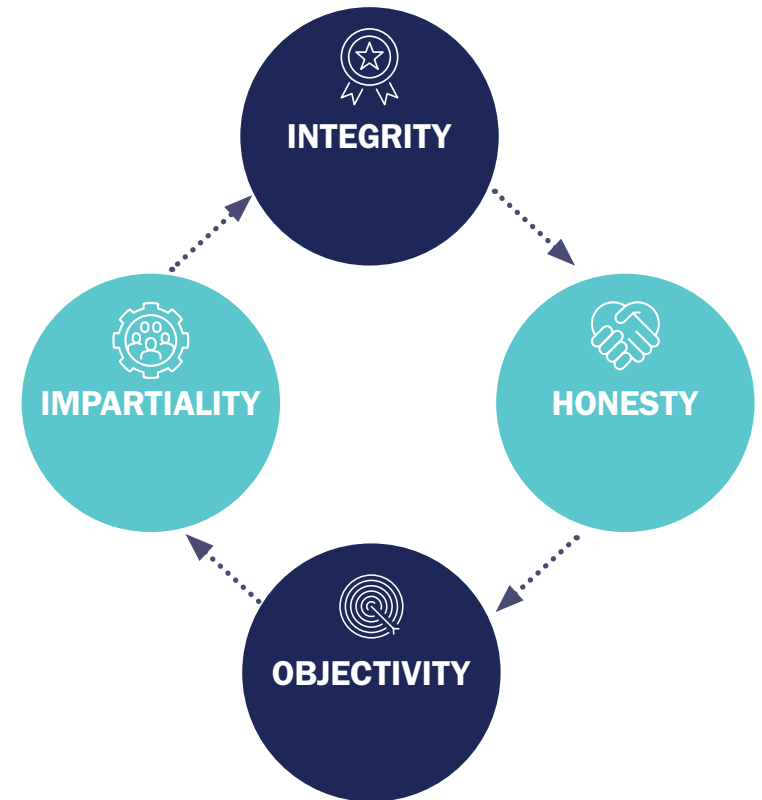
To ensure the best possible service to Ministers and the public, we have a permanent, non-political Civil Service. Civil servants are appointed on merit by fair and open competition, and we uphold the four core values of **integrity, honesty, objectivity and impartiality.**

In practical terms, that means that:

- ✓ we put the obligations of public service above our own personal interests;
- ✓ we are always truthful and open;
- ✓ we base our advice and decisions on rigorous analysis of the evidence; and
- ✓ we act solely according to the merits of the case, and we serve equally well Ministers of different political persuasions.

We demonstrate our values by providing well-informed and reliable advice, and by delivering policy interventions and public services effectively and efficiently.

We are committed to fulfilling that role to the highest standard, which means that we must continually seek to improve and develop.



Our People

- We welcome applications from people regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation.
- We value and welcome diversity and are committed to creating a truly inclusive workplace. Being inclusive means acknowledging and respecting that each of us is unique – bringing different experiences and insights which enrich our organisation.
- We see diversity in the workplace as an asset, for both our organisation as a public service provider, and for our colleagues. We recognise that there is strength in difference.
- We aim to have an inclusive workplace in which diversity is valued, where we develop colleagues to enable them to make a full contribution to meeting the Civil Service objectives in improving the lives of people in NI, and to fulfil their own potential on merit.
- We want all staff to feel able to know that they are valued, respected and safe. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect.
- We all have an important role to play in achieving this - our behaviours directly influence and shape the working environment we create for ourselves and our colleagues.



Our Department

VISION - “We will work together for a fair and inclusive society by transforming support for people, communities and places to improve lives and deliver generational change.”

The Department for Communities (DfC) was established in May 2016 following the restructuring of the Northern Ireland Assembly.

DfC is the largest of nine Northern Ireland Civil Service (NICS) Departments and is supported in delivering its services by 21 Arm’s Length Bodies (ALBs) and a broad range of stakeholder groups.

Around 10,000 people (including agency workers) are employed by the Department, accounting for one third of the NICS workforce.

As a Department, we aim to work together to improve communities, support equality and diversity and promote employment, culture and heritage.

Our work and programmes provide support to the most vulnerable in society. We focus on addressing poverty, disadvantage and inequality, as well as ensuring that people can benefit from renewed and revitalised communities.

DfC has responsibility for benefit delivery, child support, housing, disability, pensions, sports, arts, languages, regeneration, and voluntary sector development. Our main functions include:

- delivery of the social security system including child maintenance support and pensions

- providing advice and support for those seeking employment and for those who are unable to work
- ensuring the availability of good quality and affordable housing
- encouraging diversity and participation in society
- promoting social inclusion, encompassing:
 - Anti-Poverty
 - Gender Equality
 - Sexual Orientation
 - Disability
 - Child Poverty
 - Active Ageing
- promoting sports and leisure within our communities
- supporting local government to deliver services
- identifying and preserving records of historical, social and cultural importance to ensure they are available to the public and for future generations
- realising the value of our built heritage
- supporting creative industries, and promoting the arts, language and cultural sectors
- revitalising town and city centres.



Our Department

SENIOR MANAGEMENT STRUCTURE

The senior management team in the Department for Communities is led by the Permanent Secretary. The Permanent Secretary is responsible for the effective management of the Department's operations and is supported by six Deputy Secretaries within the following Groups:

- Work & Health
- Operational Delivery
- Corporate Services
- Engaged Communities
- Communities, Place & Local Government
- Homes & Sustainability

The Permanent Secretary of the Department for Communities is Colum Boyle.



The Job Roles

For both positions, the successful candidates will be required to be strategic and engaged leaders for their own Group while also promoting engaged leadership across the Department. Specifically, they will need to provide strategic direction through effective communication so that:

- 1.the Group is highly effective and staff engagement levels increase further;
- 2.good governance and engaged leadership is promoted across the Department; and
- 3.there is strategic alignment between our people, our customers and stakeholders so that everyone understands what we are trying to achieve and contributes to those efforts.

These posts are challenging leadership roles with similar core responsibilities for providing guidance, direction and ensuring good governance across a diverse and complex range of policies, programmes and services.

POST 1: CORPORATE SERVICES GROUP

The Corporate Services Group's primary aim is to support and enable the effective operation of the Department through a range of governance and professional functions. The Group is comprised of six Directorates:

- **Governance & Commercial Services** – responsible for overseeing the Department's Corporate Governance Framework and ensuring the application of legislation and good practice in respect of programme, portfolio and project management; procurement; and contract management. It is also responsible for the contract

and service management of a number of key contracts to support delivery of Departmental services.

- **Financial Management Directorates** – There are two Directorates that are responsible for overall financial management of the Department's Budget as allocated by the Executive and HM Treasury resources allocated to Social Security. They provide financial support services across the Department, including statutory financial reporting requirements, treasury and payment management services.
- **Analytics** – responsible for supporting evidenced-based decision making by providing insight, analytics and developing skills, including the delivery of the Department's Research Programme. It is also responsible for modernising processes through the delivery of a Data Automation and Visualisation Strategy.
- **Machinery of Government** – responsible for facilitating the provision of advice and support to the Minister and supporting the Permanent Secretary in discharging their duties as Accounting Officer. It is also responsible for ensuring the effective internal and external communication of Departmental priorities and services.
- **People & Property** – responsible for setting strategic direction and delivering on key Departmental people priorities, including learning and development. It is also responsible for management of the Department's Accommodation & Estates and Health & Safety.



The Job Roles

Key Responsibilities

The successful candidate will be accountable to the Permanent Secretary for delivery of the Group's objectives as set out in the DfC Strategy – Building Inclusive Communities and in the Departmental Business Plan.

The main duties and responsibilities of the post include, but are not restricted to, the following:

- providing strategic leadership and direction as a member of the DfC Top Leadership Team and Departmental Management Board;
- leading the Department's delivery of effective financial strategy, financial management, financial reporting and appropriate accountability for expenditure of £840m Resource, £214.1m capital, £25.6m Financial Transactions Capital and £8.91bn Annually Managed Expenditure (AME);
- leading the Group of c.450 staff and a Resource Budget of £74m;
- leading the Department's communication and engagement functions;
- providing advice and support to the Minister, Executive and Assembly and ensuring the effective management and operation of the Minister's Private Office;
- overseeing the provision of effective support to the Permanent Secretary and Departmental Management Board to support the operation of the Department, including the development and delivery of the DfC Strategy;
- providing professional analytic and economist services to support policy development and operational delivery for the Department;
- development and delivery of the Department's People Strategy, learning & development and workforce planning;
- chairing the Departmental Whitley Committee and overseeing industrial relations on behalf of the Department;
- leading the delivery of the Department's Workplace Strategy and managing its estates and accommodation portfolio;
- leading and overseeing effective governance within the Department;
- leading the establishment of a Commercial Centre of Excellence to facilitate the management of Departmental Projects and Programmes, as well as contract and service management of a number of key contracts to support business areas across the Department; and
- developing and maintaining networks and relationships with key organisations and individuals in relation to the Department's activities and overall policies.



The Job Roles



POST 2. ENGAGED COMMUNITIES GROUP

The Engaged Communities Group (ECG) is responsible for Active Communities; Casement Park Capital Project; Culture; Historic Environment; and the Public Records Office Northern Ireland. The Group comprises:

- **Active Communities** – responsible for the policy framework and development of sport and physical activity, including governance and sponsorship of Sport NI. It is also responsible for capital planning of sports infrastructure, including the Regional Stadia Programme and the Sub-Regional Stadia Programme.
- **Culture** – responsible for supporting the development and promotion of NI’s Cultural Heritage; Arts and Creative Industries; and Indigenous & Minority Languages. This includes the development of a new Culture, Arts and Heritage Strategy; Irish Language Strategy; Ulster Scots Language, Heritage and Culture Strategy and Sign Language policy and legislation. The Division has responsibility for development of NI Museums Policy and Public Libraries Strategy.
- **Historic Environment** – responsible for the protection of the historic environment in NI. This includes recording, protecting, conserving, enhancing and promoting our historic environment to secure its benefits for current and future generations. It is also responsible for maintaining Monuments in State Care, scheduled historic monuments, listed buildings and protected wrecks, as well as managing the Historic Environment Record of NI.
- **Public Records Office Northern Ireland (PRONI)** – responsible for managing and maintaining the National Archive for NI. This includes discharging its statutory remit to receive, identify and preserve public records and privately deposited archives of historical, social and cultural importance and make them available for the information, education and enjoyment of the public. PRONI also provides an onsite and online customer service for all members of the public.
- **Casement Park Capital Project** – leading the delivery of the construction of the Casement Park Regional Stadium to complete the Regional Stadium Programme, deliver positive economic benefits for NI and provide a safe, modern, fit for purpose venue capable of hosting significant Gaelic games, sporting events and other activities.
- **Central Policy** – responsible for social inclusion policy, including the development of the Executive’s Anti-Poverty; Disability; Active Ageing; Gender Equality; and LGBTQI+ Strategies. It is also responsible for supporting the effective discharge of the Department’s statutory equality, good relations and safeguarding duties. It also leads the Department’s input to the development of relationships between the UK and the EU.

The Job Roles



Key Responsibilities

The successful candidate will be accountable to the Permanent Secretary for delivery of the Group's objectives as set out in the DfC Strategy – Building Inclusive Communities and in the Departmental Business Plan.

The main duties and responsibilities of the post include, but are not restricted to, the following:

- providing strategic leadership and direction as a member of the DfC Top Leadership Team and Departmental Management Board;
- leadership of c.400 staff, and management of a resource budget of c£97m and capital budget of c£18m;
- providing advice and support to the Minister and the Permanent Secretary;
- providing strategic leadership for the development and implementation of a broad range of complex, cross-cutting policies and strategies;
- ensuring the maintenance of effective oversight and working relationships with eleven Arm's Length and other Bodies exercising a diverse range of functions on behalf of the Department;
- overseeing the delivery of large-scale capital programmes and effective provision of grant funding to a diverse range of delivery partners;
- fulfilling the role of Senior Responsible Owner for the Regional Stadia Programme which includes the Casement Park redevelopment project;

- leadership of the provision of a diverse range of services to the public, including access to State Monuments and the National Archive;
- nurturing and sustaining a culture of continuous improvement within the Group and its Arm's Length Bodies; and
- developing and maintaining networks and relationships with key internal and external stakeholders and delivery partners to achieve Departmental outcomes.

Professional Competence

The post holders will have specific responsibility for providing financial assurance to the Minister, the Permanent Secretary (Accounting Officer), senior officials and Departmental Board members.

Given the size of the annual budget and the services the Groups deliver, the post holders are required to apply their professional expertise on a range of complex matters on a daily basis.

In overall terms, the successful candidates will need to have well-developed interpersonal, negotiation and influencing skills and be effective in the management of policy and operational functions involving large numbers of staff. They will also need a high degree of analytical skills to ensure that they are in a position to influence at every level using an evidence base and sound rationale.

Person Specification

ELIGIBILITY CRITERIA

Applicants must demonstrate how they consider their personal skills, qualities and experience evidence their suitability for the roles, with particular reference to the scale, complexity and impact of the key responsibilities and the criteria set out below:

- 1. Experience at a senior management level* of providing engaged strategic leadership and direction in a challenging environment and a proven ability to offer advice, develop solutions and realise outcomes.**
- 2. Evidence at a senior management level* of successful strategic resource management** , delivering value for money, addressing and managing risk, and leading and embedding a culture of good governance in a complex and diverse organisation*** .**
- 3. Evidence at a senior management level* of building effective internal and external partnerships, exercising strategic leadership and influencing skills to deliver shared objectives and corporate outcomes in challenging situations.**
- 4. Evidence at a senior management level* of the ability to provide strategic, evidence-based advice and recommendations and act as an authoritative source during periods of sustained scrutiny and change.**

* Senior management level includes taking decisions affecting the corporate body or organisation within which the individual is working, or personally providing detailed advice at board level on such issues. In the case of existing civil servants, this would normally be at Grade 5 level or equivalent, or above.

** Strategic resource management is defined as a budget of circa £10m and a team of more than 200 people.

*** Complex and diverse organisation is defined as a multidisciplinary organisation delivering a wide range of objectives which require a high level of collaboration and co-ordination with a range of internal and external stakeholders, within budget and time constraints.



Selection Process



APPLICATION SIFT

Only the employment history and eligibility sections will be made available to the selection panel. Applicants should note that if a large number of applications are received, the panel may carry out an initial sift, assessing only information provided against **eligibility criterion 1**. When completing the initial sift, the panel **will not “read across”** application forms to determine eligibility, from evidence detailed under another criterion. For each of those applications satisfying **eligibility criterion 1**, the panel will then consider the written evidence provided against the other criteria, taking forward only those candidates that best meet all criteria. Applicants should therefore provide the necessary relevant evidence against each specific criterion.

SHORTLISTING

Following a sift of all applications, should it be necessary to shortlist candidates to go forward to interview, applications will be scored against **eligibility criterion 1 and eligibility criterion 2** and only those candidates who have demonstrated the best fit for the roles against the criteria will be invited to interview.

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 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 at [Information for Disabled Applicants](#)

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable 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.

PRESENTATION AND INTERVIEW

The selection process will assess candidates against the NICS competency framework at level 6. Information on the NI Civil Service leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).

As part of the selection process candidates will be required to make a presentation lasting no longer than 7 minutes. The title of the presentation will be provided to candidates in the invitation letter to interview. 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 on the interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be assessed against **‘Seeing the Big Picture’** and **‘Leading and Communicating’** competences.

In the interview which follows the presentation, the panel will further assess candidates against the skills and experience set out in the Person Specification, assessing the leadership behaviours of the following competences:

- **Making Effective Decisions**
- **Collaborating and Partnering**
- **Delivering Value for Money**

The panel will score and list those suitable for appointment in order of merit. Candidates need to reach the minimum standard across all competences in the assessment process in order to achieve the pass mark. Should it be necessary, you may be invited to a second stage interview.



THE MERIT PRINCIPLE

In accordance with 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

SELECTION PANEL

Deirdre Toner
Civil Service Commissioner (Chair)

Colum Boyle
Permanent Secretary, Department for Communities

Neil Gibson
Permanent Secretary, Department of Finance

TIMETABLE

Date	Stage
29th April 2024	Advertise
17th May 2024	Closing date for applications
10th June 2024	Sift and shortlisting
25th and 28th June 2024	Interview

Dates are indicative and may be subject to change.

Interviews will take place in Clare House, 303 Airport Road West, Belfast, BT3 9ED.



Terms and Conditions

This competition will be used to fill two full time vacancies, with the successful candidates being allocated to posts by the Department.

These are permanent appointments to the Senior Civil Service (SCS), the Civil Service top leadership and management resource.

Further appointments may be made during the lifetime of the competition (which is one year), should SCS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

SECONDMENT

Alternatively, these posts may be filled by secondment of the successful candidates from their current employer. “Secondment” means a voluntary transfer from a permanent employer for a fixed period, which does not sever the employment relationship of the person seconded with the permanent employer. The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate’s current terms and conditions of service.

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

LOCATION

The posts will be based at Causeway Exchange, 1-7 Bedford Street, Belfast. Flexibility on working from home arrangements will be considered by the Department, in line with the NICS ‘Hybrid Working Policy’ and business needs.

SALARY

Salary will be within the range £96,722 - £108,118 (under review).

The successful candidates can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if they have exceptionally relevant skills/experience. If the successful candidate is an existing member of the NI Civil Service (NICS), starting pay on transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for these posts in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of Departments. It is a condition attaching to the appointment to any SCS post in NI that appointees agree to these disclosure requirements.



Terms and Conditions



PENSIONS

We offer all employees an attractive pension package providing a range of valuable benefits both for the member and their dependants, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependants' benefits and scope to top up pension through buying added pension.

The current employer contribution is 34.2% of salary and the employee contribution is 7.35% of salary between £58,000.00 and £153,299.99.

More details can be obtained from the website www.finance-ni.gov.uk/civilservicepensions-ni or if you are unable to access the website please contact Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry, BT47 6FP

Tel: 02871 319000

Email: espensions@finance-ni.gov.uk

HOLIDAYS

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

HOURS OF WORK

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

TRAVEL

Access to a form of transport will be required in order to fulfil the responsibilities of these posts. Travel throughout NI will be required on a regular basis and travel outside of NI is likely to be required on an occasional basis.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for these posts is **Security Check (SC)**.

PROBATION

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one year. If performance, conduct or attendance during this period is not satisfactory, the appointment may be terminated. Existing NICS staff who have successfully completed a probationary period will not be required to serve a further probationary period.

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.

Terms and Conditions



CONFLICT OF INTEREST

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

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

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment. To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](#)

FURTHER INFORMATION

For an informal and confidential discussion about any aspect of these roles, or the recruitment process, please contact Mark O'Donnell at Mark.O'Donnell@communities-ni.gov.uk

If you or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

How to Apply

Please register to this vacancy and complete an online application form via www.nicsrecruitment.org.uk.

PLEASE NOTE:

- 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:

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email recruitment@hrconnect.ni.gov.uk

Should you require it, you can 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.

The closing date for receipt of completed applications is 12 noon (UK time) on Friday 17th May 2024.



Further Information



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

CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS

HRConnect will issue electronic competition communications. Please check your email account regularly, 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.

Please ensure you inform HRConnect immediately of any changes in personal circumstances.

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.

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.

DOCUMENTATION

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Further Information



RIGHT TO WORK AND NATIONALITY REQUIREMENTS

We 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. You must therefore be:

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

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk

SECURITY

For this post in the NICS the level of vetting is **Security Check (SC)**. For this check you will be required to provide the following:

1. Baseline Personnel Security Standard

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

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

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

HRConnect will contact you and organise for an SC to be carried out by Defence Business Services, National Security Vetting.

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

Further Information

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.

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.

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

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

FEEDBACK

We are 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 at each stage of the recruitment process.

THIS CANDIDATE INFORMATION BOOKLET DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT





Northern Ireland

Civil Service

**Thank you for
your interest
in these roles**

This is an amazing opportunity for you to be a leader in the NICS. If you are passionate about making a positive impact to peoples lives, then we would love to hear from you.

