



Northern Ireland

Civil Service

Senior Civil Service - Permanent Secretary Roles

£124,834 - £142,418 (under review)

IRC296217

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Thursday 21 December 2023.**

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

Candidate Information Booklet



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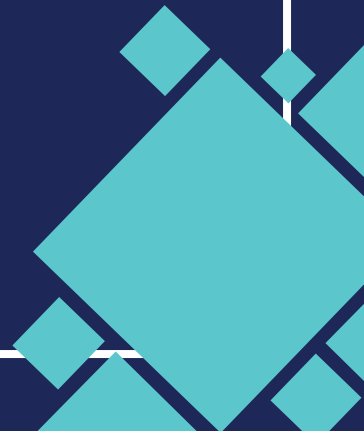
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Foreword from the Head of Civil Service

I am delighted you are considering applying for a Permanent Secretary role in the Northern Ireland Civil Service.

I am looking for dynamic and resilient leaders who want to make a positive contribution to the Civil Service and to this place and its people.

Much has been achieved during 25 years of peace, but there is still more to do, so that every person, every business and every place benefits. As a Permanent Secretary, you will have a unique opportunity to support the NI Executive, when it returns, in defining the next 25 years and beyond. You will play a pivotal role in developing policies which will support Ministerial priorities as well as transforming the delivery of public services.

These are demanding but rewarding positions which are focused on making a real and positive difference to people's lives today and tomorrow. They are also highly challenging roles, particularly in leading a department at a time of significant budgetary pressures amidst a cost-of-living crisis. You need to be ambitious for this place, confident about what can be achieved and innovative and collaborative in your approach, with a proven track record of delivery, decision making and an ability to develop strong partnerships within an organisation and with stakeholders.

As a Permanent Secretary, you will be a key member of my senior team and will be a critical part of shaping our organisation. You will make the Civil Service a great place to work, inspiring our people to create and deliver policies and improve services for everyone who lives here.

You will bring experience of engaged leadership and senior management achievements, equipped to enhance an inclusive culture for effective teamwork and making sense of organisational challenges. You will be prepared to challenge the status quo and drive sustained change in support of a wider civil service renewal programme.

We are proud of the service we provide to the people of NI and we're learning and adapting all the time. If you are looking for a job where the ambit of the organisation stretches from high level strategy to detailed co-ordination and delivery, and you have the experience, drive and determination we are looking for, I do hope that you will apply.

A handwritten signature in black ink that reads "Jayne Brady".

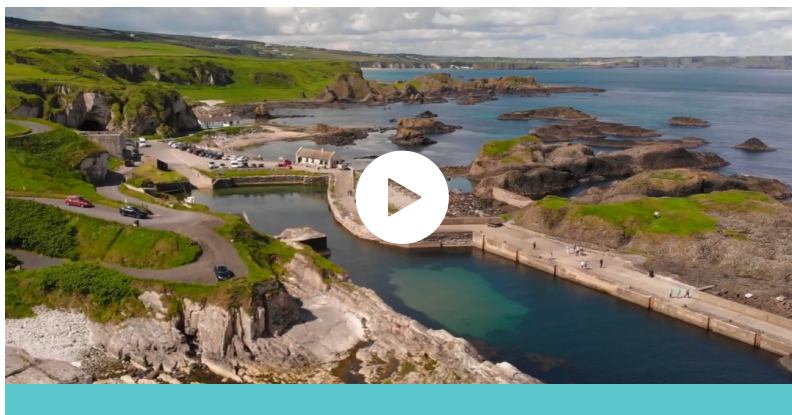
Jayne Brady
HEAD OF CIVIL SERVICE



Our Vision

We want the Civil Service to be an organisation where everyone plays an active part in improving the lives of people in NI. People, Planet, Prosperity is our giant concept for igniting genuine transformation. It is a clear path to improved social and economic wellbeing for everyone in NI and our contribution to a sustainable world.

In the last 25 years NI has come a long way. This two minute video reflects our journey to date, addresses our unique challenges, celebrates what makes us so great and inspires audiences to invest in supporting our mission to transform our future for lasting generational change.



We've achieved a lot, but even after 25 years of peace and stability, our task of meeting the needs of people and communities who continue to experience the effects of the conflict, is far from complete. United in vision, mission and focus, we are at a pivotal moment in time to truly transform the future for lasting, generational change. We have a bold plan for NI as one of the most elite, advanced small economies in the world. A place where everyone will have the best possible opportunities in life with well-paid and fulfilling employment, while transforming and decarbonising our economy.

To get there we will focus on innovation, inclusivity and sustainability. Propelling areas where we already have real strengths. Making catalytic signature projects a reality. Stabilising and transforming public services. Creating higher value jobs and ensuring that the economic gains benefit every person, every business and every place. With the chance to make generational change a reality.

This is your invitation to be part of real change; a giant opportunity – for our People, our Planet and our Prosperity.



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

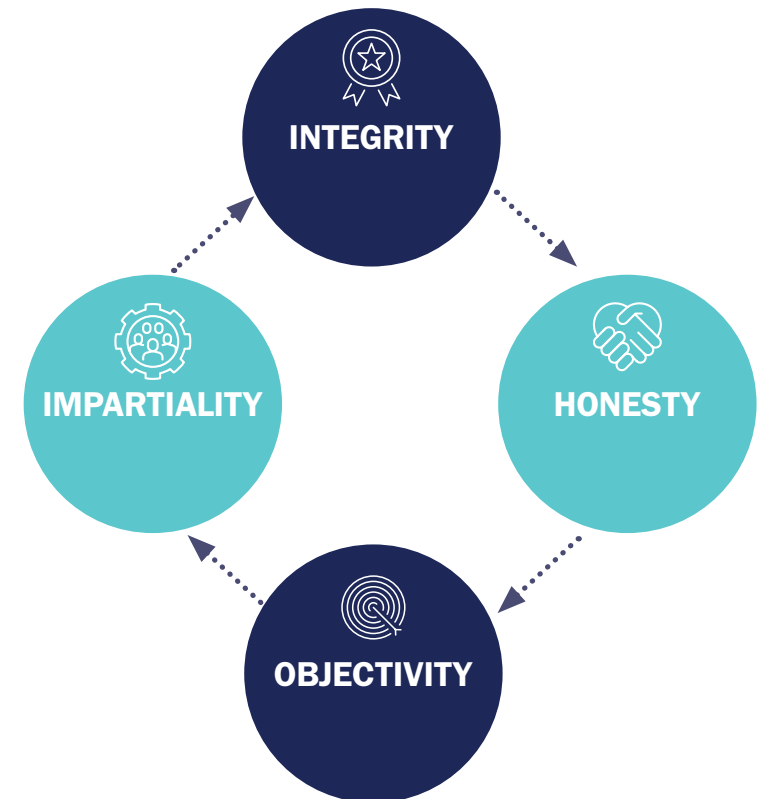
To ensure the best possible service to Ministers and the public, we have a permanent, non-political Civil Service. Civil servants are appointed on merit by fair and open competition, and we uphold the four core values of **integrity, honesty, objectivity and impartiality.**

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 ORGANISATION



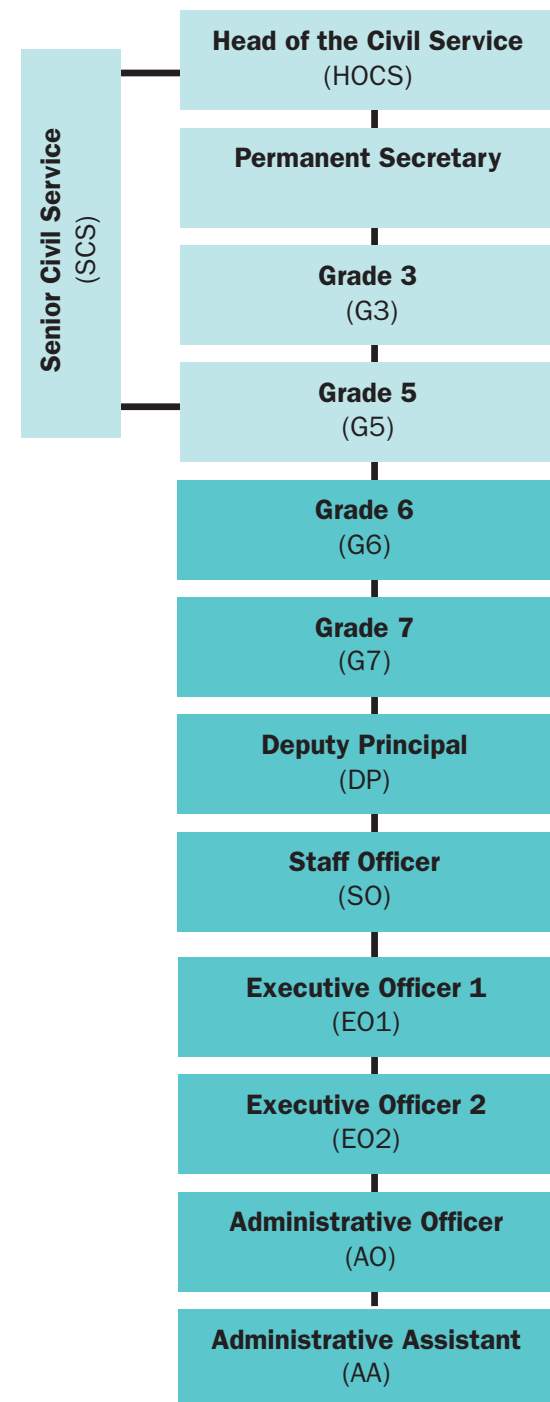
OUR ORGANISATION



- We support the Assembly, the Executive and the institutions of government. We work to develop and implement government policies and help deliver services to the public.
- As one of NI's largest employers, we employ 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 the region of £20 billion.
- We have **nine departments** (which range from around 300 to over 7000 staff in post) which support the NI Executive and Ministers 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**.
- **NICS Board** provide collective advice in support of the Executive as a whole, through the Head of the Civil Service, including on the creation of the Programme for Government and the creation and delivery of the organisation's transformation and development programme. It is a forum for discussion and agreement on a collective approach on cross-departmental and system-wide operational or governance issues. The Board provides collective leadership to the NICS as a whole.

More information can be found on the website

www.nidirect.gov.uk



THE EXECUTIVE OFFICE

TEO's overall aim is to contribute to and oversee the co-ordination of Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society. The department sponsors Arm's Length Bodies, including:

- Commission for Victims and Survivors in NI
- The Equality Commission for NI
- Strategic Investment Board Limited
- NI Community Relations Council
- NI Judicial Appointments Commission
- Attorney General for NI
- Victims' Payments Board
- Historical Institutional Abuse Redress Board.

With over 400 staff, TEO has a Resource Budget of £181.8m and a Capital Budget of £12m.

www.executiveoffice-ni.gov.uk

DEPARTMENT OF EDUCATION

DE's primary statutory duty is to promote the education of the people of NI and to ensure the effective implementation of education policy. It's main statutory areas of responsibility are early years (0-4) provision, primary, post-primary and special education and the youth service. The department has responsibility for the Education and Training Inspectorate. Arm's Length Bodies sponsored by DE include:

- Education Authority
- NI Council for Integrated Education
- NI Council for the Curriculum, Examinations and Assessment
- Comhairle na Gaelscolaíochta
- Council for Catholic Maintained Schools

With over 550 staff, DE has a Resource Budget of £2,576.5m and a Capital Budget of £218.6m.

www.education-ni.gov.uk

DEPARTMENT FOR THE ECONOMY

DfE's policies and programmes are aimed at promoting a competitive, sustainable and inclusive economy through investment in skills, economic infrastructure, research and innovation and business development. The department's partner bodies include: Invest NI, NI Screen, Tourism NI, Tourism Ireland, InterTradeIreland, Belfast Metropolitan College (BMC), Construction Industry Training Board (CITB) NI, Ulster University and Queen's University Belfast.

DfE also has partner bodies with statutory responsibilities fundamental to the operation of our economy and labour market, including: Consumer Council for NI, Labour Relations Agency (LRA), Health and Safety Executive for NI (HSENI), Office of the Industrial Tribunal and Fair Employment Tribunal (OITFET).

With over 1200 staff, DfE has a Resource Budget of £772m and a Capital Budget of £245.9m.

www.economy-ni.gov.uk

DEPARTMENT OF FINANCE

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Civil Service departments eg. human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement. The department provides the Civil Service and other public bodies with money, staff, professional services and business support systems, helping them to deliver excellent, value for money public services. NI Research and Statistics Agency (NISRA) is an agency of DoF.

With over 3,400 staff, DoF has a Resource Budget of £147.5m and a Capital Budget of £37.9m.

www.finance-ni.gov.uk

DEPARTMENT OF HEALTH

DoH leads on a major programme of cross-government action to improve the health, well-being and safety of the NI population. Its core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management. With responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning, DoH works with a number of bodies including Health and Social Care Trusts, Business Services Organisation and the Public Health Agency.

With over 630 staff, DoH has a Resource Budget of £7,300.9m and a Capital Budget of £468.6m.

www.health-ni.gov.uk

DEPARTMENT OF JUSTICE

DoJ has a range of powers relating to devolved policing and justice functions. It is responsible for the resourcing, legislative and policy framework of the NI justice system. DoJ has 5 agencies: NI Prison Service, NI Courts and Tribunals Services, Forensic Science, Youth Justice and Legal Services.

DoJ sponsors Non-departmental Public Bodies affiliated with policing and justice, including: Criminal Justice Inspection NI (CJINI), NI Policing Board (NIPB), Office of the Police Ombudsman for NI (OPONI), Police Service of NI (PSNI) and PSNI Police Pensions and Probation Board for NI (PBNI).

With over 3,300 staff, DoJ has a Resource Budget of £1,156.7m and a Capital Budget of £128.8m.

www.justice-ni.gov.uk



DEPARTMENT FOR INFRASTRUCTURE

DfI is responsible for the maintenance, development and planning of critical infrastructure in NI. Through its focus on water, transport and planning, the department seeks to manage and protect over £32bn of public assets that improve people's quality of life, reduce our impact on the planet by living sustainability and decarbonising key services, and building prosperity by driving inclusive productivity. DfI is also responsible for the Driver & Vehicle Agency, NI Water, NI Trust Ports and and sponsors the NI Transport Holding Company, which delivers the public transport network.

With over 2,900 staff, DfI has a Resource Budget of £523.4m and a Capital Budget of £792.4m.

www.infrastructure-ni.gov.uk



DEPARTMENT FOR COMMUNITIES

DfC has responsibility for housing, disability, promoting employment, Social Security Benefits, pensions, sports, arts, culture and heritage, languages, regeneration, voluntary sector development and child maintenance. The department's work and programmes focus on supporting the most vulnerable in society to tackle poverty, disadvantage and inequality ensuring that our people benefit from renewed and revitalised communities. DfC is supported to deliver its services by Arm's Length Bodies and stakeholder groups including NI Housing Executive, Arts Council of NI, Sport NI and the NI Commissioner for Children and Young People.

With over 7,300 staff, DfC has a Resource Budget of £861.6m and a Capital Budget of £216.1m.

www.communities-ni.gov.uk



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 NI. DAERA has an executive agency, the Northern Ireland Environment Agency (NIEA) and is accountable for one Public Corporation (Forest Service). The department also sponsors Arm's Length Bodies, including: Agri-food and Biosciences Institute (AFBI), Council for Nature Conservation and the Countryside (CNCC), Livestock and Meat Commission (LMC) and Northern Ireland Fisheries Harbour Authority (NIFHA).

With over 3,400 staff, DAERA has a Resource Budget of £579.8m and a Capital Budget of £115.7m.

www.daera-ni.gov.uk

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.



The Permanent Secretary Role

There are currently two Permanent Secretary vacancies to be filled, ie. in the Department for the Economy (DfE) and The Executive Office (TEO). Applicants should, however, be prepared to work in any department and location.

SALARY

The salary scale is £124,834 - £142,418 (under review). You should expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be considered if you have exceptionally relevant skills/experience.

If successful and you are already an NICS civil servant, starting pay on transfer to a new substantive grade will apply.

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

JOB DESCRIPTION

You will provide leadership, vision and drive and act collaboratively to deliver NICS corporate aims and departmental objectives:

- Senior Adviser to an individual Minister, and to the entire NI Executive via the NICS Board, on the working of NI government on a daily and weekly basis, developing and delivering on policy.

- Making an effective contribution to the collective leadership and management of the NICS as an executive member of the NICS Board, facilitating the development of Ministerial and Executive strategic policy making over the medium and long-term.
- Role modelling the desired leadership behaviours and creating the culture and conditions to empower people to work across organisational boundaries, in multi-disciplinary teams, in service of our strategic priorities.
- Providing assurance that strategic risks are identified and managed and where appropriate escalated and shared with Senior Stakeholders, including Ministerial teams.
- Accounting to the NI Assembly (through the Public Accounts Committee) for the sound management of risk and public funds in an individual department, as Principal Accounting Officer for that department.
- Developing collaborative, strategic and sustainable partnerships working across departments, dealing with the most complex issues, sharing best practice and deploying shared services.
- Leading and managing people and business in an NICS department, developing a culture which is able to build, attract and retain talent across the organisation.
- Delivering outcomes and innovation and driving better public services, reporting directly to the Head of the Civil Service (HOCS) as your line manager.
- Representing the NICS externally and engaging with a wide range of stakeholders.
- Embodying the central importance of propriety and ethics throughout the NICS.



Person Specification

PERSON SPECIFICATION - SETTING DIRECTION, ENGAGING PEOPLE, DELIVERING RESULTS

You will need to be able to show, through your application and at interview, that you have a breadth and depth of experience and personal qualities for this post, as well as the leadership skills to succeed at Permanent Secretary level in the Senior Civil Service.

Please demonstrate how you meet the following essential criteria:

1. Setting Direction:

Effective, sense-making, strategic analysis of organisational risks and opportunities for innovation.

2. Setting Direction/Engaging People:

Successful brokering of stakeholder relationships, influencing and negotiating in a context of uncertainty and change.

3. Engaging People:

Motivational, inclusive and compassionate leadership with high personal impact, developing a sense of corporate ambition.

4. Delivering Results:

Successful management and delivery of challenging outcomes under scrutiny and pressure, with tenacity and resilience.

5. Delivering Results:

Effective delivery of value for money in investment, administration and expenditure.

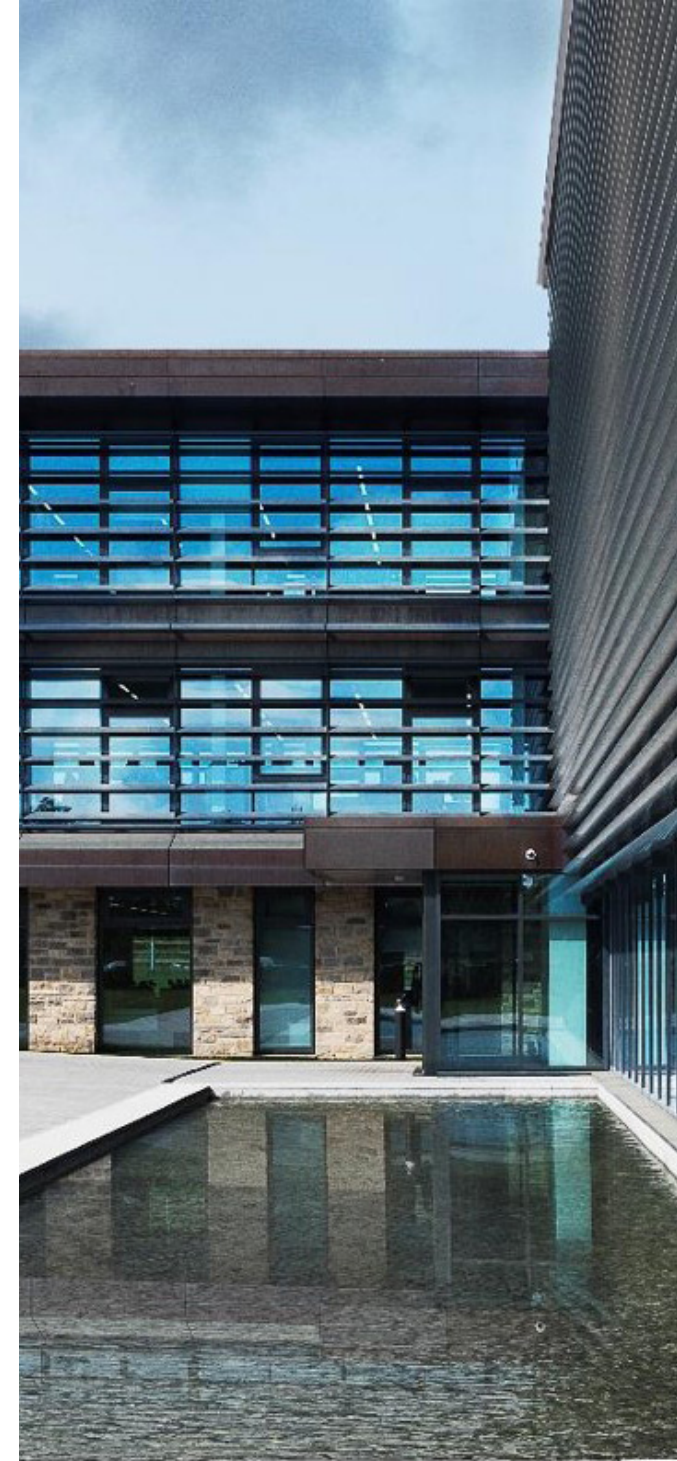


Recruitment

THE MERIT PRINCIPLE

The selection process will be chaired in accordance with the Civil Service Commissioners' Recruitment Code, providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition (known as the merit principle). Commissioners have a statutory duty to safeguard the merit principle while the NICS has a duty to comply with the merit principle.

For all Senior Civil Service recruitment exercises, the Commissioners' discharge their responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel. Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org



Steps in the Application Process



HOW TO APPLY

Please register to vacancy IRC296217 and complete an online application form via the NICS recruitment website www.nicsrecruitment.org.uk.

Your application will include a section on career history and a supporting statement (maximum 1,500 words) explaining how you consider your personal skills, qualities and experience meet the Person Specification for the Permanent Secretary role.

You will also need to complete a conflict of interest form. More details about this can be found here under FAQs on page 25.

The closing date for receipt of completed application forms is 12 noon (UK time) on Thursday 21 December.

APPLICATION AND SELECTION

Throughout the process, candidates will be tested against the skills and experience set out under the Person Specification and will be expected to demonstrate the leadership behaviours of the NICS competency framework: Setting Direction, Engaging People and Delivering Results.

Information on the NICS leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).

INITIAL SIFT

Only the career history and personal statement sections of your application will be made available for sifting purposes. After the closing date, a sift of all applications will be carried out by NICSHR. Applications which do not provide the necessary detailed information in relation to career history, or which fail to show sufficient evidence of suitability for the role within the personal statement, will be highlighted to the panel who will review and make the final decision on all applications.

PANEL SIFT AND SHORTLIST

Following a sift of all applications, a shortlist of candidates for assessment and interview will be prepared by the panel. Applications will be carefully considered and scored, and only those candidates who have demonstrated the best fit for the role against the criteria will be taken forward to the next stage of the process.

ASSESSMENT

If you are shortlisted, you will be asked to undergo a psychometric test and interview with an independent occupational psychologist, followed by a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview with the appointed panel. Full details of the assessment process will be made available to shortlisted candidates.

Steps in the Application Process



INTERVIEW

You will also be invited to attend a face to face interview, at which you will give a short presentation (the subject of which candidates will be informed on the day). The interview panel will be chaired by **Lesley Carroll** (Civil Service Commissioner) who will be supported by an additional four panel members: **Jayne Brady, Head of the NI Civil Service, John-Paul Marks, Permanent Secretary to the Scottish Government, and Patrick Magee and Laura McKeaveney, Non Executive Directors, NICS Board.** Interviews will take place in Stormont Castle, Belfast.

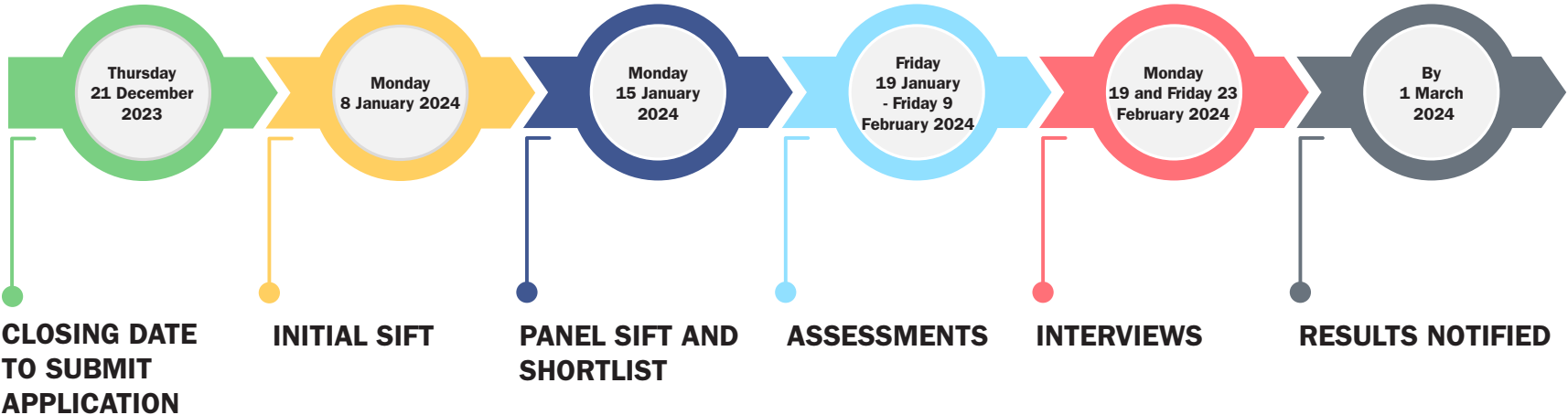
RESULTS

These will be issued by our shared service provider, HRConnect, after approvals from the Office of the Civil Service Commissioners. The panel will list those suitable for appointment in order of merit, with the highest scoring candidate ranked first. A reserve list will be held for up to 12 months, which we may use to fill future vacancies at Permanent Secretary level.

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. Feedback at sift/shortlisting will be communicated automatically to those candidates who fail to satisfy any criterion. All requests for feedback are welcome.

Indicative timeline



Please note that these dates are only indicative at this stage and could be subject to change.

What we will offer to you

We want you to build a really successful career within your allocated department and the wider NICS. As a Civil Service employee, you'll be entitled to a large range of benefits:

- ✓ The opportunity as a Senior Civil Servant to play a key leadership role inspiring, influencing and shaping future government services and policy in NI.
- ✓ A wide ranging and varied career. While you will be appointed initially to a specific department, you may move to a Permanent Secretary post in another department in line with business needs.
- ✓ The option to request to join us on secondment terms. "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. A secondment would be on your current employer's terms and conditions of service and you would remain an employee of your current employer.
- ✓ New ways of working – we provide flexible ways of working including a blend of home and office working, whilst enabling the business to operate at maximum efficiency.
- ✓ Generous annual leave allowance - 30 days' annual leave on entry. This is in addition to 12 public and privilege holidays.
- ✓ Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers.
- ✓ Occupational sick pay.



Pension Package

An attractive **pension package** providing a range of valuable benefits, providing peace of mind when it comes to planning for future retirement.



Great member pension

- ✓ Main Defined Benefit Pension Scheme
- ✓ Providing a secure pension payable for life with no investment uncertainty
- ✓ Choice of a tax free lump sum
- ✓ Generous build rate of 2.32% of your earnings as a pension each year
- ✓ Choice of entering a Defined Contribution Scheme



What pension could you get?

- ✓ For example if you earned £124,834 per year and remained in the Defined Benefit Scheme
- ✓ After 10 years you could have a pension of £28,960 pa which represents a Lifetime Allowance of circa 54%



Generous employer contributions

- ✓ Employer Contribution towards the main Defined Benefit pension scheme is extremely generous with an average 29.9% of your pay. (34.2% for salaries of £58,700.00 and above)
- ✓ Employer Contribution towards the Defined Contribution Scheme is between 8% - 14.75% depending on age



Main Scheme Death benefits

- ✓ Able to nominate anyone (including charities) for a Tax free lump sum in the event of your death
- ✓ Lump Sum of up to two times your pay
- ✓ Main Scheme provides a Pension for your spouse/partner of around 37.5% of your pension as well as pension for eligible children

Can I get assistance if required with my 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 NI 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.

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.

What reasonable adjustments can be made if I have a disability?



We are committed to making reasonable adjustments to support applicants with disability and ensure that you are not disadvantaged in the recruitment and assessment process. 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 as above.

As part of our commitment to the employment of people with disability, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure applicants with disability, 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.



FAQS

How will my personal data be managed? +

NICSHR are committed to protecting your privacy. HRConnect, our shared service provider, manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

How will I be contacted about my application? +

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.

What is Equal Opportunity Monitoring? +

The NICS is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit. The Equal Opportunities monitoring section of the application form is required in order to apply.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the Department of Finance website www.finance-ni.gov.uk.

Can I claim back any expenses incurred during the recruitment process? +

No. Unfortunately we will not be able to reimburse you.



FAQS

Are these permanent appointments? +

Yes, both posts are being offered on a permanent basis. Consideration will, however be given to secondment from your 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. All parties will agree the duration and all administration arrangements prior to the start of any secondment. A secondment would be on your current employer’s terms and conditions of service and you would remain an employee of your current employer.

Are the roles suitable for part-time working? +

These are full-time roles. The normal conditioned hours of work are 37 hours net per week Monday to Friday, however as with all Senior Civil Service appointments, you will be required to work outside the normal conditioned hours, where necessary, to meet the demands of the role.

Where will I work? +

Department HQs are in Belfast city centre, Stormont Estate, Greater Belfast, Bangor and Ballykelly. The NICS is committed to promoting flexible ways of working, whilst enabling the business to operate at maximum efficiency. Hybrid working is available but, recognising the senior leadership role they carry, the successful candidates will be expected to be visible and available in the workplace. You can expect colleagues to work from a blend of locations, including working at home.

Will the roles involve travel? +

Yes, travel throughout NI will be required on a regular basis and travel nationally and internationally will be a feature of the posts.



Is there a security vetting process?



An appointment will be dependent on you satisfying the vetting requirements for the post. The level of vetting required for these posts is Security Check. 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 a Security Check 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 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.

What are the nationality requirements to be able to work in NICS?



We must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Further guidance on Nationality requirements is available under the Useful Information quick link via www.nicsrecruitment.org.uk.

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment. You should ensure that the required documents are readily available.



FAQS

Is there a probationary period?



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.

What is a 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.

To protect employees and their department from public criticism, it will be mandatory for successful candidates to complete a Conflict of Interest form both at application stage and also a declaration on appointment.

The successful candidates will also be required to sign a Register of Interests. 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 \(finance-ni.gov.uk\)](#)

How can I get further Information?



For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Catherine Shannon.

Email: catherine.shannon@finance-ni.gov.uk

Telephone: 02890 251817



The NICS is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace and welcome applications from all suitably experienced persons. Applications will be considered strictly on the basis of merit.

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





Northern Ireland

Civil Service

**Thank you for
your interest
in this role**

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

