



The
Executive Office

www.executiveoffice-ni.gov.uk

Candidate Information Booklet

IRC267680

NON-JUDICIAL MEMBER

- **HISTORICAL INSTITUTIONAL ABUSE REDRESS BOARD**

**Completed Application Forms
must be returned to HRConnect no
later than 12:00 noon (UK Time)**

on

Friday 30th September 2022

You are advised to download a copy of this booklet for future reference as it will no longer be available online after the above date. The booklet can be requested in alternative formats by contacting HRConnect on **0800 1 300 330** or via email to recruitment@hrconnect.nigov.net

Welcome

Thank you for your interest in applying for the post of Non-Judicial Member Historical Institutional Abuse Redress Board.

This Candidate Information Booklet has been produced to guide you in providing the relevant information when completing the application form for the post of Non-Judicial Member Historical Institutional Abuse Redress Board. It sets out the details of the post, the selection criteria and how to complete the application form. It is recommended that you read this information carefully before completing the application form.

These documents are a memorandum and should not be taken as constituting conditions of appointment.

We also recommend applicants to read the 'Public Appointments Guide' which provides an overview of Public Appointments in Northern Ireland and helpful information for those wishing to apply.

<https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf>

Management of this Competition

This competition is being managed by HRConnect on behalf of The Executive Office (TEO). HRConnect will issue electronically as many competition communications as possible should you provide your e-mail address as part of your application; you should therefore check your email account (including Junk folder) to make sure that you don't miss any important communications in relation to this competition. However, it may be necessary to issue some correspondence by hard copy mail.

Equal Opportunities Monitoring

The Northern Ireland Civil Service (NICS) is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning the monitoring form as part of your application would be appreciated. Please note the information you provide in the monitoring form will be detached from the information on the application form, held separately and will not be available to selection panels or to anyone else involved in the selection process. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence.

Privacy Notice

Your privacy is important to us and The Executive Office will process your personal data in line with the requirements of the Data Protection Act 2018 – General Data Protection Regulation (GDPR). A Copy of The Executive Office Privacy Notices is available on the TEO websites at <https://www.executiveoffice-ni.gov.uk/teo-privacy-notice>

CONTENTS OF THIS PACK

Section 1	Introduction and Background
Section 2	Role Profile
Section 3	Selection Criteria
Section 4	Application and Selection Process
Section 5	Probity and Conflicts of Interest
Section 6	Complaints and Queries
Annex A	Interview Guidance
Annex B	Probity & Conflicts of Interest – Guidance for Candidates
Annex C	Equality, Diversity and Inclusion

KEY APPOINTMENT PROCESS STAGES

Stage in Process	Timescale
Closing Date for Applications	Friday 30 th September 2022
Eligibility sift	17th October 2022
Interviews	7 th , 8 th , 10 th November 2022

Section 1 – Introduction and Background

The Executive Office

1. The Executive Office (TEO), previously the Office of the First Minister and deputy First Minister (OFMDFM), was created on 9 May 2016 as part of the implementation of actions emanating from the Fresh Start Agreement. The vision of TEO is to build a peaceful and prosperous society with respect for the rule of law, where everyone can enjoy a better quality of life now and in years to come. Underpinning this vision, the overall aim of TEO is to contribute to and oversee the co-ordination of Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society.

2. TEO's vision and aim are supported through the following key functions and objectives:
 - The effective operation of the institutions of government in the delivery of an agreed Programme for Government (PfG);
 - Delivering the Executive's Good Relations strategy: Together: Building a United Community (T:BUC);
 - Tackling disadvantage and promoting equality of opportunity; and
 - Driving investment and sustainable development, including promotion of the Executive's policy interests internationally.

TEO's responsibilities include the Executive's overall response to the Historical Institutional Abuse Inquiry (HIAI).

Strategic Policy, Equality & Good Relations Directorate

3. The Good Relations & Inclusion Directorate within TEO is responsible for Victims and Survivors. The Historical Institutional Abuse Implementation Team is located within this area of the Directorate.

The Historical Institutional Abuse Inquiry

4. The HIA Inquiry Report (Hart Report) was published on 20 January 2017. One of the substantial and overarching recommendations made relates to the establishment of a Redress Board to consider entitlement to compensation for children who were resident in certain institutions in Northern Ireland. The detail around the responsibilities of the Redress Board make it clear that applications for compensation will be determined on behalf of the Redress Board by a panel consisting of one judicial and two non-judicial members.

The Redress Board

5. The Historical Institutional Abuse (NI) Act 2019 (the Act) became law on 5 November 2019 and is the legal authority to establish the Redress Board. The Historical Institutional Abuse Redress Board (Applications and Appeals) Rules (NI) 2020 came into force on 31 March 2020 and is defined as a body corporate and operates under a Partnership Agreement between the Redress Board and the Executive Office.
6. Under the Act the Lord/Lady Chief Justice of Northern Ireland has responsibility for the appointment of the President of the Historical Institutional Abuse Redress Board and the judicial members of the Redress Board.
7. TEO is to appoint such number of persons to serve as the other members of the Board as it considers necessary.
8. The President is responsible for the effective and efficient discharge of the functions of the Redress Board.
9. Members of the Redress Board will be appointed by the President to a panel consisting of one judicial member, who is to be the chair of the panel, and two non-judicial members to determine an application for compensation. Panels have been operating since 31 March 2020 and consist of two interim non-judicial members who will remain until permanent appointments are made.

Section 2 - Role Profile

[Click here](#) to see the full Historical Institutional Abuse (Northern Ireland) Act 2019 (HIANI Act 2019)

[Click here](#) to see the full Historical Institutional Abuse Redress Board (Applications and Appeals) Rules (Northern Ireland) 2020

10. The Non-Judicial Members of the Historical Institutional Abuse Redress Board will be appointed under the Historical Institutional Abuse (NI) Act 2019.

11. As a member of a Redress Board panel you will be responsible for:

- determining –
 - whether compensation should be awarded on the application, and
 - if so, the amount of compensation that should be awarded;

- determining an application for compensation on the basis of –
 - any material provided in support of the application,
 - any material provided in response to a request by the panel,
 - any evidence admitted under section 9 (subsection 3) of the Act 2019 or given in a hearing directed under that subsection,
 - any evidence provided or given pursuant to a notice under subsection 10,
 - any advice from an advisor appointed under subsection 11, and
 - any other material which the panel considers relevant.

In discharging the above role a non-judicial member will be required, in advance of the panel session, or in exceptional circumstances by way of an oral hearing to read and assimilate the panel papers, including the study of substantial amounts of complex documentary evidence.

The panel member will, following the panel session, assist the judicial member in the preparation of the panel's Summary of Reasons underpinning the panel's determination or the issue of panel directions required to progress the application.

As a member of the Redress Board you may be appointed by the President to serve on any committee established to provide advice to the President or the Redress Board.

As a member of the Redress Board you may be appointed as a member of the Redress Board Management Board, which has responsibility for providing strategic leadership to the Redress Board and its members.

Non-judicial members of the Redress Board will be required to comply with all of the policies and procedures of the Redress Board.

Redress Board panels will for the foreseeable future continue to meet virtually and determine applications by accessing digital application files prepared by Redress Board administrators. It is possible however that going forward there will be a need for non-judicial members to partake in face-to-face meetings and training in Belfast.

Accountable

12. In undertaking the above role you will be accountable to the President of the Redress Board.

Briefing/Training

13. Appropriate background briefing and any appropriate training will be provided by the Redress Board to new appointees.

Remuneration & Expenses

14. Non-judicial members of the Redress Board are not employees of TEO, however, will be treated as a non-executive appointee and, for the purposes of payroll and expenses only, will be regarded as a 'post holder' within Department of Justice (DoJ).

This post does not include any entitlement to paid annual leave or sick leave.

A daily rate of £435.00 will be paid in respect of each panel sitting. The number of applications for redress to be considered at each sitting will be at the discretion of the President of the Board. The rate is intended to cover the non-judicial panel member's

reading of the panel file in advance of the panel session and assisting the judicial chair in preparing the Summary of Reasons. It also covers directions made by the panel in respect of the applications they have considered.

To ensure the effective and efficient discharge of the functions of the Redress Board the number of applications considered by a panel will be kept under review by the President of the Redress Board. In exceptional circumstances the President of the Redress Board or panel chair may direct that the panel will determine more than 4 applications.

Non-judicial members will also be remunerated in respect of their attendance at HIA Redress Board Training Committee related business and training events either organised or recommended by the HIA Redress Board. Attendance of up to and including four hours at such events will entitle non-judicial members to half of the daily rate figure with attendance beyond four hours entitling the remuneration of the full daily rate.

Subject to the workload of the Redress Board, panel members are expected to be available to sit a minimum of six days each calendar month. However, this does not guarantee that a member will be appointed to six panel sitting days each calendar month.

If a planned Redress Board panel session is cancelled less than two working days before the session a panel member will receive the normal daily fee rate.

You may not work more than 220 days in any 12 month period, commencing on date of appointment, without the prior approval of the Director of Good Relations & Inclusion Directorate in The Executive Office.

15. The Historical Institutional Abuse Redress Board is located at Headline Building, 10-14 Victoria Street Belfast BT1 3GG. Panels are currently encouraged to work remotely. Following appointment however, if business needs require, reasonable travel and subsistence expenses incurred within UK and Republic of Ireland will be

payable at Northern Ireland Civil Service (NICS) rates. Travel and subsistence payments will be paid in line with Northern Ireland Civil Service (NICS) policy.

Period of Appointment

16. Redress Board members are appointed for a period of up to 5 years. It should be noted that TEO may give notice to terminate the appointment at any time. If you decide to end your appointment earlier, a minimum of 3 months' notice will be required.

Code of Conduct

17. Although not an employee of the Department and therefore not a Civil Servant, the general principles of the [Civil Service Code](#) will apply to the panel member on appointment. The high standards of corporate and personal conduct required are described more fully in the Code.

Performance Assessment

18. There will be annual assessments of the individual non-judicial panel members of the Redress Board performance by the President throughout the period of appointment.

Section 3 – Selection Criteria

Background

19. A criteria-based selection procedure will be used in this appointment process.

20. Applicants are required to demonstrate on their application form and if invited for interview, how they specifically meet the selection criteria and demonstrate that they have the necessary skills, knowledge, experience and qualities required specifying timelines as appropriate.

21. As these posts are for **non-judicial** panel members it is essential that the one judicial panel member is supported by two Ordinary (Lay) Members. Therefore anyone who is legally qualified would be considered unsuitable for this position.

If you *worked in any ** Institution within the Terms of Reference of the Inquiry into Historical Institutional Childhood Abuse between 1922 and 1995 inclusive you would also be considered unsuitable for this position.

* This could include employment, volunteering, work experience, placement or apprenticeship.

If you have had any connection with any Institution during this period you are required to declare this in the Conflict Of Interest Section of the application form.

**'Institution' is defined in section 2(3) of the Historical Institutional Abuse (Northern Ireland) Act 2019 as “ a body, society or organisation with responsibility for the care, health and welfare of children, provided residential accommodation for children, took decisions about them and made provision for their day-to-day care.”

22. Should you confirm in your application form that you are legally qualified or you have worked in any Institution investigated by the Inquiry into Historical Institutional Abuse 1922 and 1995 inclusive you will not be eligible to progress in this competition and your application will be withdrawn.

23. Applicants are limited to a maximum of 3,700 characters **per criterion**.

Selection Criteria

24. For the purpose of this appointment a person must have a professional qualification*** or experience in the field of health and social care which the Executive Office considers relevant. They must have at least three years post professional qualification experience gained in the delivery of services in trauma-related services. Persons without a professional qualification must have at least six years' experience gained in the delivery of services in trauma related services.**** This will be required at application stage only and will not be scored.

The person must have experience in dealing with adults who as children experienced childhood trauma including but not exclusively sexual, physical or emotional abuse, or neglect or maltreatment.

*** Current professional membership or registration is not required to be held.

****This could include practitioners, managers, inspectors, researchers, academics or regulators.

In addition to holding a specified professional qualification and/or the relevant experience gained in the delivery of services in trauma related services there are four selection criterion at application stage that will be scored and equally weighted. Candidates invited for interview will be asked to demonstrate how they meet four essential criteria. These describe what you need to be able to do to be effective in the role being filled.

25. The four selection criteria and details of the evidence and examples which we are looking for in the application for the role of non-judicial panel members for the Redress Board:

(i) Experience of working with, and understanding the concerns and needs of, victims and survivors of historical childhood abuse.

We are looking for evidence of your direct experience of working with and understanding the concerns and needs of victims and survivors of historical childhood abuse.

Examples of the type of evidence the Selection Panel will be looking for are:

- Experience in working with vulnerable people with complex issues and mental health needs;
- Specific examples/experiences of working with individuals who have experienced childhood trauma;
- Ability to understand the impact of childhood trauma on victims and survivors of historical childhood abuse as it manifests in adults.

(ii) Effective communications

We are looking for specific example(s) from your experience which demonstrates your ability to communicate effectively, and in a sensitive way, with legal and/or other professional colleagues dealing with the complex needs arising from the impact of trauma on this client group (see para 24).

Examples of the type of evidence the Selection Panel will be looking for are:

- An ability to understand the impact of childhood abuse including on those who may have complex issues, including mental health needs, and to tailor communications with the client group in the most appropriate and effective manner;
- An ability to communicate effectively with legal and/or other professional colleagues dealing with the complex needs arising from the impact of trauma on this client group.

(iii) Collaborating and influencing

We are looking for specific example(s) demonstrating how you have collaborated with legal and/or other professional colleagues and others to achieve an agreed outcome for this client group (see para 24).

Examples of the type of evidence the Selection Panel will be looking for are:

- Promoting effective relationships through engagement and collaboration;
- Influencing and negotiating to achieve consensus;
- Working in partnership;
- Exercising critical judgement.

(iv) Assessing information, analytical thinking and effective decision making on challenging issues

We are looking for specific example(s) from your experience which demonstrates your ability to draw on a range of sources of evidence and information in order to make effective decisions and effective determinations of applications for compensation.

Examples of the type of evidence the Selection Panel will be looking for are:

- Being objective and accountable;
- Showing clarity of thought in analysing and evaluating information to make decisions;
- Listening and gathering a wide range of feedback;
- Solving problems;
- Involving others in decision making;
- Identifying the main issues in complex problems;
- Making, recording and defending difficult decisions.

Shortlisting

26. If, after the eligibility sift, it is necessary to shortlist applicants, the paper sift scores will be used to identify a suitable list of applicants for interview. Applicants will need to achieve the acceptable score or above to meet the quality threshold in each of the eligibility criterion.

Section 4 – Application and Selection Process

Equality and Diversity

27. The Executive Office is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process.
28. We are also committed to providing equality of opportunity and welcome applications from all suitably qualified people irrespective of gender, age, marital status, disability, religious belief, ethnic origin, political origin, sexual orientation or whether or not you have dependents. Applications are also welcome from individuals irrespective of gender identity, including those who are undergoing or have undergone gender reassignment.
29. We particularly welcome applications from women, people with a disability, young people and those from ethnic minorities, as these are currently under-represented on public bodies. Reasonable adjustments will be made to accommodate the needs of applicants with a disability.
30. We are operating the Guaranteed Interview Scheme for applicants with a disability.
31. TEO will act in accordance with the principles and practices of the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland (CPANI).

Making an Application

32. The application form is designed to ensure you provide the necessary information to determine how you meet the selection criteria. All relevant sections of the application form must be completed. There may be several aspects to a criterion, so ensure you provide evidence that shows how you meet all aspects.
33. You must demonstrate clearly on your application form how and to what extent your experience is relevant to the criteria for the post. It is not enough simply to list the various

posts that you have held. The Selection Panel will not make assumptions from the title of your post or the nature of the organisation as to the skills or experience gained.

34. You should give specific examples of past experience to demonstrate that you have the ability and competence that make you suitable for this appointment. It is not just what you may have done but also how you did it and the level of responsibility held. Skills, knowledge and experience can be acquired throughout an applicant's life. Examples can be provided from your professional experience, voluntary and/or community experience, a non-traditional career path or from within your personal life.

35. Please note that:

- Application forms should be fully completed; no information, other than that supplied under the criteria sought, will be taken into account during the sifting process.
- CVs, letters or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
- Online or hard copy versions of the application form are acceptable. Application forms should be completed clearly using typescript minimum font size 12 if completed electronically, or in block capitals in black ink if completed in hard copy.
- Applicants are limited to a maximum of 3,700 characters including spaces **per criterion**.
- Hard copy and alternative formats of the application form (Braille, large print, etc.) are available on request from HRConnect via any the methods on page 1.

36. Your application will be acknowledged within 3 working days of receipt. If you do not receive formal written acknowledgement within 3 working days you should contact HRConnect via any of the methods detailed on page 1 of this information pack.

37. Application forms should be submitted online or by post to arrive with the HRConnect by **12 noon (UK Time) Friday 30th September 2022**. The date and time of receipt will be formally recorded for all applications. It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with HRConnect on or before the deadline. Late applications will not normally be accepted except in exceptional circumstances. Please ensure that posted

applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline.

38. Please check your application form before submitting it as the Department will not examine applications until after the closing deadline and failure to fulfil the application requirements may result in your application form being excluded from the process.

Selection Process

Panel

39. The Selection Panel will be made up of a Senior Officer representing The Executive Office, an Independent Member and a CPANI Independent Assessor.

40. **The selection panel members are:**

- Patrick Gallagher, Director of Victims and Survivors (Chair);
- Dr Bridie Pilkington, Independent Panel Member; and
- Dr Audrey McKeown, Independent Assessor, the Commissioner for Public Appointments NI (Panel Member).

Eligibility Sift

41. The Selection Panel will carry out a sift of all of the eligible application forms received to assess each applicant against the selection criteria.

42. The Selection Panel will reach a decision as to whether or not an applicant meets each criterion on the basis of the evidence supplied on the application form. All criteria will be weighted equally. The Panel will score the applications against an agreed pass mark. Only those applicants assessed as meeting each of the selection criterion and who have met the pass mark will be eligible to proceed to the next stage of the selection process.

43. If, after the eligibility sift, it is necessary to shortlist applicants, the paper sift scores will be used to identify a merit order of applicants. Applicants will need to achieve the acceptable score or above to meet the quality threshold in each of the eligibility criteria.
44. Applicants who are not selected for interview will be advised by letter after the eligibility sift. Feedback will be communicated automatically to those candidates who fail to satisfy any criteria. All further requests for feedback are welcome.
45. If you are dissatisfied with the Panel's decision or have any queries in relation to not being selected for interview, you should write to HRConnect, within 7 working days from the date on the letter notifying you of the outcome of the shortlisting process. All correspondence will be acknowledged by return.

Guaranteed Interview Scheme

46. The aim of the Guaranteed Interview Scheme is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet all of the essential criteria at the sift stage will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place. To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment, which has had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities (See Annex C). If you qualify and wish to apply for the Guaranteed Interview Scheme please complete the appropriate section of the application form. This section of the application form will not be provided to the selection panel

Interview of Eligible Candidates

47. It is intended that interviews for this post will take place on the 7th, 8th and 10th November 2022. Candidates should make themselves available on these dates. Reschedule requests will only be considered under exceptional circumstances and are at the discretion of the panel. Candidates should be aware that the interview process will be in line with the applicable guidelines that the NI Executive and Public Health Agency have in place

regarding COVID-19 at the time of interview. This is likely to include social distancing measures, or the hosting of the interview remotely.

Presentation of Results

48. At interview, all candidates must satisfy the Selection Panel that they adequately meet all the criteria. The Panel will score applicants at interview against an agreed pass mark and a list of the 12 top scoring candidates will be presented to the Permanent Secretary of The Executive Office to make the appointments. The First and deputy First Ministers will then be asked to ratify the list.

49. Non-judicial members of the Redress Board will be appointed to panels by the President of the Board.

50. Applicants who are assessed by the Selection Panel as not suitable for appointment will be advised by e-mail following interview. They should contact HRConnect in relation to any request for further feedback.

51. Applicants who are assessed by the Selection Panel as suitable for appointment and whose names are being put forward for selection will be advised by e-mail following interview.

52. Please see Annex A for Interview Guidance.

Reserve List

53. The next top four scoring candidates will form a reserve list to cover any unforeseen vacancy that may arise within 12 months of the date of the decision to appoint will be retained. Candidates will be notified that their names have been placed on a reserve list.

Checks and Disqualifications

54. The successful candidates will be required to undergo a Counter Terrorist security Check (CTC).

55. The **CTC** includes the completion, by the individual, of a Security Questionnaire: a departmental/company records check which might include e.g. personal files, staff reports, sick leave returns and security records; a check of both spent and unspent criminal records; and a check of Security Service (MI5) records. If there are any unresolved security concerns about the individual or if recommended by the Security Service, the individual may also be interviewed.

Pre-appointment Checks

56. Before the names of suitable candidates are presented to the Department a Company Director's disqualification check and a bankruptcy check will be carried out. Individuals who are disqualified from holding Company Directorship either through an Order or an Undertaking who are bankrupt or who are the subject of a Bankruptcy Restrictions Order are not eligible for consideration.

57. In addition, a cross-departmental check will be carried out on the probity and performance of those candidates who currently hold or have held public appointment roles. The recorded performance and attendance in other public appointment roles will not form part of the candidate assessment by the Panel, but may be taken into account in selecting candidates for ratification by Ministers.

Disqualification – Statutory Disqualification

58. Under the terms of the NI Assembly Disqualification Act 1975 (as amended), existing MLAs cease to hold their elected office if they take up an appointment as a Non-Judicial Member of the Historical Institutional Abuse Redress Board.

59. If an individual holding a public appointment decides to stand for election as an MLA, they must immediately notify the department of their intentions. If they have not resigned their

public appointment before submitting their nomination as a candidate and are subsequently elected as an MLA, their election will be void.

60. It is the intention of TEO to add an amendment to the House of Commons Disqualification Act 1975 by way of an Order in Council in due course. Therefore existing MPs would also cease to hold elected office if they take up this appointment. The same conditions as in Para 56 would also apply to an individual holding a public appointment who decides to stand for election as an MP.

Disqualification – Other

61. Individuals who have been convicted of an offence are not eligible for consideration.

Section 5 - Probity and Conflicts of Interest

62. The Executive Office must ensure that any individual appointed is committed to the seven principles of conduct underpinning public life and values of public service. These principles are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Candidates will be asked questions on probity and conflicts of interests at interview. The successful candidate will be asked as part of their appointment to sign a declaration committing to the seven principles.

63. Attached for your information at Annex B is a copy of “Probity & Conflicts of Interest – Guidance for Candidates”. This provides information on these issues including some examples to help applicants evaluate whether or not they have a real, perceived or potential conflict.

64. The Executive Office must take account of any actual or perceived conflict of interest. Therefore, applicants in their application form must disclose information or personal connections, which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Failure to do so could lead to the appointment being terminated.

65. If it appears, from the information provided on the form and/or from answers to questions at interview, that a possible conflict might exist, or arise in the future, this will be fully

explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post.

Double Paying

66. Applicants who already work in the public sector need to be aware that:

- no one should be paid twice from the public purse for the same period of time. As a result, applicants who already work in the public sector may not be entitled to claim remuneration for this position if the duties are undertaken during a period of time for which they are already paid by the public sector.

67. In the interests of minimising the potential for double paying, the department reserves the right to contact your employer regarding your candidature.

Transparency in Publicising Appointments

68. A Press Release will be published to announce the appointment. Should you be appointed, you will be required to complete a political activity form. Details of any political activity, together with some of the information that you have provided in your application form will be made public in the press announcement. This applies particularly to any other public appointments you may hold and to any significant political activity recently undertaken by you. The Press Release will include:

- Your name;
- A short description of the role to which you have been appointed;
- A brief summary of the skills and knowledge you bring to the role;
- The period of appointment;
- Any remuneration associated with the appointment;
- Details of all public appointments held and any related remuneration received; and
- Details of any political activity declared in the last five years.

Section 6 – Complaints and Queries

69. Should you wish to make a complaint or a query about any stage of this process, you should first direct your concerns to:

HRConnect

PO Box 1089

2nd Floor

Beacon House

27 Clarendon Road

Belfast

BT1 3BG

Email: recruitment@hrconnect.nigov.net

Feedback

70. The department is committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated automatically to those candidates who fail to satisfy any criteria at eligibility/shortlisting sift. Feedback following interview is available on request by contacting HRConnect. Further requests for feedback are welcome. In respect of further feedback, HRConnect will forward any requests to the Interview Panel, who will be responsible for providing feedback in respect of decisions taken in determining eligibility/shortlisting and at interview.

Changes in Contact Details

71. Please ensure you inform HRConnect immediately of any changes in personal circumstances, such as name, address, email address or telephone number.

Accessibility Requirements

72. Please let HRConnect know if you require any reasonable adjustments, due to disability, to enable you to attend the interview. Any information provided will be used for this purpose only and will not form any part of the selection process. If you are subsequently 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 (see para 69).

INTERVIEW GUIDANCE

If this is your first experience of a criteria-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 criterion the question is designed to test.

A criteria-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the criteria required for effective performance in the role; and
- Provide specific examples of your experience and specific role in relation to the required criteria 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 in relation to each of the four criteria. You should therefore come to the interview prepared to discuss in detail a range of examples which illustrate your skills and abilities in each criterion area. You may draw examples from any area of your work/life experiences, this can include reference to examples included in your application form.

You are strongly advised to read the ‘Public Appointments Guide’ when preparing for interview - <https://www.executiveoffice-ni.gov.uk/publications/public-appointments-guide-overview-public-appointments-northern-ireland-and-helpful-information>

PROBITY & CONFLICTS OF INTEREST

GUIDANCE FOR CANDIDATES

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

- **Selflessness** – holders of public office should take decisions solely in terms of the public interest.
- **Integrity** – holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** – holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – holders of public office should be truthful.
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As part of the selection process, you will be tested on your commitment to maintaining high standards in public life with particular emphasis on probity issues and conflicts of interest.

What is a conflict of interest?

An appointment of this nature requires the highest standards of propriety, involving impartiality, integrity and objectivity. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the Redress Board concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention. It is important, therefore, that you consider your circumstances when applying for this appointment and identify any potential conflicts of interest, whether real or perceived.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Redress Board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest can be extremely damaging to the reputation of the Redress Board and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that an individual acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should

still complete this section, in order to give the Selection Panel as much information as possible.

If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short-listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the position of the non-judicial panel member of the Redress Board and how this might be handled, if you were to be appointed. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity of the Redress Board or the appointment they can withdraw your application from the competition. The summary of the outcome of the interview process put to Ministers for any candidate put forward as suitable for appointment will include clear written reference to any probity issues or perceived or actual conflicts of interest. It will include sufficient information to ensure that Ministers are fully aware of any of these matters and can make an informed decision.

What happens if I do not declare a known conflict, which is then discovered by the department after my appointment?

Again, each case would be considered on its merits, but the department may take the view that by concealing a conflict of interest, you would be deemed to have breached the seven principles of conduct underpinning public life and may terminate your appointment.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant does not realise that a conflict might exist. In some cases, the Panel, with their wider knowledge of the work of the Redress Board, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the individual's circumstances may change, for example, they may take on other roles or work and in doing so a conflict with their Redress Board role becomes apparent. The second is where an individual is unfamiliar with the range of the work of the Redress Board but, after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with The Executive Office to decide whether or not the individual can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the individual to continue to act as a non-judicial member of the Redress Board. In such cases, the individual may be asked to stand down from the role.

Whilst this is not a CPANI regulated competition it is being carried in accordance with the principles and practices of the CPANI Code.

Equality, Diversity and Inclusion

The Northern Ireland Civil Service (NICS) is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible.

This section provides an explanation of the definition of disability.

Disability

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability, and social functioning.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial , which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carryout normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Access to

this data is restricted and misuse of monitoring information is viewed as a disciplinary offence.