

**Candidate
Information
Booklet**

**IRC252982
NIEA, Enforcement Branch, EOI
Investigating Officer**

**Northern Ireland Environment Agency
(NIEA)**

**Department of Agriculture Environment
and Rural Affairs (DAERA)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 28th February 2020***

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

**Department of Agriculture
Environment and Rural Affairs**

**A living, working, active
landscape valued by everyone**

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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FOREWORD

Thank you for your interest in this post of Investigating Officer in the Enforcement Branch within the Northern Ireland Environment Agency (NIEA). The Agency's strategic objective is to create prosperity and well-being through effective environment and heritage management and regulation.

An important element of our work involves co-operating with other Government departments and agencies to limit adverse impacts upon the environment.

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

If you believe you have the skills and experience to tackle this post, I would be delighted if you would take the next step and complete and submit the application form.

David Small
Chief Executive
Northern Ireland Environment Agency

DAERA BACKGROUND

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

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain for the administration of schemes affecting the whole of the United Kingdom.

DAERA VISION AND STRATEGIC GOALS

Vision

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

Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sectors.
- A clean, healthy environment, benefiting people, nature and the economy.
- A thriving rural economy, contributing to prosperity and wellbeing.

How we operate:

- A well led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Forest Service, Rural Affairs and Estate Transformation
- Central Services and Contingency Planning
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group.

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA); and
- Forest Service.

The Department also sponsors a number of Non Departmental Public Bodies (NDPBs) including the Agri-Food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr. Denis McMahon.

NORTHERN IRELAND ENVIRONMENT AGENCY

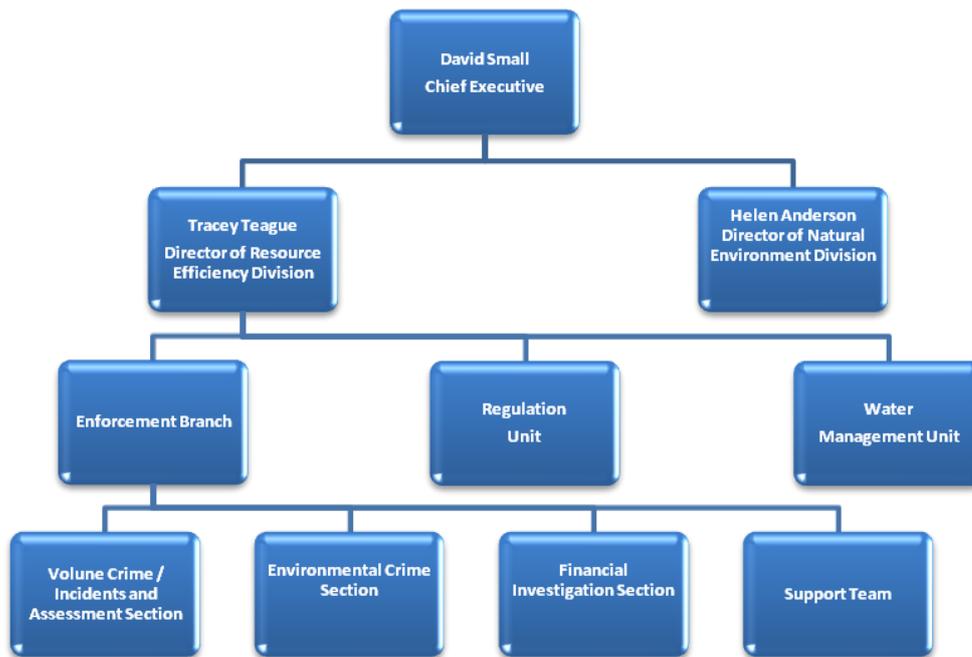
The Northern Ireland Environment Agency (NIEA) is an Executive Agency within the Department of Agriculture, Environment and Rural Affairs. The NIEA has two Divisions – Resource Efficiency Division and Natural Environment Division.

The role of NIEA is to:

- promote both public awareness of environmental issues and action to deal with them;
- regulate adverse human impacts upon the environment;
- work in partnership with others to protect the environment;
- provide financial support to others to encourage action to protect the environment;
- manage our properties to promote public access to, and understanding of, the environment; and
- advise Government and other key sectors on environmental issues.

NIEA has over 440 staff, the greater percentage being scientific and technical staff, at its headquarter buildings in Belfast, and Lisburn and a number of regional locations.

Further information about NIEA can be obtained on the Internet at <https://www.daera-ni.gov.uk/northern-ireland-environment-agency>.



Resource Efficiency Division

The Resource Efficiency Division is the largest Division within the NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

Enforcement Branch

The Enforcement Branch was established in April 2017, with the specific aim of investigating volume crime and incidents, in assessing same and where necessary to investigate and prosecute serious and persistent, commercial-scale, waste crime. Although the Enforcement Branch is a new initiative formed as a result of very recent restructuring, the NIEA has a history of prosecuting offenders involved predominantly in waste crime since the former Department of the Environment assumed responsibility in 2003 for prosecutions under the Waste and Contaminated land (Northern Ireland) Order 1997 (as amended).

The Volume Crime Section has a staff complement of 10 FTE staff and is responsible for 3 key areas of work:

(1) Low level waste crime and fly-tipping investigations: This requires the assessment and investigation of routine volume incidents, to establish if there has been a breach of waste legislation and, where investigative opportunities exist, conduct the relevant enquiries.

(2) Management of NIEA's role in the Fly-tipping Partnership Programme: the implementation of the Fly-tipping Partnership Programme, including arranging the clean-up of hazardous fly-tipped wastes, and non-hazardous fly-tipped wastes over 20m³ in volume, by utilising NIEA contracts.

(3) Management of NIEA's role in Council-led multi-agency initiatives on bonfires: delivery of NIEA's actions in response to the management of bonfires through the Council-led Multi-Agency initiatives.

The Environmental Crime Section has a staff complement of 18 FTE criminal investigators who investigate and prosecute the most significant, serious and persistent environmental waste offenders, which often involves organised criminality. These offenders inflict large-scale and long term damage on our environment and deprive the local economy of considerable revenue. Their offending also negatively impacts on the ability of legitimate businesses that are regulated by the Agency to compete and enforcement assists in the creation of a level playing field. Utilising innovative and often complex investigative methodologies the work of Environmental Crime Section can be time consuming, complex and demanding.

In line with the principles of Better Regulation and the Agency's Enforcement Policy, the Environmental Crime Section prioritises and targets its enforcement resource and capability against those individuals and companies posing most risk and harm to the environment and human health. The section seeks not only to bring offenders to justice, but also protect the environment by securing remediation of waste/ other environmental impacts by application of the polluter pays principle.

The Financial Investigation (FI) Section has a staff compliment of 5 financial investigators and carries out confiscation and money laundering investigations and also cash seizure/forfeiture investigations under the Proceeds of Crime Act 2002, to ensure that offenders do not benefit financially from their crimes.

The Enforcement Branch works effectively with other enforcement agencies (particularly Police Service of Northern Ireland (PSNI), Her Majesty's Revenue and Customs (HMRC) and the National Crime Agency (NCA) and also with other units within NIEA to maximise efficiency and effectiveness.

KEY RESPONSIBILITIES

The key responsibilities of the post include, but are not limited to the following:

- The input to and delivery of agreed objectives as set out in Operational, Business and Corporate Plans.
- Carrying out volume and or serious complex criminal investigations into a range of environmental crime in a manner compliant with all legal requirements relevant to criminal investigations and Departmental policies.
- Enforcement duties and responsibilities associated with the waste sector, including the issue of advice and guidance, warnings and where appropriate fixed penalties.
- Preparation & presentation of professional evidence for inclusion in prosecution cases, PPS consultation & Court Proceedings.
- Preparation and presentation of prosecution cases, for consideration by the Public Prosecution Service.
- Provision of professional expertise across the full ambit of investigative activities to maximise the effectiveness of the agency's operational interventions, including leading activities (where appropriate), mentoring less experienced staff & providing advice/ support / guidance to managers.
- Prioritising and processing work, through consultation and systematic review ensuring incident handling and case completion targets are met.
- Contribution and adherence to strategies, policies and procedures to ensure that NIEA uses its regulatory and investigative powers consistently and effectively,
- Managing and responding to intelligence reports on illegal waste activity & other allocated environmental crime.
- Experience in and preparedness to give evidence (including in Crown Court jury trials and in Chambers) as and when required.
- Providing support to Higher Scientific Officers (& deputising as relevant as part of the NIEA management team). Contributing towards the Agency strategy, policy, organisational business plan and risk register.
- Participating in operational work with other law enforcement agencies (e.g. PSNI, HMRC) in order to maximise the effectiveness of NIEA enforcement functions. Carry out joint operations with partner agencies.

- Providing briefing to & provision of such material to management as and when required.
- Liaising with Public Prosecution Service and other key stakeholders in Northern Ireland, GB and the ROI with regard to the advancement of criminal investigative work.
- Self-motivated and the ability to manage own workloads and meet challenging court imposed deadlines.
- Extensive travel throughout Northern Ireland using Departmental vehicles (driving on and off road) and having responsibility for same.
- Conducting operational investigative work, including site surveys and compliance with all health & safety policies and procedures.
- Comply with all Departmental HR Policies and Procedures, as detailed in the Staff Handbook.

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

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Location

The post is currently located at Klondyke Building, Cromac Avenue, Lower Ormeau Road, Belfast, BT7 2JA.

Salary

Salary will be within the range £27,299 - £28,167 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The successful candidate will normally be required to work 37 hours per week however will be expected to work outside of conditioned hours as dictated by the requirements of the investigations.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities and be prepared to travel throughout NI and elsewhere as required including GB, ROI & Europe. Sometimes travel will be beyond public transport routes or when public transport is not available, and you therefore must have access to a form of transport which will enable you to fulfil your responsibilities. As you will be required to drive departmental vehicles, you will be required to hold a current full valid driving licence which permits you to drive a car in Northern Ireland.

Medical

The successful candidate will be required to pass a Driver's Medical prior to an appointment being offered.

Vetting

The successful candidate will require security clearance at Counter Terrorist Check (CTC) level.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Training

We recognise that the skills of our people are our greatest asset and we will continually seek to train and develop them in line with our business goals.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

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

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

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.

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Stephen Norrie on telephone 02890 569469 or email Stephen.Norrie@daera-ni.gov.uk.

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. At least 4 GCE/GCSE 'O Levels, grade A-C, in separate subjects. These must include English Language and Mathematics*.

AND

2. Achievement of a professional investigative standard of at least PIP2¹ or other Advanced Investigative Accreditation awarded by a recognised Professional Body.

NB: The Selection Panel will decide on the relevancy and equivalence of Advanced Investigative Accreditation provided by the applicant. Candidates must provide the date of award, details of the accreditation and awarding body.

AND

3. A minimum of three years' experience leading and managing criminal investigations in both the Magistrates and Crown courts in compliance with the Police and Criminal Evidence (Northern Ireland) Order 1989, the Criminal Procedure and Investigations Act 1996 and the Human Rights Act 1998*.

AND

4. A current full valid driving licence which permits the licence holder to drive a car in Northern Ireland.

Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made. Candidates must state how it meets the English and Mathematics GCSE requirement.

***Experience gained in other national jurisdictions that operate in compliance with legislation equivalent to that of Northern Ireland may also be considered. The Selection Panel will decide on the relevancy and equivalence.**

¹ The Professionalising Investigation Programme (PIP) is a structured development programme to embed and maintain investigative skills. It delivers the capability to conduct professional investigations at all levels within the Police Service and in other sectors of Law Enforcement.

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used, incrementally, in the order listed:

1. A minimum 2 years experience gained within the last 7 years of investigations related to serious² and or organised³ crime.
2. A proven track record of the compilation of investigative reports and associated documentation to exacting evidential standards.
3. Experience of giving evidence in both the Magistrates and Crown courts.
4. Experience of leading and managing the criminal disclosure process under the Criminal Procedure and Investigations Act 1996.
5. Experience of leading and managing either a manual or automated major/complex enquiry management system⁴

² Serious crime is defined as:
'Conduct which

(a) involves the use of violence, results in substantial financial gain or is conducted by a large number of persons in pursuit of a common purpose or

(b) the offence or one of the offences is an offence for which a person who has attained the age of twenty-one and has no previous convictions could reasonably be expected to be sentenced to imprisonment for a term of three years or more.'

³ Organised crime is defined as, *'Organised crime can be defined as serious crime planned, coordinated and conducted by people working together on a continuing basis. Their motivation is often, but not always, financial gain.'*

⁴ Major or complex enquiry systems such as HOLMES, MIRIAM, CLUE or similar. The candidate must provide details of the system and dates of training.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

The selection process will a competence based interview.

1. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.

Marks available: 20

2. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks Available: 20

3. Collaborating and Partnering

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

Marks Available: 30

Minimum Standard: 18

4. Making Effective Decisions

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

Marks Available: 30

Minimum standard: 18

4. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with

challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks Available: 20

Total Marks Available: 120

Overall pass mark: 72

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Lisburn during week commencing 30th March 2020 until week ending 10th April 2020.

AVAILABILITY

Precise dates for the interviews will be arranged shortly. In the meantime if you decide to apply, and for good reason you will not be available on the above dates, you should include this in your application giving your reason for unavailability. Please use the Further Information Section of the application form to record this.

Please note that this competition is being run to a very tight schedule and changes to the timetable will only be made in exceptional circumstances.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be received by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and

abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

GENERAL INFORMATION

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You will be required to bring documentary evidence of your qualifications / professional membership to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

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

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard including a Counter Terrorist Check (CTC) check. For this check you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- 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.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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

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

Equal Opportunity Monitoring Form

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

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

As Protestants and males are currently known to be under represented at this grade in Northern Ireland Civil Service, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

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

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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