

**Candidate
Information
Booklet**

IRC261293

**Equine Worker,
Industrial 2 – Semi Skilled**

**College of Agriculture, Food and
Rural Enterprise (CAFRE)**

**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 29th January 2020***

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

***Department of Agriculture,
Environment and Rural Affairs***

Sustainability at the heart of 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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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. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

Following Exit from the EU on 31 January 2020, the Department is now working to develop an understanding of the opportunities, challenges and risks of EU transition, including implications of the Northern Ireland Protocol, and continuing to work collaboratively with our partners and stakeholders in Northern Ireland and colleagues in the other UK Administrations.

DAERA VISION AND STRATEGIC GOALS

Vision

“Sustainability at the heart of a living, working, active landscape valued by everyone”

Strategic Outcomes

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

DAERA Top Management Group comprises:-

Rural Affairs, Forest Service 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)
Forest Service

The Department also sponsors a number of NDPBs including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr Denis McMahon.

FOOD AND FARMING GROUP

Food and Farming Group is responsible for the following high-profile DAERA wide programmes and initiatives:

- Development of Departmental policy in relation to the Common Agricultural Policy (CAP) Basic Payment Scheme and programmes to support growth in the agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of Rural Development Programme Schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Delivery of the DAERA science transformation programme, commissioning and management of the Department's science programme sponsorship of the Agri-Food and Biosciences Institute (AFBI) and to set and commission the Department's research programme
- Delivery of the DAERA Brexit Programme, to consider what EU exit means for the Departments functions, legislation and regulations, and also to identify future challenges and opportunities.

Within Food and Farming Group there are 6 Divisions as follows:

- College of Agriculture, Food and Rural Enterprise;
- Policy, Economics and Statistics Division;
- Sustainable Agri-food Development Division;
- Science Evidence and Innovation Policy Division;
- EU Area based Schemes Division;
- Brexit Division. The College of Agriculture, Food and Rural Enterprise

CAFRE is a Division within the Food and Farming Group, formed in April 2004 following the rationalisation of three Colleges into a single College, with campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown).

The College contributes to DAERA's aims and goals through the education and development of people in the Northern Ireland agri-food industry. This is achieved through the delivery of:

- Further and Higher Education programmes;
- Industry training;
- Business Development Planning;
- Knowledge and Technology transfer;
- Benchmarking

CAFRE provides education and training programmes as well as business development and technology transfer functions. CAFRE has an annual budget of £21m (excluding capital) and 385 staff located at its three campuses and in DAERA offices across Northern Ireland.

A further key role for CAFRE is the provision of technical support to DAERA and other Government Departments. Details of each aspect of work are set out below:-

Further and Higher Education programmes

The current portfolio of full-time and part-time courses offered by CAFRE includes:

- Level 2 through to Honours Degree in Agriculture.
- Level 2 through to Foundation Degree in Horticulture.
- Level 2 through to Honours Degree in Equine Studies.
- Level 2 through to Honours Degrees in Food Technology and Food Business Management.
- Postgraduate courses in Agri-Food and Rural Enterprise, (in partnership with QUB).

Industry training

CAFRE industry training programmes are delivered to those already working in the agri-food industry and are offered in a wide range of subject areas including agriculture, horticulture, equine, food and environmental protection.

Knowledge and Technology Transfer

Knowledge and technology transfer equips those working in the agri-food industry with the knowledge, skills and experience to adopt appropriate technologies and systems within their businesses from which economic, environmental, health and safety and animal welfare benefits will accrue.

Benchmarking

CAFRE has developed a range of benchmarking tools for farmers and growers. These provide participants with a standard way of analysing performance data using on-line databases thus enabling them to compare their performance with other similar businesses. Based on this information and supported by CAFRE Advisers, they can set realistic targets and monitor the progress of their business.

Rural Development Programme (RDP) 2014-2020

CAFRE has responsibility for the development and delivery of the Knowledge Transfer elements of the Farm Business Improvement Scheme, which is funded under the RDP (£28m). Two training programmes are being delivered, namely Business Development Groups and Farm Family Key skills. Within the Business Development Groups programme 3,000 farmers and growers work together in groups using a peer-learning approach to enhance their technical knowledge and business planning skills. In addition, through Farm Family Key Skills training, over 15,000 participants will have the opportunity to improve their skills in key areas of farm business management such as Health and Safety, IT, Animal Health and Business Planning. CAFRE also has responsibility for planning and delivery of 2 RDP Innovation Schemes. These are the Innovation Technology Evidence and Demonstration Scheme (ITEDS) and the Farm Innovation Visits Scheme (FIVS). These aim to encourage uptake of innovative technologies on Northern Ireland Farms. 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. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

KEY RESPONSIBILITIES

Key Responsibilities

The post holder will report to the Equine Manager. The main duties of the post will include:

1. Carrying out day-to-day equine management duties associated with the equine enterprises (breeding, equitation and racing);
2. Recording information (for example electronic data) relating to the equine enterprises. Appropriate IT training will be provided as required;
3. Supervising and recording student performance while students are carrying out practical duties;
4. Complying with all CAFRE Health and Safety policies and procedures;
5. Assisting with other general estate/ farm duties as required;
6. Driving duties which will include driving departmental vehicles; and
7. Assisting in duties associated with CAFRE knowledge transfer, events and other activities which may be located off campus.

The above list is not exhaustive but gives a good indication of the main duties of the post.

TERMS AND CONDITIONS

There is currently one permanent, full time vacancy.

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

Location

This post will be based at CAFRE Enniskillen Campus.

Salary

The weekly salary range is £395.86 - £449.86 (under review).

Starting salary will be at the minimum of the scale.

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 normal conditioned hours of work are full time (ie. 37 hours per week, net of lunch breaks Monday to Friday)

In addition, a core requirement of the post will be that the successful candidate will be required to work outside normal working hours including early mornings (for example every second week during the academic year), evenings (for example late evening stock check), weekends / public holidays (for example one in three), on a rota basis.

Hours worked in excess of 37 hours net per week can be paid as overtime or taken as time off in lieu, in accordance with NICS policy.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The successful candidate will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with the Safeguarding Vulnerable Groups (NI) Order 2007.

Medical

The successful candidate will be required to pass a driver's medical check prior to being offered a post.

Driving duties

Successful candidates who do not hold a driving licence entitling them to tow a trailer and drive a minibus will be required to obtain the relevant driving license categories within 2 years of taking up this appointment (and maintain the driving license categories thereafter). Appropriate training will be provided.

Other Information

Given the duties involved for this role, the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post.

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.

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.

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 telephone Corrie Auchterlonie at Enniskillen Campus on 028 6634 4844, 077 4146 9827 or email corrie.auchterlonie@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. A formal equine qualification to at least Level 2, e.g. NVQ level 2, British Horse Society [BHS] Stage 2, Level 2 Diploma in Horse care, or equivalent;

AND

2. At least 2 years, full time equivalent, experience of horse husbandry, including grooming and the practical use of a broad range of items of horse tack when working in an equine yard;

AND

3. A full, current driving license enabling the license holder to drive in the UK and Ireland.

Applications will also be considered from applicants with relevant formal equine 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 so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

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.
- State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

The selection process will include a competence based interview.

1. Managing a Quality Service

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

Marks available: 40

Minimum Standard: 20

2. Making Effective Decisions

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

Marks available: 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. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

4. 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

Total Marks Available: 100

Overall Pass Mark: 50

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 CAFRE, Enniskillen Campus from week commencing 22nd February 2021. Candidates should note that due to current circumstances with COVID 19, social distancing measures will be put in place. If this is not possible the use of video technology may be used as an alternative.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 1.

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

You can apply online at www.nicsrecruitment.org.uk.

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:

- 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 submitted 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. State 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) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with (or eligible for) status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EU & Turkish nationals

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. 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;

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

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

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

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

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

Equal Opportunity Monitoring Form

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

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

As women are currently known to be under-represented in this occupation across Northern and as Roman Catholics are currently known to be

underrepresented in this grade in the NICS, applications from women and the Roman Catholic section of the community would be particularly welcome.

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**