

**Candidate
Information
Booklet**

IRC234093

YJA Training Co-ordinator

**Youth Justice Agency (YJA),
Department of Justice (DOJ)**

**Completed Application Forms
must be returned to
HRConnect no later than 12
noon (UK time) on
*Friday 30th November 2018***

Youth Justice Agency

**Making communities safer by helping
children to stop offending**

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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 Role of the Youth Justice Agency (YJA)

The YJA was launched as an Executive Agency, as recommended in the Criminal Justice Review 2000, on 1 April 2003. It replaced the former Juvenile Justice Board.

The YJA aims to make communities safer by helping children to stop offending. The Agency works with children aged 10-17 years who have offended or are at serious risk of offending.

The YJA provides a range of services, often delivered in partnership with others, to help children to address their offending behaviour, divert them from crime, assist their integration into the community and to meet the needs of victims of crime. The overall statement of purpose for the YJA is:

‘Making communities safer by helping children to stop offending’

Organisational Structure and Staffing

There are two operational Directorates in the YJA – Youth Justice Services and Custodial Services who are supported by a Business Support Team.

The YJA operates through a Headquarters, based in Waring Street Belfast, a Juvenile Justice Centre, based at Woodlands Bangor and five regional community teams across Northern Ireland;

- Banbridge
- Ballymena
- Newtownards
- North Belfast
- Londonderry

The Chief Executive is directly accountable to the Minister for the Agency’s performance. He is supported in discharging the day to day responsibilities by a Management Board, which comprises:

- Director of Youth Justice Services
- Director of Custody
- Two Independent Board Members

JOB DESCRIPTION

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.

Salary

£30,149 - £31,760 (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.

Location

The post holder will be based at either Woodlands, Juvenile Justice Centre, Bangor or Waring Street, Belfast. This will be agreed with the successful candidate upon appointment. The post holder will be required to work across all YJA offices, as required.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday. Most offices work flexi-time. The post holder will need to be flexible with their working hours to meet business needs, which may include working outside standard working hours. Occasional evening and weekend work may also be required.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full.

Holidays

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

Pensions

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 27 of this booklet.

Vetting Requirements

The successful applicant will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with the Safeguarding Vulnerable Groups (NI) Order 2007.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Training

Successful candidates will be required to complete all mandatory training, including personal protection training within their probation period.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone the Deputy Director, Woodlands on 02891 854600.

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

KEY RESPONSIBILITIES

ORGANISATIONAL POSITION

The post holder will report to an Assistant Director (DP), their role is to provide a training service across the Agency. The post holder may be required to have line manager responsibilities for staff.

PURPOSE AND OBJECTIVES

- To understand the continuous professional training needs of the Youth Justice Agency (YJA) to ensure the effective delivery of services to young people in line with key business objectives.
- To ensure provisions are in place to enable the Agency to maintain a capable, knowledgeable, skilled workforce who can deliver Agency services to agreed professional social care standards.
- To contribute to the development of and help deliver the YJA training strategy across both operational directorates.
- To represent the YJA at a range of regional forums relevant to social work and Post Qualifying (PQ) training, to keep abreast of best practice and developments with the social work arena.

MAIN JOB ACTIVITIES

STAFF TRAINING/INDUCTION OF NEW STAFF/CONTINUOUS PROFESSIONAL DEVELOPMENT

- Contribute to the development and delivery of the YJA Training Strategy; including staff training and development database
- Ensure Social Work and Post Qualifying training and development requirements are met
- Develop and maintain a portfolio of current reference material and research to inform training programme design
- Develop/design bespoke training programmes for all staff in line with current research and best practice
- Co-ordinate and deliver training (including safeguarding training) in line with Agency Policy and Regional Safeguarding requirements
- Devise and deliver induction programme to all new social work staff to the Agency in compliance with the Northern Ireland Social Care Council (NISCC) guidance and standards
- Ensure the YJA sustains and builds upon its Designated Practice Location Provider (DPLP) status
- Ensure all YJA staff hold relevant qualifications for employment and Social Work practice and maintain required registration with the Northern Ireland Social Care Council (NISCC)

CO-ORDINATE SOCIAL WORK DEGREE STUDENT PLACEMENTS ACROSS THE AGENCY AND PROVIDE SUPERVISION AND GUIDANCE TO PRACTICE TEACHERS

- Provide and co-ordinate a high quality student support, supervision and assessment in line with NISCC standards
- Promote YJA as a Practise Learning Opportunity (PLO) for Social Work (SW) students with a range of key partners including Queens University Belfast (QUB). Ulster, Belfast Metropolitan College etc.
- Understand the training and development needs of Practice Teachers across the Agency
- Ensure Practice Teachers are kept up to date with knowledge and developments in Social Work education.
- Provide professional support and guidance to Practice Teachers
- Undertake the Practice Assessor Award

REPRESENT THE YJA AT A RANGE OF REGIONAL FORUMS RELEVANT TO SW AND PQ TRAINING E.G. Degree Partnership, Professionals in Practice (PiP) Partnership, Practice Learning and Degree Development (PLADD), Practise Liaison Co-ordination (PLC), etc

- Attend all relevant partnership and subgroup meetings fulfilling partnership contract agreements
- Undertake a range work assignments set at the above forum (s)
- Facilitate 2 way communication between YJA and partnerships
- Ensure new initiatives are fed back to YJA and implement compliance where necessary

MANAGE RESOURCES

- Profile and manage YJA training budget for all YJA professional training requirements
- Ensure a range of educational resources / books / materials etc are available to students and staff
- Line manager responsibilities as required

DIRECT TEACHING / INSTITUTE OF PROFESSIONAL DEVELOPMENT (IPD)

- Contribute as required to the delivery of teaching on Approved programs within the Social Work Post Qualifying Framework (currently IPD)
- Undertake marking and assessment of submissions from Masters Level candidates
- Undertake the role of e-tutor for YJA candidates and other key partner agencies (Health Trusts etc) as per partnership agreements
- Attend and contribute to all relevant allocation, assessment, management and exam board meetings in line with program delivery.
- Contribute to the evaluation and development of approved courses.
- Attend standardisation events

SOCIAL WORK DEGREE & POST QUALIFYING MARKING

- Ensure up to date knowledge and understanding of Framework Specification and all other related governance frameworks for the

delivery of the Northern Ireland Degree in Social Work Partnership (NIDSWP).

- Engage / participate in the interview and selection process for QUB and Ulster University for the selection of candidates undertaking the Degree in Social Work as per partnership arrangements
- Attend and input to admissions, allocations and post allocations meetings to ensure successful delivery of practice learning across NI as per partnership agreements
- Undertake marking and assessment of formal submissions from students at undergraduate degree level
- Attend all standardisation events
- Promote the YJA as a provider of quality placements for students of social work – arrange and facilitate promotional activities
- Ensure that all requirements of Assessed Year of Employment (AYE) are met by YJA staff – ensuring appropriate support mechanisms are in place to do so

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.

PERSON SPECIFICATION

CONTACTS AND COMMUNICATIONS

Contacts and communications WITHIN the ORGANISATION

The role holder will have regular contact with staff at Administrative Assistant (AA)/Administrative Officer (AO). Such contacts will generally involve the exchange of basic information. At EO2 to DP level contacts will occur daily and will include exchanging information, the provision of advice and assistance on training needs and professional standards required. The role holder will take the lead in the delivery of formal training to staff across this grade range.

The role holder plays a key part in the development of training strategy, reporting on training outcomes and the delivery of all elements of the Agency's training plan. This will involve the provision of advice and guidance to staff at senior management level.

Contacts and communications WITH OTHER GOVERNMENT ORGANISATIONS

The role holder will have regular contact with representatives at supervisory to senior management level from the Probation Board Northern Ireland (PBNI)/Health Trusts/Police Service of Northern Ireland (PSNI) etc. These contacts will involve the exchange and clarification of information and advice on safeguarding initiatives/ Child Sexual Exploitation (CSE) issues. Shared education/training/partnership initiatives.

All other external contacts

The role holder will have bi-monthly contact with individuals and representatives of smaller partner organisations providing one-one and group training, coaching support of staff engaged in shared training events. The role holder will also perform assessment, marking evaluation of work for candidates from across all trust areas as per partnership arrangements.

The role holder will contribute to the training of academic staff at all third level regional education providers to share in delivery of SW and PQ programmes. The role holder will consult on work initiatives with NISCC, QUB, Ulster University, Belfast Metropolitan College, South Eastern Regional College (SERC) etc.

PROBLEM SOLVING

Fact finding and Analysis

Managing resources – ensuring that the Agency meets all NI Social Care council requirements for trained and skilled work force within defined budgets – oversee budget on a monthly basis. The role holder will have to ensure that they have a full and accurate understanding of both the NISCC requirements and of the Agency position in meeting those requirements. This will involve

the role holder developing and maintaining accurate training needs analysis database on an Agency wide basis.

The role holder will play a key role in the development of the Agency's training strategy and will on an ongoing basis design and update bespoke training for all staff, identifying value for money external opportunities for staff development and ensuring the most cost effective and efficient means by which the Agency can fulfil its requirements in regard to staff development and training.

The role holder will have to manage competing issues, constantly having to re-prioritise work tasks in line with conflicting demands from within the Agency, balancing the delivery of training plans and managing resources whilst ensuring that adequate time is set aside to attend and contribute to external meetings and input to partnership arrangements.

The role holder plays a key role in ensuring that the Agency complies with NISCC requirements for DPLP's while operating within the boundaries of NICS policies and procedures. The role holder is responsible for ensuring that all policies and standards are clearly defined, up to date and focussed on reducing the risk of non-compliance.

The role holder manages the intricacies/challenges of student Professional Learning Objectives to meet individual circumstances for students, Practice Teachers and staff teams. This will involve frequent contact with student and practice teachers throughout the period of student placements and will involve the management of informal and formal complaints from students/candidates in respect of their level of success, or otherwise, on applications for approved courses. The role holder manages these complaints in line with the most relevant policies and procedures as directed through education/employment and NISCC guidance frameworks.

Improving performance of students - offering support, guidance and further training if necessary until required standards are met and sustained. The role holder will work closely with line management to support staff through Individual Improvement Plans as necessary.

Initiative, originality creativity

Initiative is required within this role, albeit that a wide range of the tasks sit within defined professional policies and procedures. There is a need to balance the external professional standards required by NISCC with the Agency's policies and service delivery standards.

The work of the role holder will help inform the Agency's strategy and delivery of services to young people, through their ongoing contact with training and education partners discussing, shaping and aligning with best practice within the field of social work. The role holder will be required to translate/transfer this best practice and changes in approach into a YJA context and provide feedback, advice and recommendations to YJA Senior Management to inform strategic direction of the work of the Agency.

The role holder will be required to consider a range of approaches to address individual learning and group training needs. This may require creativity and originality to ensure training is fit for purpose, engaging and relevant for specific needs – i.e. meeting the needs of YJA staff working in both a community setting and residential setting.

The post holder must work independently and be able to manage their own time effectively and take the initiative in managing problems as they arise, seeking support and recourse through their line manager as required.

There may be occasions when the post holder will be expected to input to development of strategies with partner organisations to improve or enhance ways of working.

DECISION MAKING

Own decisions

All Social Work good practice guidelines indicate need for consultation and information sharing on all issues to reach an agreed outcome. Some levels of decision making would be around:-

- Identify outcome of training programme to help inform design approach/materials and research required and make decisions around the involvement of external input.
- Make decisions around the delivery, timetabling and resources needed for each training programme and complete evaluation report for Assistant Directors.
- The development and implementation of training plan reflects the organisational strategy
- Decisions around own workload and time management.
- Agreeing effective and positive PLO's for all SW students across the Agency.
- Making decisions in conjunction with the Practice teacher regarding student development/progression.
- Formative and summative assessment decisions about students and staff undertaking approved courses, training and development initiatives within and out of the Agency
- Plan / content delivery of training material
- Spending within allocated budgets – ensuring value for money

This level of decision making cuts across a range of areas, affecting the post holder's work and the work of other staff and managers. Decisions will often be made in consultation and agreement with the parties concerned.

Advising others

Advice is provided to support decision making at the same or lower grade:-

- Support Practice Teacher in making a decision regarding competency of student that could result in termination of placement. Such decisions will require robust justification and evidence before they might be

presented to the University for it to consider. The post holders input will be extremely influential in determining a student's continued suitability for any future social work position.

Advice is provided to inform decision making at a higher grade:-

- Guidance and advice on all aspects of direct service delivery with young people – in particular involving the SW process - assessment, planning, intervention and review of young people in the care of the Agency.
- Guidance and advice on requirements of social work education and delivery, to Education/University partners to help inform content and format of future social work degree courses.
- Post holders input is a significant and influential factor for Assistant Directors when considering suitability of candidates to a social work post as they will have the first-hand knowledge of a candidates ability and performance. .
- Guidance and advice on requirements of Assessed Year of Employment (AYE)
- Guidance and advice on PQ requirements / initiatives. Social work qualified staff are advised by the prospective post holder. The advice may influence their professional progression throughout their career on a short to medium term basis by supporting and advising how to gain a PQ award (completion of portfolio, evidence, any academic study and specialist pathways).
- Guidance and advice on evidence based practice – ensuring that effective quality work occurs with young people, staff and students
- Updating on best practice in SW – keeping abreast of new initiatives in SW practice and education
- Safeguarding training and advice
- Updating on the management of underperformance

The advice provided by the role holder will ensure Agency and social work staff comply with statutory requirements to retain NISCC registration. The role holder's advice will inform the following:

- Decisions on the suitability of candidates for SW Degree course or other Agency funded professional qualifications.
- Decisions on Safeguarding issues impacting directly on the Agency and also raising concerns with external organisations.
- Development of training strategy and priorities for incoming year
- Decisions in relation to termination of social work placement and input to suitability to continue on a social work degree course.
- Decisions around the continued employment of social work staff who fail their in year AYE, which could lead to termination of contract and deregistration from NISCC, which in turn would result in them being unable to hold any post in the social work field.

AUTONOMY

The post holder works within clearly defined professional and operational policies and procedures. The professional standards are defined by NISCC

and maintaining staff eligibility to register requires full compliance. Support and guidance is available from the NISCC and other partner organisations or statutory bodies.

Support is directly available from senior managers within the Agency, Directors and Chief Executive who are ultimately accountable for service delivery and standards of practice. The role holder can seek advice from line management in relation to any additional support required when difficulties arise.

MANAGEMENT OF RESOURCES

The role holder will:

- Take care of physical resources in relation to own workplace and report defects.
- Manage a ring fenced budget specifically for the provision of professional training and development in social work practice and standards within YJA.
- Ensure that expenditure and procurement of services are managed in accordance with YJA procurement policies and procedures.
- Ensure sufficient financial resources are available and generate income if possible by making submissions to appropriate bodies to supplement costs of the centre and staff .
- Ensure library resource is maintained and relevant for staff and students, refreshing materials as required, budget permitting.
- Ensure the development of effective PLO's for students across the wider Agency.
- Ensure that requests for training are managed equitably and in line with Equality regulations and principles.
- Ensure that requests for learning for non-SW training is dealt with in the best interests of young people and the Agency.

LEADERSHIP AND TEAM-WORKING

The post holder will be the lead person and contact point in all aspects of professional training and standards. They will be required to work alongside peers in encouraging a culture of continuous professional development. They will be required to supervise and provide support and guidance to Practice Teachers during student placements. Whilst the post holder will have no direct line management responsibility they will still be required to work with colleagues and managers, in a wider team approach, in delivering the Agency's training plan and ensuring professional standards are maintained.

NATURE OF MANAGEMENT ROLE

The post holder may be required to have line manager responsibilities for staff. Directly responsible for the development of and delivery of the Agency's training plan in respect of social work/professional standards and continuous professional development for all operational staff.

IMPACT

NISCC was founded as the regulatory body for the social care workforce in Northern Ireland under the Health and Personal Social Services Act (Northern Ireland) 2001 to ensure Health and social care workers are regulated against agreed standards. The Agency has a statutory requirement to provide a range of services to young people, their families and victims that are compliant with United Nations guidance and UK law. NISCC ensure adherence to best practice with service users which is one of the measures of compliance with law. The post holder will contribute to the Agency's continued NISCC registration by improving the service YJA provide to service users by developing and improving job skills of staff, knowledge and behaviour and keeping up to date with developing practice, legislation and policy. The post holder will achieve this by contributing to the delivery of YJA training, training design and liaison with training providers. The post holder will have an important role ensuring the Agency meets its requirements of registration with NISCC.

The post holder, by ensuring that staff have the required skills, will help to meet Agency targets such as the safe detention of children, motivating and engaging children to complete statutory Orders, write reports that are competent and returned to court timely and engaging with victims of crime as directed under the Victims Charter NI.

The role is crucial for the organisation in both short and long term with regards to maintaining NISCC registration for the Agency and for Social Workers who would then be unable to maintain registration and thereby continue employment with the Agency.

An unregulated workforce / untrained workforce is likely to contribute to ineffective / concerning / dangerous practice which could have significant ramifications for all – young people, staff and organisation and a failure to meet expectations / requirements of Regulatory, Quality, Improvement Authority (RQIA) and Criminal Justice Inspectorate NI.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Hold a recognised professional Social Work Qualification (Masters Degree / Degree / DIPSW) and hold a Practice Teachers Award;

AND

2. Have at least 3 years Post Qualifying social work experience in a social care/residential care setting;

AND

3. Have experience in assessing training needs, design, delivery and evaluation of training;

AND

4. Hold current registration or be eligible for registration with the Northern Ireland Social Care Council. (Continuing employment will be dependant on the successful registration);

AND

5. Provide full education and employment history. *See explanatory notes on page 17 for further details;

AND

6. Provide the names and addresses of two referees, one of which should be your current / most recent employer. (Referees should not be relatives, GP's or current employees of the Youth Justice Agency.)

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:

1. Social work experience in a youth setting.

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.**
- **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.**
- **Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.org.uk**

EXPLANATORY NOTES FOR ELIGIBILITY CRITERION 5

Applications must provide a full education and employment history on their application form. Please provide these details in chronological order starting with the most recent.

Please note that should there be and gaps in your employment / education history* your application WILL be rejected.

For periods of education applicants must provide:

Date From: Month Year
Date To: Month Year
Name of School / College / University:
Course Studied:
Qualification obtained:
Date Qualification obtained: Month Year

For periods of employment applicants must provide:

Date From: Month Year
Date To: Month Year
Job Title:
Name of Employer:
Address of Employer:
Phone number of employer:
E-mail address of employer:
Reason for leaving:

For periods where applicants were not in education or employment:

Date From: Month Year
Date To: Month Year
Reason for not being in education or employment.

Any periods of unemployment must also be detailed in your employment / education history.

INTERVIEW CRITERIA

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting criteria (if applicable)*. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competence framework at Level 3 for the purposes of personal and professional development.

Youth Justice Training Co-ordinator is analogous to Staff Officer in the NICS.

What is the NICS competence framework?

The competence 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 competence at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competence framework can be accessed through www.nicsrecruitment.org.uk

It is important that all candidates familiarise themselves with the competence framework as this forms the basis of the assessment / interview criteria as outlined below.

INTERVIEW CRITERIA

The selection process will include a presentation and a competence based interview.

PRESENTATION

As part of the selection process candidates will be required to deliver a PowerPoint presentation lasting no longer than 12 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

Candidates should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview.

Further details regarding the presentation will be provided to candidates in the invitation to interview letter. The presentation will be marked against the Leading and Communicating and Seeing the Big Picture competences.

Marks available: 30

Minimum standard: 15

COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

1. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 15

2. 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: 15

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: 15

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.

Marks available: 15

Total Marks Available: 90

Overall Pass Mark: 54

INTERVIEWS DATES

It is intended that interviews for this post will take place in Woodlands JJC during week commencing 28th January 2019.

PERSONAL INTERVIEWS

Candidates who are successful in the competence based interview may be subject to a Personal Interview. Following interview, candidates will be ranked in merit order according to their interview score and will be invited to attend a Personal Interview, in merit order, until all initial posts have been filled.

Personal interviews were recommended by the Warner report "Choosing with care", which made recommendations relating to the recruitment of people who wanted to work with vulnerable children. The personal interview will, amongst other things, examine the full employment history of candidates exploring any gaps, their motivation for applying to work with difficult or vulnerable children and their attitudes and value.

This is an important part of the process and candidates must be prepared to openly discuss the above. Failure to do so will mean exclusion from the competition.

It is intended that Warner interviews for this post will take place in Woodlands JJC, Bangor during February 2019.

Requests for reschedules will only be considered in exceptional circumstances.

INTERVIEW GUIDANCE FOR APPLICANTS

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 in relation to each of the competences. 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.

SELECTION PROCESS

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.

Making your application:

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.

Guidance for Applicants

- 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, eg an organisational chart.
- Should an organisational chart be required this must be submitted to HRConnect by the closing date for applications.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- 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.
- 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.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out 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.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **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.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

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.

Further appointments from this competition

Where a further position in the NICS is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

Merit List Extensions

It is presently intended that the merit list for this competition should remain extant for a period of one year. However the Department would wish to alert candidates to the possibility, however remote, 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 in the future.

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.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 29.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

All applications for employment are considered strictly on the basis of merit

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria (*if applicable*) and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Youth Justice Training Co-ordinator Staff Officer posts are classified as Non-Public Service, therefore certain nationality requirements apply. 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.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Vetting Procedures

1. Baseline Personnel Security Standard

For Youth Justice Training Co-ordinator Staff Officer posts in the NICS the level of vetting is an Enhanced 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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.

For more information, the address of the AccessNI website is: <http://www.accessni.gov.uk/>. 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.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

GENERAL INFORMATION

Pensions:

The NICS offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

<http://www.finance-ni.gov.uk/civilservicepensions-ni/index/new-members.htm>

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@finance-ni.gov.uk

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

Completed application forms should be sent to the HRConnect Recruitment Team:

HRConnect
PO Box 1089
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

NOTE: Late applications or applications received by fax or by email will not be accepted.

Contact Details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

Equality, Diversity and Inclusion

Policy Statement

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

Inclusion – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

Legislative Context

This section explains the reasons for gathering this information by setting out the legislative background.

Gender

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. 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 men and women generally.

Age

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. 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 of different ages and age groups.

Community Background

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

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 of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality

Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

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 carryout 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 carry out 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.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. 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 of different racial group(s).

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies

information is gathered on sexual orientation. 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 of different sexual orientation.

Marital Status

The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. 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 of different marital status.

Dependants Status

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 dependants and persons without.

Confidentiality of Monitoring Information

The following general principles will be applied to all individual monitoring information:-

- individual monitoring information will be afforded a high degree of confidentiality;
- misuse of monitoring information will be viewed as a disciplinary offence; and
- individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

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). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.

ANNEX A

Nationality

(i) 'UK National' means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man), a British subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

(ii) 'Commonwealth Citizen' means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the 'UK Nationality' definition above. This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

(iii) 'British Protected Person' means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

(iv) 'EEA National' means a national of one of the following countries:

Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
**Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	United Kingdom
Estonia	Italy	Poland	

N.B. nationals from Switzerland also have the same free movement and employment rights.

'Family member of an EEA or swiss national' means:

- (i) That national's spouse*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students; family members are restricted to spouses and dependent children only.

**Croatian nationals who want to work in the UK must obtain authorisation prior to commencing employment. They require a certificate of sponsorship and must also apply for an accession worker card before they can commence employment. There are no provisions for Croatian nationals to take up low-skilled work.

Further guidance on nationality can be obtained at www.ind.homeoffice.gov.uk

ANNEX B

CIVIL SERVICE COMMISSIONERS

CSC NI

CIVIL SERVICE COMMISSIONERS
FOR NORTHERN IRELAND

AN INTRODUCTION

Ensuring appointment on merit
And safeguarding ethics

WHO ARE WE?

Deirdre Toner (Chairperson)
Sinead Burns
James Scholes

LOCATION

Our Office is in Stormont House.
The full address is:

Stormont House
Room 105
Stormont Estate
Belfast
BT4 3SH

OPENING HOURS

The Office is open from 9.00am to 5.00pm,
Monday to Friday, except Public and Bank Holidays.

How to contact us

- write to us at the address at the top of the page
- telephone us on **028 9052 3599**
- visit us at www.nicscommissioners.org

Annex B CIVIL SERVICE COMMISSIONERS

WHAT ARE WE HERE TO DO?

Civil Service Commissioners are appointed by the Crown to uphold the principle that selection for appointment to posts in the Civil Service should be on merit on the basis of fair and open competition.

WHERE DO WE GET OUR AUTHORITY FROM?

Commissioners derived their responsibilities from prerogative Orders made by the Secretary of State. Our authority currently derives from the Civil Service Commissioners (NI) Order 1999.

HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: www.nicscommissioners.org
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.

- approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.
- hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI) Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the appeals received by the Commissioners are published each year in our Annual Report.

WHAT CAN WE DO FOR YOU?

If you have ever applied for a post in the Northern Ireland Civil Service, you can be assured that, whether or not you were successful, the Department or Agency was obliged to make that appointment in accordance with directions for good practice set out by the Commissioners.

We are concerned that civil servants are not fully aware of the appeals mechanism under the Code of Ethics. We would strongly encourage any civil servant who believes that he or she has been asked to act in a way which

- is illegal, improper or unethical;
- is in breach of constitutional convention or a professional code;
- may involve a possible maladministration; or
- is otherwise inconsistent with the Code

to report the matter in accordance with procedures laid down in the Northern Ireland Civil Service Pay and Conditions Code or Departmental guidance.

Where the matter has been reported in the appropriate manner and a civil servant believes the response does not represent a reasonable response to his or her concerns, s/he may report the matter in writing to the Civil Service Commissioners.