

**Candidate
Information
Booklet**

**IRC253971
PPTO Architect/ Project Manager
Grade 7**

Department of Finance (DoF)

**Construction & Procurement Delivery
– Health Projects (CPD-HP)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 2nd October 2020***

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

Department of Finance

DoF

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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FOREWARD

Construction & Procurement Delivery (CPD) is a business area within the Department of Finance (DoF). It has three key roles, namely to:

- advise the Minister of Finance on public procurement matters and on issues relating to the construction industry;
- support the Procurement Board for Northern Ireland on the development and monitoring of public procurement policy and best practice; and
- provide modern, professional procurement and project management services to bodies covered by Northern Ireland Public Procurement Policy (NIPPP).

Every year NI Departments award many contracts to support the delivery of public services. Public procurement is an important element of the economy in NI. It is estimated that across the NI public sector some £3 billion is spent annually on procurement which represents 25% of the Northern Ireland block grant.

Public procurement today faces new challenges. The deficit in public finances means there is a need to increase efficiency and maximise the benefits gained from the use of public money. At the same time, there is also a growing demand for public procurement to contribute to the achievement of the NI Executive's overall objectives in terms of social, economic and environmental benefits.

The current vacancy is in Health Projects Division (HP). Future vacancies may arise during the lifetime of this competition.

The Architect/Project Manager will report to the Programme Director (Deputy Director) of the relevant Estates Division. He/she will be expected to work closely with senior officials in all Northern Ireland Departments to ensure that the benefits of a modernised approach to construction procurement are understood and realised. As a Health Projects Architect/Project Manager he/she will also be a key adviser in construction procurement matters and will be required to build effective working relationships with senior representatives of the construction industry.

The postholder will be responsible for the operations, delivery and performance of a team and will be required to provide strong management and leadership to staff.

Des Armstrong
Chief Executive
Construction & Procurement Delivery

BACKGROUND

CPD is a business area within the Department of Finance (DoF) in Northern Ireland. DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland Departments, comprising human resources, accounting, financial management, ICT, training, procurement, accommodation and legal services.

The Permanent Secretary for DoF is Sue Gray.

DoF incorporates ten business areas and has approximately 3700 staff.

The overall aim of DoF is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community.” In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by, DoF can be found on www.finance-ni.gov.uk

KEY RESPONSIBILITIES

As an Architect/Project Manager the post holder will be required to contribute to the overall business strategy, performance and management of Health Projects Division and will be responsible for the delivery of the business objectives assigned to their sub-division.

There are currently three sub-divisions (Estate Divisions (ED)) within Health Estates providing management and procurement advice to various Health and Social Care Trusts and Arm's Length Bodies (ALB's) as follows:-

ED1: Northern and Western Health and Social Care Trusts

ED2: Belfast Health and Social Care Trust

ED3: Southern and South-Eastern Health and Social Care Trusts, NIAS and NIFRS

An organisation chart for the Health Projects structure in CPD is set out on page 7. As part of its continuous improvement practices, CPD-HP regularly reviews its organisation and structure. The position of the postholder within the overall organisational structure may therefore be subject to change within and across sub-divisions by management decision.

At this stage the vacancy is currently within Estate Division 2. Estates Division 2 provides a dedicated service to the Department of Health, and to the Belfast Trust in particular.

The postholder will need to work closely with staff from other divisions within CPD which provide a comprehensive construction procurement service to other Government Departments, Agencies and arms-length bodies for both capital and grant funded projects from inception to completion.

CPD comprises approximately 200 professional and technical staff from various construction disciplines who work collaboratively to deliver projects in accordance with NI Public Procurement Policy – see link below.

<https://www.finance-ni.gov.uk/topics/procurement>

The workload of the Divisions is diverse and, to a large extent, unpredictable. Demanding deadlines often have to be achieved and the postholder must therefore be able to prioritise his/her own work and that of the branches for which they are responsible to ensure targets are met.

The main duties of the postholder includes:-

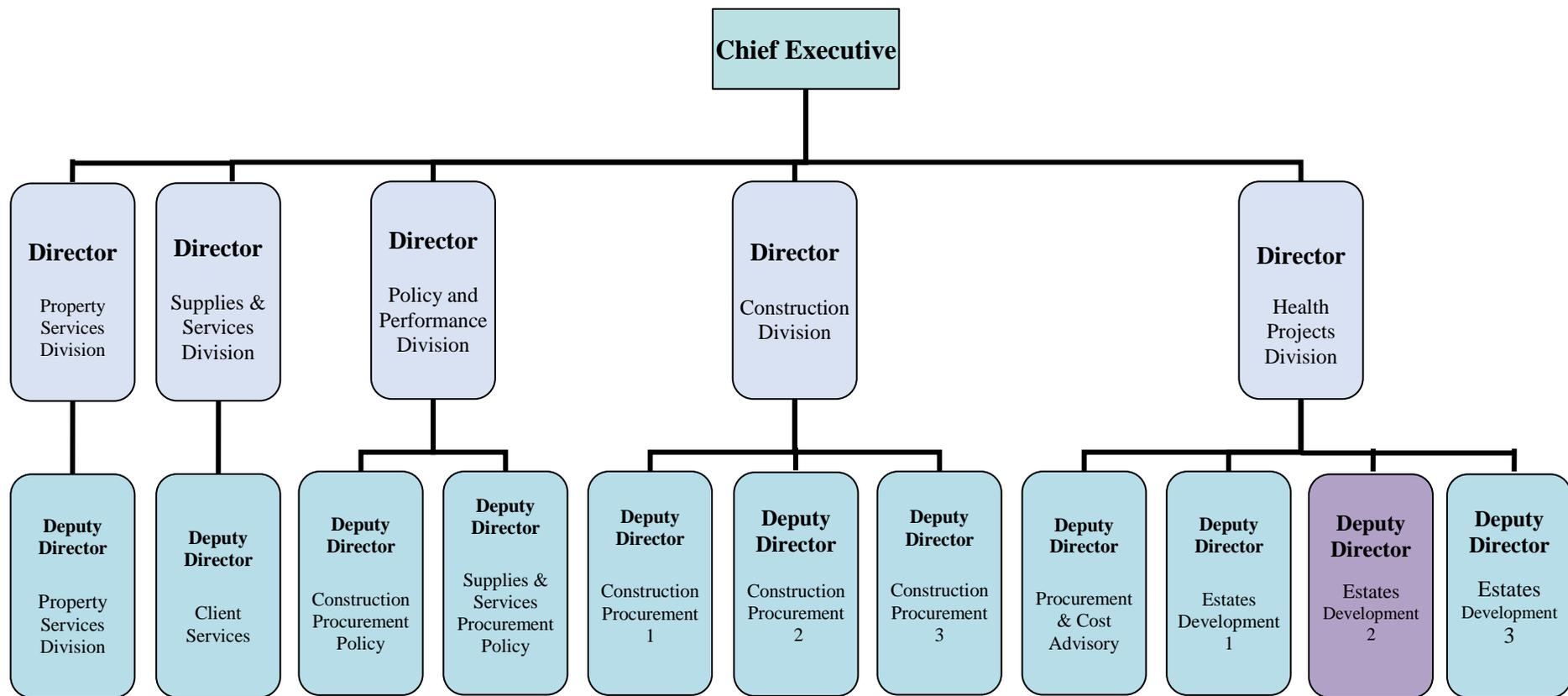
- programme and project management of major projects;
- leading and managing multidiscipline teams to deliver a construction procurement service to Northern Ireland Departments and ensuring that construction projects comply with policy, statutory and legal requirements;

- providing specialist construction related professional and technical advice and support for effective management and delivery of capital programmes;
- strategic estate planning;
- providing advice and support in relation to management of estates including compliance with policy directives relating to design, specification and procurement;
- contributing to the development of best practice approaches to construction procurement;
- advising on construction related Health & Safety issues;
- advising on sustainability as it affects construction procurement and best practice;
- supporting the Programme Director (Deputy Director) in the development and delivery of the Division's work programme and for managing the performance of the sub-division;
- developing the capacity and capability of sub-divisional staff;
- providing leadership and vision through personal drive, commitment enthusiasm and persuasive communication;
- maintaining and continuously developing professional knowledge and competence to provide a high standard of expertise and authoritative advice; and
- Any other relevant duties as required by line management.

The postholder will be expected to maintain a detailed knowledge of procurement and construction industry matters and have a high level of understanding of policy and legislation.

The postholder will also be involved in contributing to Divisional wide decision-making

While the postholder will be from a professional background, he/she will have to engage, influence and inspire representatives and staff drawn from both professional and non-professional backgrounds. Attendance at meetings or addressing audiences, whether at seminars or conferences, will present the postholder with the opportunity to influence their listeners' attitude or approach to procurement matters and help fulfil the role of promulgating and promoting best practice.



TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy

An Architect/Project Manager is responsible to a Programme Director (Deputy Director) and assists them in providing services to Trusts and other Arm's Length Bodies.

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

Location

The successful candidate will be deployed in CPD HP and based either at Clare House, Belfast, BT3 9ED or located at the Royal Group of Hospitals, Belfast.

Salary

Salary will be within the range £48,829 - £53,518 (under review) within which pay progression will be performance related.

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

Pensions

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

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

Travel

As this post requires the applicant to travel on official duty throughout Northern Ireland, the successful candidates must have access to a form of transport, which will enable them to fulfil their responsibilities.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is basic.

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 David Porter on 02890 816063 or email David.Porter@finance-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 demonstrate by the closing date for applications that they:

- 1) Are currently a Registered Architect with the Architects Registration Board (ARB).

Please note that the successful candidate must remain Registered whilst in the post. Currently CPD refund professional fees. Checks will be completed with the appropriate professional body to confirm membership status.

AND

- 2) Have at least 3 years experience successfully discharging management responsibilities*, in an organisation involved in the construction sector with experience in either:
 - a. the successful delivery of complex major capital developments** in line with modern methods of construction procurement and best practice;

OR

- b. the successful provision of advice in relation to construction procurement policy and best practice.

AND

- 3) Have at least 3 years of successfully managing a team and delivering demonstrable and measurable service benefits and improvements to customers.

Discharging management responsibilities* includes providing detailed advice on, or taking decisions personally or being party to decisions affecting the corporate body or organisation with which an individual is working either as an employee or advisor.

The characteristics of **complex major capital developments* are:

- I. the requirement for detailed functional planning; and
- II. highly technical spatial and specification requirements; and
- III. reliance on the integration of sophisticated engineering systems.

Major capital developments is further defined as schemes designed to high quality standards for multifunctional use and exacting client briefs with a capital construction cost of at least £5m that include a diverse range of mechanical and electrical engineering service installations.

Applications will also be considered from applicants with relevant professional memberships considered by the selection panel to be of an equivalent or higher standard to those stated.

Equivalent professional memberships: give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

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) Have at least 2 years experience of successfully leading a team in either the delivery of, or the provision of expert advice on, a complex Health project*** within a robust governance structure.

*** A **complex Health project** may include one or more of the following:

- A Health related construction project/programme (such as hospitals, health centres, operating theatres etc) with a value in excess of £5m involving multiple disciplines and stakeholders; or
- The development of a policy initiative that has impacted significantly within the construction industry in a Health related area and has had a positive outcome on construction works and/or services contracts.

Please note:

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

ASSESSMENT PROCESS

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

PRESENTATION

As part of the interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. Candidates will be advised of presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The presentation will be used to assess the Seeing the Big Picture and Leading and Communicating competencies.

Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

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: 40

Minimum Standard: 24

COMPETENCE BASED INTERVIEW

1. 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

Minimum standard: 12

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 appropriately and effectively to support service delivery.

Marks available: 20

3. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 20

4. 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

5. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

Total Marks Available: 140

Overall Pass Mark: 84

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 Belfast from week commencing 26th October 2020. 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 4.

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

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

Please note:

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

Help with making your application

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

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

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

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

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

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

Documentation

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

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

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

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

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

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. 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;

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

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

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 Ireland, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to

providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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