

**Candidate
Information
Booklet**

IRC237444

**Industrial Fish Farm Operative
Movanager Fish Farm, Grade 2
Department of Agriculture,
Environment and Rural Affairs
(DAERA)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 22nd February 2019***

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

Department of Agriculture, Environment and Rural Affairs

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.

Contents	Page
Background	3
Key Responsibilities	6
Job Description	7
Eligibility Criteria	10
Application Process	12
General Information	17

BACKGROUND

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

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (DEFRA) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

The Department is currently preparing for BREXIT working closely with our partners in Northern Ireland and with colleagues in the other UK Administrations.

DAERA VISION AND STRATEGIC GOALS

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

Strategic Outcomes

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

DAERA Top Management Group comprises:-

Corporate Services Group
Veterinary Service Animal Health Group
Environment Marine and Fisheries Group
Food and Farming Group; and
Rural Affairs, Forest Service and Estates Transformation

DAERA has two Executive Agencies:

Northern Ireland Environment Agency (NIEA)
Forest Service

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

The Permanent Secretary of DAERA is Denis McMahon.

MARINE AND FISHERIES DIVISION

Marine and Fisheries Division is responsible for the promotion, protection, enhancement and sustainable use of:

- all fish stocks inland and at sea (including aquaculture and fish health); and
- the marine environment

Through legislation, planning, licensing, monitoring and conservation activities. It is structured around 8 work areas – Conservation & Reporting, Marine Planning, Monitoring & Assessment, Strategy & Licensing, Inland Fisheries, Sea Fisheries Inspectorate, Sea Fisheries Policy & Grants, and Aquaculture, Fish Health & Sponsorship of the Foyle, Carlingford and Irish Lights Commission (The Loughs Agency).

INLAND FISHERIES

DAERA is responsible, under the provisions of the Fisheries Act (NI) 1966, for the supervision and protection of salmon and inland fisheries, and for the establishment and development of salmon and inland fisheries. The Department exercises the functions conferred on it by the 1966 Act to meet those responsibilities. The Department assumed the operational responsibilities of the former Fisheries Conservancy Board for Northern Ireland (FCB) for the conservation and protection of salmon and inland fisheries.

Inland Fisheries staff undertake a range of functions in pursuit of the following main objectives -

- to conserve and protect salmon and inland fisheries;
- to develop and promote the PAE (Public Angling Estate);
- to assist the development and promotion of angling; and
- to assist the sustainability of commercial fisheries.

Inland Fisheries staff provide services and advice to a wide range of organisations to ensure that salmon and inland fisheries are appropriately managed and protected from potentially adverse impacts.

The Branch is responsible for the enforcement of statutory provisions with respect to salmon and inland fisheries.

Northern Ireland has a public angling estate (PAE) of some 76 waters open to the public at affordable cost for a wide variety of fishing, including wild salmon and trout angling, stocked brown and rainbow trout fisheries and a variety of

coarse fisheries. Inland Fisheries is responsible for stocking, maintaining and improving these waters. It operates a fish farm to support this work.

Advice and guidance is provided to angling clubs, landowners and individuals seeking to develop recreational fisheries.

DAERA regulate the commercial salmon fisheries in the sea within their area of jurisdiction plus the eel and other fisheries on Loughs Erne and Neagh.

The Department, along with the Department for Communications, Climate Action & Environment (DCCAE) are sponsors of the Loughs Agency of the Foyle, Carlingford and Irish Lights Commission which regulates and manages fisheries in their area.

Internationally important research on Atlantic salmon is carried out at the Bushmills Salmon Station in Co. Antrim. Inland Fisheries operate the facility to support this work and associated angling development on the River Bush.

The Department also commissions research in other areas relating to fisheries management through the Agri-Food and Biosciences Institute.

Inland Fisheries branch is responsible for providing technical support and advice in the formulation, development and implementation of salmon and inland fisheries policies.

The branch provides support, advice and guidance to policy colleagues, other departments and agencies, stakeholder groups and individuals and other interested parties, on the management and development of salmon, and freshwater recreational and commercial fisheries.

THE EXISTING VACANCY

Industrial Fish Farm Operative Grade 2 post based at Movanager Fish Farm, Ballymoney.

There is currently one 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, these maybe based at Bushmills.

Location

The post holder will be based at:
Department of Agriculture, Environment and Rural Affairs
Inland Fisheries
Movanager Fish Farm
152 Vow Road
Ballymoney
Co.Antrim
BT53 7NT

KEY RESPONSIBILITIES

- i) To assist staff with the efficient operation of a fish production facility.
- ii) Feeding of fish in accordance with the feeding regimes as directed by farm management.
- iii) Cleaning and disinfection of fish holding units and working areas associated with the production of fish.
- iv) Carrying out general maintenance duties on site, as instructed by farm management.
- v) Maintaining water flows through the farm by means of screen cleaning and regulation.
- vi) Reporting to farm management fish behaviour and health issues that may occur. Treat fish health problems, as instructed by farm management and any other fish husbandry duties that are required.
- vii) Carry out broodstock husbandry, artificial reproduction and incubation of ova and fish, including pressure treating of ova to triploid.
- viii) Sample weighting, grading, counting and transportation of fish on site.
- ix) Delivery and stocking out of fish to rivers and lakes throughout Northern Ireland via HGV and/or 4x4 vehicles.
- x) Comply with the Departments, Health and Safety policy, maintain standards and use all appropriate personal, protective equipment supplied and attend relevant training courses as directed by management.

The above list is not exhaustive and is provided to give an overview of the role.

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy.

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

Location

The post holder will be based Inland Fisheries, Movanager Fish Farm, 152 Vow Road, Ballymoney, Co.Antrim BT53 7NT

Salary

The salary for the posts will be within the range £20,009 = £10.35984 per hour to £22,739 = £11.77333 per hour (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 (37 hours excluding meal breaks) Monday to Friday. This post will require the successful candidate to work unsociable hours and at weekends, public and bank holidays. This will attract overtime payment or Time off in Lieu, in accordance with NICS policy.

Travel

The successful candidate must have a full current drivers licence and access to a form of transport which will enable them to fulfil their responsibilities as required, including unsociable hours, weekends, public and bank holidays.

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

Medical

Prior to appointment being offered, the successful candidate will be required to pass a Drivers Medical.

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.

Training

If the successful candidate does not hold a full current driving licence with category E authorisation (Trailer) they will be required to gain this within the 12 month probationary period of the contract.

Assistance will be provided to obtain the relevant licence (i.e. training by a private company appointed by the Department and attendance at the Departments medical advisor OHS and test fees – at no financial cost to the applicant).

The successful candidate will also be expected to undergo HGV Class 2 training to meet business needs for stocking the PAE

If the successful candidate fails to obtain either the Category E licence or the HGV Class 2 licence within the 12 month probation period, their employment will be terminated.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Peter Simpson on 028 2954 1667 or mobile 07887 708801 or email peter.simpson@daera-ni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. At least one year's working experience in a fisheries related background;

AND

2. A full, current driving license enabling the license holder to drive in Northern Ireland.

SHORTLISTING

In addition, applicants should be aware that following an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following short listing criteria will be used:

1. At least one year's experience of working on a fish farm.

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 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: 30

2. 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: 30

3. 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: 30

Total Marks Available: 90

Overall Pass Mark: 56

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 River Bush Research Station from week commencing 1st April 2019.

NICS COMPETENCY FRAMEWORK

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

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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.

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.

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

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

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

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

Equal Opportunity Monitoring Form

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

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

As women are currently known to be under represented in this occupation across Northern Ireland, and as Roman Catholics are currently known to be under represented in this grade in the NICS, applications from women and the Roman Catholic section of the community would be particularly welcome.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Feedback

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

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