IRC 243673
Chief Allied Health Professional (Grade 6)
Department of Health (DoH)

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on Friday 19th July 2019

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

Thank you for your interest in this competition to fill the position of Chief Allied Health Professional (AHP) in the Department of Health (DOH).

The Department in its wider role ensures the provision of appropriate health and social care services, both in clinical settings such as hospitals and GP surgeries and in the community through allied health professional, nursing, social work and other professional services. It also leads a major programme of cross-government action to improve the health and well-being of the population and reduce health inequalities. This includes interventions involving health promotion and education to encourage people to adopt activities, behaviours and attitudes which lead to better health and well-being.

In support of the Department’s mission the Chief AHP works within the Nursing, Midwifery and AHP Directorate, reports to the Chief Nursing Officer and is responsible for the professional leadership, performance and development of the AHPs in Northern Ireland.

As the Department’s most senior advisor on AHP issues, the post holder will be responsible through the CNO for providing expert professional advice and support to the Minister, Assembly, Permanent Secretary/Health and Social Care (HSC) Chief Executives, and senior administrative and professional colleagues, on all aspects of policy, which impact on AHP, education, research and practice. They will lead in taking forward the strategic direction for AHP Services, agreeing programmes of action, setting goals and targets and ensuring that progress is monitored and evaluated.

The post provides an excellent opportunity to deliver results that will make a real difference to people’s lives and offers significant job satisfaction.

If, after reading this information pack, you would like to speak to someone before making an application, I would encourage you to contact Peter McAuley on (028) 90765644 or email Peter.McAuley@health-ni.gov.uk

Thanks again for your interest in this competition.

Charlotte McArdle
Chief Nursing Officer
Department of Health
BACKGROUND

ABOUT THE DEPARTMENT OF HEALTH

The Department of Health (DoH) is one of the nine Departments of the Northern Ireland Civil Service.

The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which holds responsibility for policy and legislation to promote and protect the health and well-being of the population of Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

STRATEGIC PLANNING

The Department’s mission is to improve the health and social well-being of the people of Northern Ireland. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services including AHPs. It also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

The Department is currently responsible for a budget of approximately £5 billion a year and a capital investment programme which, whilst varying from year to year, is in excess of £240 million a year. The Department’s core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The Department has a transformation plan in place Health and Wellbeing 2026 - Delivering Together 2016-2026. A programme of work is underway to deliver the ambition set out in Delivering Together. HSC services have been planned and managed around structures and buildings. This will change. Delivering Together puts people at the forefront. The focus is on enabling people to stay well for longer. Where care or support is needed it will be wherever possible provided in the community setting. If specialist interventions are required these will be of high quality and delivered in a safe and timely way. This work
places a strong emphasis on ensuring the user’s voice is heard, as they will play a key role in developing and implementing new services and care pathways.

The functions within the Department may be subject to review and change in the future.

BACKGROUND NURSING MIDWIFERY AND ALLIED HEALTH PROFESSIONS DIRECTORATE

The Nursing Midwifery and Allied Health Professions Directorate, under the direction of the Chief Nursing Officer, is responsible for the professions’ contribution to the development and implementation of policy, the implications of policy for professional practice, education, research, workforce planning and service delivery and for contributing to the management and development of the HSC.

The Directorate has responsibility for the following:

- Ensuring that the Minister and DOH have timely and expert professional contributions and advice on all matters relating to the nursing, midwifery and AHP;

- Leading on the development of nursing, midwifery and AHP policy in relation to professional standards and practice, quality and safety, workforce planning for the professions, professional development and research;

- Leading and contributing as appropriate to the development of HSC-wide policy;

- In cooperation with the HSC, independent sector and Higher Education, acting as a catalyst for change and promoting professional knowledge and practice;

- Participating in Departmental business planning and management processes.
* Deputy Chief Nursing Officer will hold direct line management responsibility for the NMAHP Planning Advisory and the Admin Support Teams. They will also contribute to the overall coordination of the Directorate Business, Finance and Risk Management Plans.
KEY RESPONSIBILITIES

Reporting through the Chief Nursing Officer the post holder is professionally responsible to the Minister and the Permanent Secretary and other senior members of management for advising on all matters affecting the care of patients and service users by the AHPs based in hospitals, primary and community care settings.

The post holder has responsibility for interfacing with other departments, agencies and community/voluntary sector organisations on AHP matters which impinge on their organisations.

The Main duties and responsibilities of this role include:

- Provide advice to the Minister, Permanent Secretary, senior policy and professional colleagues on strategic and policy direction and operational issues.
- Respond to assembly business and private office enquiries and represent the Department at numerous public functions and conferences.
- Provide a professional leadership post in the HSC. Lead the development and implementation of AHP focused strategies and projects and undertake project work on specific areas of policy where AHP expertise input is required.
- Work closely with colleagues across the Department, the HSC, other agencies and the community and voluntary sector to develop AHP services in line with existing and developing policies and strategies.
- Develop networks nationally and internationally to contribute to the exchange of expert knowledge to support AHPs to deliver leading edge and innovative practice across Northern Ireland. This includes the promotion of the AHP’s post in the HSC by attending, speaking and inputting at various conferences, workshops and other events and being the voice of the AHP professions in Northern Ireland.
- Contribute to Departmental decision making, strategy and policy development and representational responsibilities on behalf of AHPs.
• Contribute to the wider policy development across HSC, bringing the specific expertise of the various AHP professional groups to bear, in inputting, informing and delivering on policy objectives, in so doing maximizing the potential of the AHP Professions.

• Manage Departmental staff.
  Monitor and meet financial targets including budgetary requirements, prepare financial bids for additional funding to address service pressures, comply with departmental procedures and quality assuring all work undertaken.

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

There is currently 1 permanent full time vacancy.

The successful candidate will be an employee of the Department of Health.

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.

SECONDMENT

This post may be filled by secondment of the successful candidate from his/her current employer. “Secondment” means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate’s current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department of Health and the employer before a secondment arrangement commences.

Location

The successful candidate will be based at Castle Buildings, Stormont, Belfast, but will be required to travel throughout Northern Ireland and beyond to attend meetings/conferences as necessary. The successful candidate must, therefore, have access to a form of transport which will enable them to fulfil the responsibilities of the post and be prepared to travel throughout Northern Ireland and elsewhere, as required, which may include overnight stays.

Salary

The salary for the post will be within the range £57,525 - £64,779 within which pay progression will be performance related. The successful candidate can normally expect to be placed at the minimum of the range.

Starting salary above the minimum of the payscale may be available where it is considered appropriate, taking account of relevant experience and/or qualifications. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

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 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 standard net working hours are 37 per week Monday to Friday (excluding meal breaks).

The Department operates flexible working arrangements and has developed a range of employee-friendly working practices to help staff achieve a better work-life balance.

This post may from time to time require work outside normal conditioned hours, to fulfil the demands of the post.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout Northern Ireland will be required and travel nationally and internationally may also be required on a regular basis.

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 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.

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. Your Personal Development Plan will identify your learning and development needs with a view to enhancing your skills and capabilities. As a NI Civil Servant you will
have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing your own 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.

**Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Peter McAuley on (028) 90765644 07712539008 or email Peter.McAuley@health-ni.gov.uk

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

Applicants must, by the closing date for applications:

1. Have a professional AHP qualification in at least one of the following specialist areas: dietetics; arts therapies (drama, music and art); occupational therapy; orthoptics; paramedics; physiotherapy; podiatry; prosthetics and orthotics; radiography (diagnostic or therapeutic); or speech and language therapy:

AND

2. Hold, or be entitled to hold, full registration with the Health Care Professions Council (HCPC)*;

AND

3. Have at least 3 years senior management** or senior professional*** experience gained within the last 5 years in a professional AHP role within the health and social care sector in one or more of the following areas:
   - delivery of health care;
   - professional education;
   - working for a professional body;
   - working within a government department or agency.

*Please note that the successful candidate, if not already registered with the HCPC as outlined in criterion (2) above, will be required to obtain registration in a timescale deemed reasonable by the Department prior to taking up appointment, and must remain on the register while in post.

**Senior Management is defined as leading strategic development in AHP within a 'complex organisation' (complex organisation" is defined as one with at least 250 staff or an annual budget of at least £25 million and involving a high degree of coordination with a range of stakeholders).

***Senior Professional is defined as leading strategic development in AHP / AHP education at a regional or national level.

You will be required to provide documentary evidence of your qualifications/professional membership at assessment/interview so please ensure you have these readily available.
SHORTLISTING CRITERIA

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

1  Evidence of leading the development of AHP policy or strategy at corporate level.

2  Evidence of Post Graduate academic study in a subject related to AHP.

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

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

1. 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. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive’s priorities.

Marks available: 20
Minimum Standard: 12
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. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20
Minimum Standard: 12

2. 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. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 20

3. Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

Marks available: 20
4. Leading and Communicating
At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks available: 20

5. 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. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks available: 20

Total Marks Available: 120
Overall Pass Mark: 72

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Castle Buildings, Stormont Estate, Belfast on the 8th August 2019.
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](http://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 post; 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.

NICS SHR Privacy Notice

NICS SHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICS SHR, in line with the NICS SHR 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](http://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](http://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.


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](http://www.finance-ni.gov.uk).

As women are currently known to be under represented in this grade in the NICS, applications from women 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