

**Candidate  
Information  
Booklet**

**GRADUATE SPECIALISTS -  
Inspector Grade III**

**IRC238482 - Agriculture**

**IRC238996 - Food Technology**

**IRC237324- Horticulture**

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

**Department of Agriculture, Environment  
and Rural Affairs (DAERA)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 21<sup>st</sup> June 2019***

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

**Department of Agriculture,  
Environment and Rural Affairs  
(DAERA)**

---

**A living, working, active landscape valued by  
everyone.**

**Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

<b>Contents</b>	<b>Page</b>
<b>Background</b>	<b>3</b>
<b>Key Responsibilities</b>	<b>7</b>
<b>Terms and Conditions</b>	<b>8</b>
<b>Eligibility Criteria</b>	<b>11</b>
<b>Assessment Process</b>	<b>15</b>
<b>General Information</b>	<b>20</b>

## **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 OUTCOMES**

### **Vision**

“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:-**

- Forest Service, Rural Affairs and Estate Transformation Group
- Central Services and Contingency Planning Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group

## **DAERA has two Executive Agencies:**

- Northern Ireland Environment Agency (NIEA)
- Forest Service

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

The Permanent Secretary of DAERA is Dr Denis McMahon.

## **FOOD AND FARMING GROUP**

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

- Development of Departmental policy in relation to the Common Agricultural Policy (CAP) Basic Payment Scheme and programmes to support growth in the agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of Rural Development Programme Schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Commissioning and management of the Department's science programme sponsorship of the Agri-Food and Biosciences Institute.

## **The College of Agriculture, Food and Rural Enterprise**

CAFRE is a Division within the Food and Farming Group in DAERA with campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown).

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

- Further and Higher Education programmes;
- Industry training;
- Business Development Planning;
- Knowledge and Technology transfer;
- Benchmarking; and
- Rural Development Programme (RDP) 2014-2020.

CAFRE provides education and training programmes as well as business development and technology transfer functions. CAFRE has an annual budget of £23m (excluding capital) and approximately 390 staff located at its three campuses and in DAERA offices across Northern Ireland.

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

### **Further and Higher Education programmes**

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

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

### **Industry training**

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

### **Knowledge and Technology Transfer**

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

### **Benchmarking**

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

### **Rural Development Programme (RDP) 2014-2020**

CAFRE has responsibility for the development and delivery of the Knowledge Transfer elements of the Farm Business Improvement Scheme, which is funded under the RDP (£28m). Four knowledge transfer programmes are being delivered, namely Business Development Groups, Farm Family Key Skills, Farm Innovation Visits and Technology Demonstration Farms. Within

the Business Development Groups scheme 3,000 farmers and growers work together in groups using a peer-learning approach to enhance their technical knowledge and business planning skills. Through the Farm Family Key Skills scheme , over 15,000 participants will have the opportunity to improve their skills in key areas of farm business management such as Health and Safety, IT, Animal Health and Business Planning. In addition the Farm Innovation Visits scheme gives farmers the opportunity to visit farms outside Northern Ireland and to view first-hand innovative technologies and working practices that have the potential for adoption on their own farms. The Technology Demonstration Farm scheme aims to establish a network of demonstration farms across Northern Ireland through which over 5,000 participants will receive training, to support the adoption of new technologies by agriculture and horticulture businesses.

## **VETERINARY SERVICE ANIMAL HEALTH GROUP**

The vision of the Veterinary Service Animal Health Group (VSAHG) is to support the agri-food industry through promoting/developing world class animal health and welfare and assuring food safety. VSAHG is a policy and delivery group committed to protecting public health, animal health and welfare and promoting trade, working innovatively and collaboratively to the highest standards.

This vision is delivered through the following aims:

- To prevent the entry of, and maintain preparedness to stamp out, important exotic diseases.
- To control and eradicate key diseases, in accordance with legislation and in partnership with industry.
- To implement public health official controls.
- To develop and maintain animal health and welfare policies.
- To commission and monitor related research.
- To enforce animal welfare legislation for farmed animals.
- To achieve compliance with EU and International standards.
- To support current and future trade.
- To implement agri-food legislation relating to food and feed safety, classification, price reporting and marketing standards.

## KEY RESPONSIBILITIES

The primary role of the Graduate Specialist (Grade III) is to interpret, analyse and present technical information to students, farmers and growers and industry personnel in a form that meets their needs. The Grade III Graduate Specialists will normally work within a specific discipline i.e. Agriculture, Food Technology or Horticulture. The main duties and responsibilities of the post holders include:

- The development and delivery of education programmes provided by CAFRE.
- The development and delivery of industry training programmes to ensure the sustainability of the agri-food industry through the implementation of DAERA policy.
- The development and delivery of Knowledge and Technology Transfer (KTT) programmes linked to research findings, to ensure the competitiveness of the agri-food industry through the adoption of technology/systems and best practice methods of sustainable production and business management.
- The development and delivery of Business Development and Benchmarking programmes to encourage participants to gain knowledge through interactive processes and make their own decisions.
- The provision of technical support to DAERA, other Government departments and non-Government organisations on a range of agri-food issues.
- Other duties in line with the needs of DAERA, including driving a Departmental vehicle - (for teaching posts based in CAFRE campuses the successful candidate(s) may be required to drive a Department minibus).

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

## **TERMS AND CONDITIONS**

This competition will be used to fill a number of Graduate Specialist posts (Grade III) within CAFRE and across DAERA.

This competition may be used to fill further permanent and temporary vacancies that may arise within one year of the interviews, should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities. Temporary appointments will be for a maximum of 51 weeks.

### **Location**

The majority of posts will be based at the three CAFRE campuses, with some posts based at DAERA locations across Northern Ireland. The post holders may be required to travel throughout Northern Ireland and on occasions travel within the UK, ROI and further afield.

### **Salary**

Salary will be within the range £32,494 to £35,465 (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 Northern Ireland Civil Service (NICS) civil servant, normal pay on promotion/regrading 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](http://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. In addition, the duties of the posts may involve some work outside normal office hours including evenings and weekends and also short periods of work outside Northern Ireland.

## **Travel**

As the posts will require the successful candidates to travel on official duty, they must have access to a form of transport, which will enable them to fulfil their responsibilities.

## **Driving Duties**

For successful candidates based in the CAFRE campuses delivering education programmes, the post holders may be required to drive a Department minibus as part of their duties and must therefore have a full current driving licence.

As a condition of employment, successful candidates appointed to teaching posts who do not already hold a driving licence entitling them to drive a minibus may be required to obtain a licence within 2 years of taking up this appointment (and maintain the licence thereafter). Appropriate training will be provided by CAFRE. As part of this training, successful candidates will be required to pass a Driver's Medical assessment.

## **Medical Requirements**

Successful applicants in the Food Technology posts will be required to undergo a Food Handler's medical assessment prior to being offered an appointment.

## **Vetting**

For posts based in CAFRE Campuses, successful candidates will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

## **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. 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. 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.

The successful candidates will be expected to undertake essential training as identified by the Department and proactively seek out and undertake activities associated with their continuous professional development.

For CAFRE posts, successful candidates will be required to attend training in the requirements of the Special Educational Needs and Disability (Northern Ireland) Order 2005 and in Safeguarding Children and Vulnerable Adults and fully implement the requirements of both in their work.

### **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 contact:

- Agriculture – Irene Downey on 028 9442 6753 or [Irene.Downey@daera-ni.gov.uk](mailto:Irene.Downey@daera-ni.gov.uk)
- Food Technology – Peter Simpson on 028 8676 8130 or [Peter.Simpson@daera-ni.gov.uk](mailto:Peter.Simpson@daera-ni.gov.uk)
- Horticulture – Kieran Lavelle on 028 3752 9060 or [Kieran.Lavelle@daera-ni.gov.uk](mailto:Kieran.Lavelle@daera-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Depending on the technical specialism which applicants are applying for, they must possess, by the closing date for applications, the qualifications and requirements as specified under the following headings:

***Candidates must complete an application form for the specific specialism(s) competition they wish to apply for.***

### **IRC238482 - Agriculture**

1. At least an Honours degree (2.2 classification), or an equivalent qualification in Agriculture or Agricultural Technology or Agricultural Economics and Management, or a closely related subject\*

**AND**

2. A minimum of 9 months relevant post qualification experience\*\* working in the agricultural industry;

**AND**

3. A full and current driving licence enabling the licence holder to drive a car in Northern Ireland.

\* **A closely related subject** is defined as a degree where at least 50% of the modules are similar in content to those in a Agriculture or Agricultural Technology degree programmes.

\*\*The panel will accept a relevant Master's degree or higher as equivalent to 9 months post qualification experience.

### **IRC238996 - Food Technology**

1. At least an Honours degree (2.2 classification), or an equivalent qualification, in Food Technology or Food Science or Food Business or a closely related subject\*

**AND**

2. A minimum of 9 months relevant post qualification experience\*\* working in the food industry;

**AND**

3. A full and current driving licence enabling the licence holder to drive a car in Northern Ireland.

**\*A closely related subject** is defined as one which contains any two of the following key subject areas: -

- Food Science
- Food Product Development
- Food Supply
- Food Safety and Quality Management and
- Either food processing technology or food product manufacture.

\*\*The panel will accept a relevant Master's degree or higher as equivalent to 9 months post qualification experience.

### **IRC237324 - Horticulture**

1a. At least an Honours degree (2.2 classification), or an equivalent qualification, in Horticulture or a closely related subject\*

**OR**

1b. At least an Honours degree (2.2 classification), or an equivalent qualification, in a Biological Science based subject\*\* or Business related subject\*\*\* **and** a Higher National Diploma or Foundation Degree, Pass Degree or a Masters Degree in Horticulture or a closely related subject\*

**AND**

2. A minimum of 9 months relevant post qualification experience\*\*\*\* working in the horticulture industry;

**AND**

3. A full and current driving licence enabling the licence holder to drive a car in Northern Ireland.

\* **A closely related subject** is defined as a degree where at least 50% of the modules studied are similar in content to those in the Horticulture degree programme and has any of the words; Horticulture, Landscape, Sportsturf, Crop Production, Arboriculture / Tree Management in the title.

\*\* **A Biological Science based subject** is defined as Biological Science, Biology, Botany, Applied Plant Science, Agriculture, Agricultural Science or any other Science degree where at least 50% of the modules studied are similar to those in a Biological Science degree.

\*\*\* **A Business related subject** is defined as Business Management, Marketing or Commerce or any degree where at least 50% of the modules studied are similar to those in a Business degree.

\*\*\*\*The panel will accept a relevant Master's degree or higher as equivalent to 9 months post qualification experience.

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.

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

### **SHORTLISTING CRITERIA**

In addition, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used:

1. The educational qualification requirement will be increased to an Honours Degree 2.1 classification.

#### **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](http://www.nicsrecruitment.org.uk)**

## **ASSESSMENT PROCESS**

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

### **PRESENTATION**

As part of the selection process candidates will be required to make a presentation lasting no longer than 7 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

The panel will stop the applicant when 7 minutes has elapsed.

The panel will ask question(s) after the presentation to clarify understanding of a point(s).

Applicants should fully prepare their presentation in advance as no preparation time will be provided on the day of interview. Applicants may bring prepared flip chart paper and prepared notes into the interview to deliver your presentation. You are not permitted to deliver the presentation electronically nor should you provide any hand-outs or other materials to the panel.

**The presentation and the questions will be used to score 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.

**Marks available: 20**

**Minimum Standard: 12**

### **Leading and Communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

**Marks available: 20**

**Minimum Standard: 12**

## **COMPETENCE BASED INTERVIEW**

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

### **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. 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**

### **2. Managing a Quality Service**

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

**Marks available: 20**

### **3. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people. It requires the ability to work collaboratively sharing information and building supportive relationships with colleagues and stakeholders.

**Marks available: 20**

### **4. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. 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**

**Overall Marks Available: 120**

**Pass Mark: 72**

## **INTERVIEWS**

It is intended that interviews for these posts will take place in CAFRE, Greenmount Campus, Antrim from 7<sup>th</sup> August to 20<sup>th</sup> September.

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 3 for Inspector Grade III. Inspector Grade III is analogous to Staff Officer in the NICS.

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 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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0)28 71 372077

## **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](http://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](http://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 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:

A UK national; or

(i) A Commonwealth citizen; or

(ii) A British Protected Person; or

(iii) An EEA national; or

(iv) A Swiss National; or

(v) 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 *Inspector Grade III* post in the NICS the level of vetting is an Enhanced Check. For this check you will be required to provide the following:

a) Your passport OR

b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).

- c) 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;

### **Enhanced Disclosure Certificate**

### **Barred List Checks**

The Disclosure and Barring Service keeps two barred lists:

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

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

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://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](http://www.finance-ni.gov.uk).

**As women are currently known to be underrepresented in this occupation across Northern Ireland, 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**