

**Candidate
Information
Booklet**

IRC239429

**Industrial Grade 1 – Wildlife Unit,
Veterinary Service and Animal Health
Group**

**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 23rd August 2019***

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

Department of Agriculture, Environment and Rural Affairs

“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.

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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 NI and with colleagues in the other UK administrations.

DAERA VISION AND STRATEGIC GOALS

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.

How we operate:

4. A well led, high performing organisation focused on outcomes.

DAERA Top Management Team comprises:-

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

VETERINARY SERVICE ANIMAL HEALTH GROUP

Veterinary Service Animal Health Group (VSAHG) is responsible for the development of animal health and welfare policy for both farmed and non-farmed animals and the implementation of that policy in respect of farmed animals. VSAHG is also responsible for policy development and implementation in respect of food animal identification and exports of animals and animal products to non-EU countries.

VSAHG contributes to DAERA's strategic goal to: "Develop sustainable agricultural, fisheries and industrial sectors" (Goal 1) by ensuring that the health standards of the farmed animal population are such that the NI producers have the maximum access to all markets, European and overseas, and that production costs associated with poor animal health and welfare are minimised.

VSAHG also supports DAERA through the implementation, delivery and the enforcement of veterinary public health controls, and agri-food legislation relating to feed and food safety, product certification, marketing standards, labelling, classification and price reporting on behalf of DAERA and Food Standards Agency.

VETERINARY SERVICE ANIMAL HEALTH GROUP - VISION

VSAHG contributes to Department's purpose, supporting our economy, our environment and the health of the public, local and global, through the assurance of high standards of animal health, animal welfare and food safety.

In the language of our Departmental Purpose, **our living landscape** encompasses farms, farmed and companion animals and their products and all those places where those animals and products pass through such as livestock markets, sea ports and airports, meat and milk processing and storage premises, egg packaging stations, export assembly centres, licensed kennels, riding establishments, pet shops and zoos, registered animal by-products, germ plasm and animal feed storage premises.

Working

Through our work efforts and those of our collaborative partners and in the public interest we:

- Enable exports of agri-food products through:
 - Delivery of official controls including export health certification
 - Developing access to new markets
- Safeguard the welfare of all kept animals, farmed, companion and sporting, including where appropriate: on farm; during animal transport; and at point of export or slaughter.
- Protect and improve the health of farmed animals through:
 - Rigorous standards of animal identification, registration and movement control supported by world class information technology;
 - Surveillance for economically important diseases whilst implementing plans to eradicate those present and prevent establishment of those which pose a threat;
 - Effective regulatory controls on the import of live animals and products of animal origin
 - Effective controls on animal waste products;
 - Assisting the Industry to help itself.
 - Enforcing non-compliance in line with the Department's enforcement policy
- Protect public health through:
 - Delivering, on behalf of the Food Standards Agency, official control systems for primary meat and milk production;
 - Promoting responsible use of anti-microbial products in animals;
 - Investigating and controlling important zoonotic conditions.

Active

In so doing we will enable **active** rural and urban enterprises within our areas of responsibility which have access to the broadest range of marketing opportunities for animals and animal products, supported by the standards we help to ensure and assure.

Valued

We achieve all this through:

- Continuously developing ourselves and our teams, maintaining capability to safely respond to the ever evolving country-level disease and public health challenges our industry and community faces;

- Making every effort to engage with our staff, to listen and manage them effectively, showing clear strategic direction and leadership, seeking to inspire and motivate all;
- Working collaboratively with our delivery partners, contractors and stakeholders to develop strategy and policy and to deliver, within our sphere of competence, what is truly valued by the public and in the community interest; and
- Supporting the international aspirations of The Executive Office in seeking to create a place where people want to live, work and invest as defined within the draft Programme for Government, Outcomes Delivery Plan.

VETERINARY SERVICE ANIMAL HEALTH GROUP - STRATEGIC OBJECTIVES

VSAHG's purpose is to develop and implement policies that aim to prevent, control and/or eradicate animal diseases affecting livestock production and trade, to ensure that meat is safe and wholesome, animal welfare requirements are observed and agri-food legislation relating to feed and food safety is implemented.

ORGANISATIONAL STRUCTURE

VSAHG is headed by a Chief Veterinary Officer (CVO), Unified Grade 3. VSAHG comprises several groups of staff including professional, technical, industrial and administrative staff. There are six Grade 5 officers heading up the various divisions and sections that make up VSAHG: three Deputy Chief Veterinary Officers, two Programme Directors and one Administrative Grade.

WILDLIFE UNIT

Wildlife Unit (WU) is a unit within VSAHG. WU is required to progress work on operational readiness issues. Brexit will significantly impact upon all of VSAHG particularly around veterinary trade facilitation; implementation of official controls; import and export controls in terms of Products of Animal Origin (POAO); Livestock; Animal Feeds; Veterinary Medicines; and Contingency Response.

In particular if the UK leaves the Customs Union, there will be a huge additional requirement for veterinary certification of meat and dairy products that are currently exported to the EU on commercial documentation. The Unit will also work on the animal health and welfare programmes required as a pre-requisite of trade.

KEY RESPONSIBILITIES

The post holder will be one of three industrial employees whose posts are attached to the WU, within Enzootic Disease and Animal Welfare Division of VSAHG. They will assist WU meet its objective to progress work on operational readiness issues related to EU Exit and/or Contingency Response.

The primary role will be to collect animal carcasses from roads and farms throughout NI and transport them to laboratories for disease surveillance. The objective is to collect a minimum of 500 badger and 320 fox carcasses annually. In doing so the post holder will help WU meet its objective to provide operational support for Veterinary Epidemiology Unit (VEU) whose remit is to undertake analysis of data and provide advice on current or potential disease threats. Important current areas of work are to provide epidemiological advice and routine statistics on bovine tuberculosis and Echinococcus.

The collection of badger carcasses from roads and foxes from farm lands is an essential task to allow data to be compiled which will shape advice for years ahead, particularly in relation to programmes to control and eradicate TB in cattle which currently costs DAERA in excess of £30 million per year including compensation.

Main Activities will include:

- i. Driving a Department vehicle throughout NI to collect badger, fox and other carcasses as directed by WU and deliver them to nominated laboratories in Belfast and Omagh.
- ii. Collecting carcasses often working to tight deadlines (which will be located mainly on roads and farm premises) which will involve:-
 - Working as part of a team – (i) co-operating with WU Administration team on allocation of day to day duties and contribute to development of work schedules for the Unit; and (ii) as part of a team of three drivers required to co-ordinate and support each other primarily by phone or verbally;
 - Taking details and directions from WU Administration team when they request a collection;
 - Making well judged on the spot decisions when assessing location of carcass and whether it can be collected safely;
 - Assessing condition of carcasses for fitness of post-mortem;
 - Using appropriate Personal Protective Equipment (PPE);
 - Inputting data to a handheld electronic device;
 - Tagging carcasses;

- Completing relevant record sheets and paperwork;
- Packaging and labelling carcasses in accordance with relevant instructions;
- Loading packaged carcasses into the vehicle and securing the load; and
- Communicating effectively verbally and in writing when liaising courteously with those who have reported carcasses for collection, other statutory bodies such as local Councils or Police Service of NI (PSNI) and members of the public where appropriate.

iii. Use of vehicle and equipment:

- Demonstrate good practical driving skills;
- Complete a daily visual check of the Departmental vehicle;
- Clean outside of vehicles using high pressure washer;
- Clean and tidy inside of vehicle;
- Complete regular stock take of items required to ensure availability adequate stock levels at all times;
- Check fuel levels and refuel vehicle when necessary;
- Report maintenance required or accidents as per instructions;
- Apply all health and safety policies and follow safe working practices; and
- Maintain PPE and request replacements when required.

iv. Co-operate with personal development and training programs, by attending development courses as instructed by WU management.

NB: The above list is not exhaustive but gives a good indication of the main duties of the role. The post holder will be expected to undertake any other duties appropriate to the grade in line with the business need or as directed by line management, in particular during suspected or confirmed disease outbreaks. This may include driving a vehicle towing a trailer.

It should be noted that this is a moderately physically demanding role requiring ability to concentrate during driving in a range of weather conditions. Physical exertion is required to lift carcasses into container and the containers to and from the vehicle.

The role will have clearly defined procedures and safe operating procedures. These step by step instructions will specifically cover how to complete tasks regarding technical and health and safety aspects of the role. The guidance instructions will always be available and will form the basis for training and annual refresher training.

TERMS AND CONDITIONS

There are currently 3 permanent full time vacancies.

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

Location

The successful candidates will be based at one of the following locations:

1. DAERA Direct Office (Divisional Veterinary Office) Atek Building, Edenaveys Industrial Estate, **Armagh**, BT60 1NF.
2. DAERA Direct Office (Divisional Veterinary Office), Crown Buildings, Artillery Road, **Coleraine**, BT52 2AJ.
3. DAERA Direct Office (Divisional Veterinary Office), Sketrick House, Jubilee Road, **Newtownards**, BT23 4YH.

Applicants can select more than one location in which they would be willing to work.

The application form provides you with an opportunity to specify the areas in which you would be willing to work.

You should therefore clearly specify on your application form in the box provided, which post(s) you wish to be considered for and should note that only one interview will be conducted.

Successful candidates will only receive one offer of appointment which, if not accepted, will result in the candidate being withdrawn from the competition. **Candidates should therefore be sure that they are content to travel to and work in all areas they select on their application form.**

Successful candidates will be offered in merit order by location of posts available and considering business needs if necessary.

Once appointed successful candidates will be required to drive a Departmental vehicle throughout NI in line with business needs or as directed by line management.

Wages

The weekly salary range is £336.93 - £354.66 (under review). Starting salary will be at the minimum of the scale.

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: 37 hours per week which excluding meal breaks, Monday to Friday. Duties may include some early morning, evening and weekend work. Some posts will require shift work. This will attract the appropriate pay allowances.

Travel

The successful candidates must hold a full current driving licence which will permit the candidate to drive in NI.

Pre-appointment Checks

The vetting for this post will be basic.

Medical

The successful candidates will be expected to pass Occupational Health Service medicals prior to an appointment being offered. These will include Tuberculosis and Brucellosis assessments as well as a driver's fitness assessment to ensure their suitability to undertake the full range of duties of the post.

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. 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. The potential for conflict to arise is perhaps greater in Veterinary Service Animal Health Group than in many other disciplines because of the close and quite legitimate links that many Veterinary Service Animal Health Group staff have with the farming community, industry and business who are in essence their “customer”.

Conflict of Interest is not limited to the individual’s own private, financial or other interests arising, as family, friends and associates may also have dealings which affect the business of Veterinary Service Animal Health Group 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

DAERA recognises that the skills of our people are our greatest asset and we will continually seek to train and develop them in line with our business goals.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Gavin McLaughlin on 028 7744 2394 or email Gavin.McLaughlin@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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have a minimum of 1 year's experience in the last 3 years of carrying out a full time driving and collection/delivery work role;

AND

2. Hold a full valid driving licence which permits the licence holder to drive in Northern Ireland and which:
 - a. Includes categories B+E (or equivalent licence permitting them to tow a trailer with MAM (maximum allowable mass) of 3500kg) ;
 - b. Has been held for at least the last 3 years;
 - c. Carries no more than 3 penalty points.

AND

3. Be able to demonstrate effectiveness in completing paperwork and data input;

AND

4. Be able to demonstrate ability to work well as part of a team to achieve results within a deadline.

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 criterion will be used:

1. Demonstrable knowledge of health and safety practices.

Please note:

- **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**
- **The selection panel may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.**
- **Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.gov.uk**

ASSESSMENT PROCESS

The selection process will be a competence based interview.

Applicants will be expected to display the following qualities and skills at 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: 40

2. Managing a Quality Service

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

Marks available: 40

Minimum standard: 20

3. Leading and Communicating

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

Marks available: 40

Total Marks Available: 120

Overall Pass Mark: 60

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 Loughry Campus from week commencing 7th October 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.
- Applicants must not reformat application forms. This will result in disqualification.
- 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.

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.

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- 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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

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

Documentation

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

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

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

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

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

Security

1. Baseline Personnel Security Standard

For Industrial posts 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.

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**