

**Candidate
Information
Booklet**

**IRC265113
Education Policy & Children's Services
Grade 3
Department of Education**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 25th June 2021***

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

Department of Education

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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FOREWORD

Thank you for your interest in this important, interesting and challenging post of Deputy Secretary, Education Policy and Children's Services in the Department of Education (DE).

We are looking to appoint someone to work at the highest level in the Northern Ireland Civil Service (NICS). The post holder will be part of a senior leadership team in a high profile Department, providing advice and support to the Permanent Secretary and the Minister for Education on many aspects of education policy development, implementation and evaluation.

The post holder will, in particular, lead the work on school curriculum, qualifications and standards; inclusion and wellbeing, including special educational needs; youth and early years' services; collaborative, shared, integrated and Irish-medium education; tackling educational disadvantage; home to school transport; free school meals and associated schemes; and, New Decade New Approach education commitments.

The successful candidate will have a proven and successful track record of leading and managing at a very senior level in a large organisation, effective decision making and maintaining high standards of policy and service delivery.

This position will require an individual with energy and drive who can demonstrate a passion for education, along with the ability and confidence to communicate with senior decision makers within and across Departments, government and external organisations.

This is a post that provides an exciting opportunity to make a real and positive difference to children and young people's lives at a critical time for education in Northern Ireland (NI).

If you possess these qualities and are seeking a rewarding career opportunity I would invite you to apply for this post. Applications are very welcome from eligible candidates from the public, private and voluntary sectors.

I hope the information in this booklet meets your needs and encourages you to apply for this important senior position. More information on the functions and structure of the Department can be found on its website at www.education-ni.gov.uk

Mark Browne (Dr)
Permanent Secretary

BACKGROUND

Department

The NI Executive is made up of the First Minister and the deputy First Minister and eight departmental Ministers. The Minister with responsibility for the Department of Education (DE) is Peter Weir MLA.

The Department's primary statutory duty is to promote the education of the population and to ensure the effective formulation and implementation of education policy.

The Department's main areas of responsibility cover early years provision, primary, post-primary and special education, and the youth service. The Department also leads the NI Executive's cross-cutting Children and Young People's Strategy and Childcare Strategy. The Department has responsibility for the Education and Training Inspectorate.

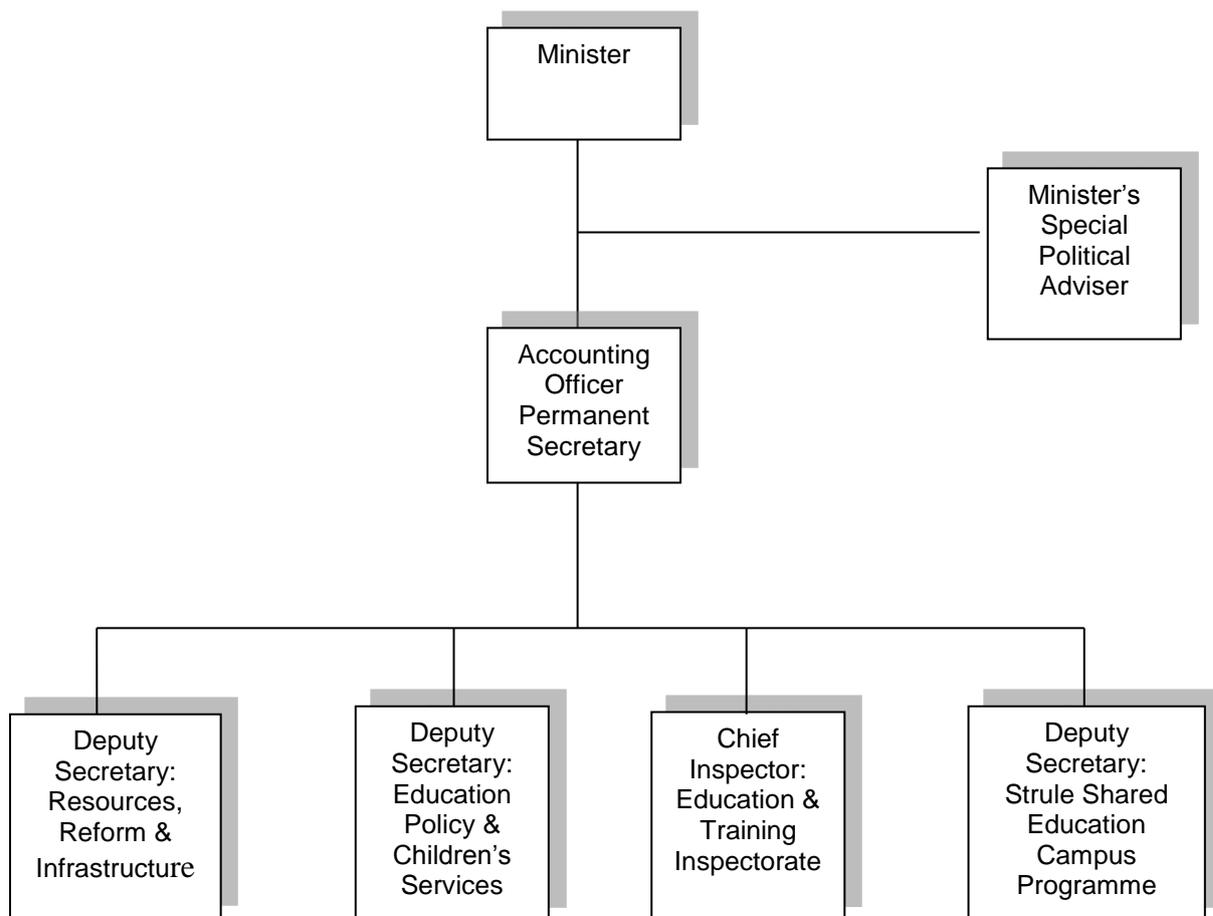
The Department is accountable through its Minister to the Assembly for the effective delivery of its functions and for the effective use of the public funds for which it is responsible. It is supported in delivering its functions by a number of arm's length bodies (ALBs), each of which is accountable to the Department. The Department works closely with its ALBs, and many other partners in the children's and youth sectors, to deliver its functions.

Structure

The Department employs around 550 staff with the majority based at its headquarters at Rathgael House, Bangor and approximately 100 staff who work in teachers pay and pensions team in Waterside House, Londonderry.

The Department has an opening Resource budget for 2021/22 of approximately £2.3 billion, and an opening Capital budget of approximately £158 million.

An organisation chart showing where the posts located in the Department's top management structure is provided below for information.



Education Policy and Children's Services Group

The Education Policy and Children's Services Group is responsible for the delivery of a wide range of key policy areas across the education field including policy development, implementation and evaluation.

As Deputy Secretary, the post holder will be a key adviser to the Minister on all aspects of policy relating to the broad areas of: school curriculum, qualifications and standards; inclusion and wellbeing, including special educational needs; youth and early years services; collaborative, shared, integrated and Irish-medium education; tackling educational disadvantage; home to school transport; free school meals and associated schemes; and New Decade New Approach education commitments.

The post holder will have sponsorship responsibility for the following ALBs:

- Council for Curriculum Examinations and Assessment;
- NI Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- General Teaching Council NI;
- Middletown Centre for Autism;
- Exceptional Circumstances Body.

The post holder will also have oversight of a range of third party organisations funded directly by the Department.

The post holder will be expected to work collaboratively with the other members of the Department's top management and senior management teams in supporting the Minister and the Permanent Secretary and will also be expected to play a wider corporate leadership role as part of the NICS' most senior leadership cadre.

The Education Policy and Children's Services Group comprises the following business areas:

- Early Years, Children and Youth Directorate
- Curriculum, Qualifications and Standards Directorate
- Inclusion and Well-being Directorate
- Promoting Collaboration, Tackling Disadvantage Directorate
- Transport and Food in Schools Directorate
- Independent Review of Education Secretariat

KEY RESPONSIBILITIES

The Department is seeking to recruit a senior leader to the key role of Deputy Secretary to lead the Education Policy and Children's Services Group.

The overall purpose of the job is to lead and manage effectively both the strategic and day to day operations in support of the Permanent Secretary and to ensure the effective delivery of the policy objectives of the Minister for Education.

In undertaking this role, the post holder has a number of key responsibilities which include:

- Leading the Department's policy development, implementation and evaluation in relation to the following main areas:
 - School Improvement
 - Qualifications
 - Curriculum & Statutory Assessment
 - Literacy, Numeracy and ICT
 - Academic Selection
 - Tackling Educational Disadvantage
 - Shared Education
 - EU Programmes
 - Special Educational Needs policy
 - Looked After Children policy
 - Review of Seclusion and Restraint
 - Review of Suspensions and Expulsions
 - Health and Wellbeing Framework
 - Early Years Policy
 - Pre-school admissions
 - Children & Young People's Strategy
 - Support for the Child Care sector (COVID schemes)
 - Development of a Childcare Strategy
 - Youth Sector policy
 - Home to School Transport policy
 - Free School Meals policy
 - Nutritional Standards
 - DE inputs to Anti-poverty and Food poverty strategies
- Engaging in a range of cross-departmental working – including with the Department for the Economy in implementing the joint strategy designed to improve the quality of careers education, information, advice and guidance and in developing the transition of young people into careers (14-19 strategy); the Department of Health in relation to vulnerable children and special educational needs services; the Department of Justice in terms of Youth Service delivery and Tackling Paramilitarism, Criminality and Organised Crime; The Executive Office in relation to T:BUC and Communities in Transition; the Department of Communities in relation to anti-poverty strategies and the Department

of Infrastructure in relation to home to school transport. Plus, close engagement with DE's ALBs and, in particular, with the Education, Operations & Estates and Children and Young People's Services Directorates of the Education Authority.

- Working in partnership and alongside 4 Nations Education Departments (England, Wales and Scotland) and engaging with Republic of Ireland (RoI) counterparts as required. Also, proactive engagement with the British Council on their education agenda.
- Leading the sponsorship responsibility for the Department's ALBs listed above and oversight of a range of third party organisations funded directly by the Department.
- Policy responsibility for the education transformation agenda associated with New Decade New Approach, including implementation of the recommendations of the independent Expert Panel on Underachievement; and recruitment of and support for the Independent Panel on Review of Education.
- Ensuring the Group makes its full contribution to delivering the Executive's agreed Programme for Government (PfG) and in particular that the Children and Young People's Strategy delivers against its targets as a key contributor to the PfG.

Leadership

The post holder will report to the Permanent Secretary and currently has direct line management responsibility for 5 Directors and a Personal Secretary.

The successful candidate will be required to be a strategic and engaged leader for their own Group while also taking responsibility for promoting engaged leadership across the Department.

The post holder will provide strong strategic direction and clear communication to ensure that the Group maintains high levels of staff engagement, provides high quality policy advice and delivers the Minister's policy priorities efficiently and effectively.

Judgement

The post holder is required to exercise sound judgement when providing policy advice to the Minister. These judgements frequently have to be made in circumstances where there are high expectations from the public, media and politicians.

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.

At this very senior level the post holder will be responsible for creating evidence based policy and strategies, evaluating options, impacts, risks and solutions. The post holder will therefore need to be able to identify approaches that can maximise return while minimising risk and to balance political, legislative, social, financial and educational considerations to deliver high quality, sustainable outcomes.

The post holder, as a member of the Departmental Board, is also required to contribute to collective decision making on corporate issues.

Partnership Working

The post holder will need to develop and maintain positive, professional and trusting working relationships with a wide range of people and organisations within and outside of the NICS, to help to achieve the Department's business objectives. This will require a focus on creating an inclusive environment and encouraging collaboration across departmental, organisational and wider boundaries. It will also require the ability to build constructive partnerships and effective relationships with the Minister and the Special Adviser.

TERMS AND CONDITIONS

There is currently one permanent, full time vacancy

This is a permanent appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service (NICS) top leadership and management resource.

Further appointments may be made should this position become vacant during the lifetime of the competition.

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 and the employer before a secondment arrangement commences.

Location

This post will be based at Rathgael House, Bangor. Due to the current Covid-19 restrictions, the majority of staff are temporarily working from home. The successful candidate may therefore choose to work from home, in Rathgael House or a mixture of both depending on the conditions at a point in time.

Salary

Salary will be within the range £92,413 - £105,447 (under review).

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on promotion/transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It

is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

Pensions

The NICS offers all employees an attractive pension package. You will find further details on the Civil Service Pensions (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 30 days.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post holder may be required to work outside of their normal conditioned hours, where necessary, 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 on a regular basis and travel to GB and ROI may also be required.

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 CTC.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may email Fiona Hepper at Fiona.Hepper@education-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, be able to demonstrate that they have **ALL** of the following:

1. At least 3 years' experience, at senior management level* of successfully leading the formulation and effective delivery of a significant strategy or policy in a complex environment**;

AND

2. At least 3 years' experience, at senior management level* of successfully addressing strategic challenges in a complex organisation*** and evidence of high quality, effective decision making;

AND

3. At least 3 years' experience, at senior management level* of building effective internal and external partnerships, and using influencing skills to deliver agreed outcomes in a complex environment**;

AND

4. At least 3 years' experience, at senior management level* of successfully leading the delivery and improvement of a service, through engagement with service users and taking account of their diverse needs and requirements to deliver improved outcomes.

Definitions:

***Senior management** includes taking decisions personally on strategic issues concerning the corporate body or organisation within which the individual is working. In a Civil Service context this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards.

****A complex environment** is defined as one which includes multiple categories of stakeholders with diverse needs.

*****A complex organisation** is defined as a multi-disciplinary organisation having a customer base with diverse requirements and a minimum budget of £10million per annum.

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 panel will carry out an objective evaluation of the breadth and depth of information provided by candidates in response to eligibility criterion 1 and then, if necessary, eligibility criterion 4.

This will be completed on a scored basis in the order listed above and only the highest scoring applicants will proceed to interview.

Please note:

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

ASSESSMENT PROCESS

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

PRESENTATION

As part of the interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. The panel will ask follow up questions to the presentation. The subject of the presentation will be provided to candidates in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the date of interview.

Applicants may bring prepared speaking notes only into the interview to deliver the presentation. No other materials or visual aids will be permitted.

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

The presentation will be used to assess the **Seeing the Big Picture** competence and part of the **Leading and Communicating** competence*.

*Please note there will also be a competency based question on the Leading and Communicating competence

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.

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

Minimum Standard: 12

COMPETENCE BASED INTERVIEWS

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

1. 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

Minimum standard: 12

2. Managing a Quality Service

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

Minimum standard: 12

3. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Marks available: 20

Minimum standard: 12

4. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also

about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

Marks available: 20

Minimum standard: 12

5. 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

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS

It is intended that interviews for this post will take place in Castle Buildings, Belfast in late July/early August 2021.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place. If this is not possible, video technology may be used as an alternative.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 6.

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

Please note:

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

Help with making your application

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

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

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part

of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

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

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

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) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with (or eligible for) status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

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

Security

For this post in the NICS the level of vetting is a CTC. For this check you will be required to provide the following:

1. Baseline Personnel Security Standard
 - 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.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the CTC 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.

- 2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

Equal Opportunity Monitoring Form

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

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

As women are currently known to be under represented in this grade across the NICS, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of

eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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