

**Candidate  
Information  
Booklet**

**IRC265808  
Director of Resource Efficiency  
Division (RED) (1 Post)  
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 29<sup>th</sup> October 2021***

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

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

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**Sustainability at the heart of 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 do not 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 – BY THE INTERIM PERMANENT SECRETARY

The Department of Agriculture, Environment & Rural Affairs (DAERA) is seeking to recruit a senior professional for an exciting opportunity at Director (Grade 5) level. DAERA has a vision of “**sustainability at the heart of a living, working, active landscape, valued by everyone.**” This vision underpins everything we do as we seek to: enhance our environment; grow a sustainable, vibrant economy; and support the development of thriving rural communities. At the heart of our work is a desire to make DAERA a great place to work, with engaged people delivering against a Twenty First Century agenda.

The successful candidate will work at the highest level in the Northern Ireland Civil Service, an organisation which aims to be well led, high performing and outcome focused in delivering for the public. This job is for an individual with a proven track record of decision making, leadership and developing strong partnerships both internal and external to their organisation. The post holder will work closely with other senior professionals as part of a multi- disciplinary Senior Management Team, and provide engaged, effective leadership within the Department at a time of cultural, structural and functional change.

They will respond to the challenges and opportunities associated with the end of the transition period of the UK’s exit from the European Union. They will do so while ensuring that the overarching goals of the Department and Programme for Government Outcomes are achieved. The successful candidate will also provide clear, compelling advice to the Minister and Permanent Secretary.

This is a great opportunity for an engaged leader who wishes to make a positive impact on future generations.

Thank you for your interest.

Anthony Harbinson  
Interim Permanent Secretary

## OUR VISION

*“Sustainability at the heart of a living, working, active landscape, valued by everyone”*

### **DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS (DAERA)**

The Department of Agriculture, Environment and Rural Affairs employs approximately 3,000 people over 70 sites across Northern Ireland, utilising over £553 million Resource and £95m Capital budget per annum. It owns almost 85,000 hectares of land and has operations right across all of our landscapes, including marine, watercourses, uplands and farming lands.

DAERA has responsibility for environment, climate change, food, farming, fisheries, marine, forestry, rural development and sustainability policy. The Department supports the development of the conservation and enhancement of the environment; thriving rural communities; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

Given the importance of the EU exit agenda to these sectors and activities, DAERA is at the centre of the transition arrangements.

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing through environmental regulation. DAERA provides a knowledge advisory service and 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 oversees agricultural, environmental, fisheries and rural development policy for Northern Ireland. The Department is also responsible to the Department of the Environment, Food and Rural Affairs (Defra) in GB for the administration of schemes affecting the whole of the UK.

### **STRATEGIC GOALS**

#### **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:**

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

**DAERA has two Executive Agencies:**

- Northern Ireland Environment Agency (NIEA);
- Forest Service.

The Department also sponsors six Arm's Length Bodies (ALBs) including:

**Executive NDPBs**

Agri-Food and Biosciences Institute (AFBI)

Livestock and Meat Commission (LMC)

Northern Ireland Fisheries Harbour Authority (NIFHA)

Agricultural Wages Board for Northern Ireland (AWB)

**Advisory NDPB**

Council for Nature Conservation and the Countryside (CNCC)

**North South Body**

The Loughs Agency of the Foyle, Carlingford and Irish Lights Commission.

The interim Permanent Secretary of DAERA is Anthony Harbinson.

## KEY RESPONSIBILITIES

The post is:

### **Director of Resource Efficiency Division (RED) based in Belfast.**

The Resource Efficiency Division (RED) is the largest Division within the Northern Ireland Environment Agency (NIEA). The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land.

The Division consists of four individual Units:

- Regulation Unit;
- Water Management Unit;
- Industrial Pollution & Radiochemical Inspectorate and;
- Enforcement Branch.

**The Regulation Unit (RU)** comprises of the Waste and Water Regulation Teams as well as the Drinking Water Inspectorate (DWI). The Unit's overall aim is to create fully compliant regulated industry through the provision of effective operational policy and guidance, which underpins a strong permitting process for those companies looking to work within the Waste, Water and Industrial sectors. The Unit also manages a range of regimes including producer responsibility obligations, the movement of hazardous waste, the trans-frontier shipment of waste and reporting on the Northern Ireland Landfill Allowances.

**The Water Management Unit (WMU)** work involves responding to pollution incidents, monitoring the chemical and biological quality of the aquatic environment, regulation of effluent discharges and agricultural pollution, pollution prevention advice and education and the development and implementation of river basin management plans, as well as commissioning relevant research and development.

**The Industrial Pollution & Radiochemical Inspectorate (IPRI)** is responsible for controlling emissions arising from those industries with the greatest potential to pollute the environment under the Pollution Prevention and Control Regulations. It regulates the use of radioactive material and the disposal of radioactive waste under the Radioactive Substances Act and enforces Control of Major Accident Hazard (COMAH) Regulations. IPRI also regulates greenhouse gas emissions from installations subject to the EU Emissions Trading Scheme and is the NI administrator for the UK's Carbon Reduction Commitment (CRC) Energy Efficiency Scheme.

**The Enforcement Branch** investigates and prosecutes the most significant serious and persistent environmental offenders, which often involves organised criminality. The criminal investigation team investigates environmental offending, particularly offences arising from the illegal disposal and management of waste, but also broader environmental and heritage crime and

brings those responsible before the courts. The financial investigation team carries out confiscation and money laundering investigations under the Proceeds of Crime Act 2002, to ensure that offenders do not benefit financially from their crimes.

The Department is looking for a high quality candidate to fill this role, which is of central importance in fulfilling its Vision, its Outcomes and meeting its Strategic Objectives. It wants an engaged leader, who can think strategically and translate this thinking into programmes and actions that can deliver its outcomes. DAERA has a unique breadth of scope and it employs a diverse workforce with a wide range of competencies and professional disciplines. Accordingly, it is seeking people who can:

- (1) see the big picture in terms of the relationships between the environment, the economy and wider society - and how their team can contribute to the vision of a “sustainability at the heart of a living, working, active landscape, valued by everyone”;
- (2) work with their team, with colleagues from across DAERA and with the full range of stakeholders to co-design, develop and lead complex, multi-faceted regulatory and enforcement activities to deliver environmental enhancement, economic growth and sustainable resource use;
- (3) understand the legislative context within which DAERA operates;
- (4) establish and manage good governance systems and procedures, including the use of programme and project management as appropriate;
- (5) deliver necessary changes on the ground for the purposes of managing risks and securing the benefits of the policies and programmes; and
- (6) play an active role in contributing to the corporate responsibilities of the Department as a member of the Departments Senior Civil Service Group.

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

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full time vacancy.

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

Further appointments may be made from this competition should this position become vacant during the lifetime of the competition, which is one year.

### **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**

The Director of the Resource Efficiency Division is based at Klondyke Building, Cromac Avenue, Gasworks Business Park, Belfast BT7 2JA. It will be a requirement to work from this location, other than when complying with Covid 19 restrictions. Any potential flexibility on the location of this post may be considered on the context of the emerging 'New Ways of Working' policy.

### **Salary**

Salary will be within the Senior Civil Service Grade 5 band £74,912 - £84,122 within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may 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 some SCS posts in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the Northern Ireland Senior Civil Service.

### **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 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 postholder 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 these posts.

Travel throughout Northern Ireland will be required and travel nationally and internationally may also be required.

### **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements of 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 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

### **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to

enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

### **Conflict of Interest**

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

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

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

### **Further Information**

Applicants wishing to learn more about these posts before deciding to apply may telephone Helen Anderson on 028 9056 9207 or email [helen.anderson@daera-ni.gov.uk](mailto:helen.anderson@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

Applicants must, by the closing date for applications, have:

1. At least 3 years' experience at senior management level\* of leading the development, formulation, implementation and review of government policy and/or strategy;

**AND**

2. At least 3 years' senior management\* experience in the last 7 years of successfully leading, managing and delivering substantial and complex\*\* programmes of work or projects against demanding deadlines, within an environment of competing priorities;

**AND**

3. Excellent oral and written communication skills, including experience of developing and presenting high level briefings, guidance and submissions to a wide range of stakeholders, at senior level, for example; Board Level, Ministers, Assembly Committees;

**AND**

4. Evidence of 3 years' direct and personal experience of successful resource management including personal responsibility for managing an annual budget of at least £1m, providing effective and engaged leadership, adaptability and responsiveness to change.

**The following additional clarification is provided:-**

**\*Senior management** – working at a level just below Board level with a director as line manager. Within the NICS this is normally at Grade 7 or Grade 6 equivalent.

**\*\*Complex**, in this context is defined as an organisation delivering a wide range of objectives, which requires a high level of collaboration with both internal and external stakeholders.

## 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 information provided by candidates in response to **eligibility criterion 1, and then if necessary eligibility criterion 2.**

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

The Panel will complete this assessment against the information provided by candidates in response to the eligibility criteria.

### **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.**
- **State clearly your personal involvement in any experience you quote. State "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 relevant to the responsibilities of the post lasting no longer than 7 minutes, the title of which will be provided to candidates in the invitation to interview letter. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be used to assess the **Seeing the Big Picture** competence.

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. 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 NI Executive's priorities.

Please note: Notes must not be used during the interview stage of the assessment.

**Marks available: 30**

### COMPETENCE BASED INTERVIEW

#### 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: 30**

**Minimum standard: 18**

## **2. 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: 30**

**Minimum standard: 18**

## **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: 30**

## **4. 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. 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: 30**

## **5. Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times. At senior levels, it is about building a performance culture to deliver outcomes

with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly.

**Marks available: 30**

**Total Marks Available: 180**

**Overall Pass Mark: 108**

## **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 during week commencing the 30<sup>th</sup> November 2021. Due to the current Covid-19 situation it is anticipated that these interviews will proceed in adherence with social distancing protocols or via remote means, such as through the use of video-conferencing.

Panel members are:

Deirdre Toner	Chair, NI of Commissioners for the NI Civil Service
Paul Donnelly	Chief Executive, Northern Ireland Environment Agency
Brian Doherty	DAERA Deputy Secretary, Central Services & Contingency Planning

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 5.

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

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

The Northern Ireland Civil Service competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

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

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

You can apply online at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

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:**

- 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 submitted 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. State 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 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**

It is presently intended that the merit list for this competition should remain extant for a period of one year, and be used only in the event that this post becomes vacant again, within the lifetime of the competition. 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. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

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 settled 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

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here

Category v - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. You are also required to provide your

payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

\*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For this 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).

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

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

**Applications from females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.**

**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**