

**Candidate
Information
Booklet**

**IRC232626
Trainee Official Auxiliary (Trainee
Meat Inspector)
DAERA, Department of Agriculture,
Environment and Rural Affairs**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 25th January 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 Northern Ireland 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:-

- Corporate Services, Rural Affairs and Forest Service
- 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 (VSAHG)

It is the vision of VSAHG to Support the agri-food industry through promoting/developing world class animal health and welfare and assuring food safety. VSAHG is a policy and delivery group committed to protecting public health, animal health and welfare and promoting trade, working innovatively and collaboratively to the highest standards.

This vision is delivered through the following aims:

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

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.

This will help deliver the Department's vision of a thriving and sustainable economy, environment and rural community in NI.

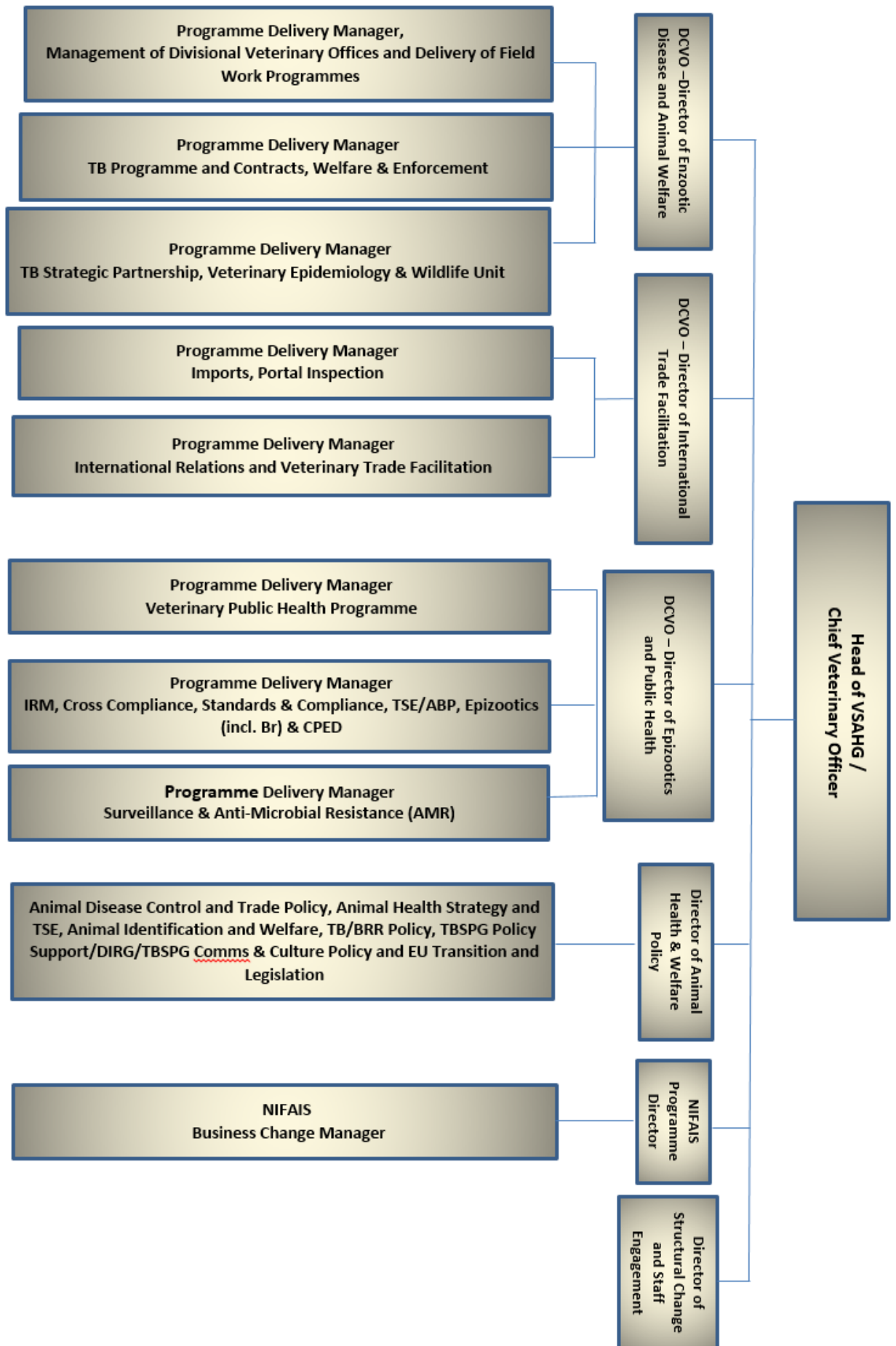
ORGANISATIONAL STRUCTURE

VSAHG is at the early stages of implementing a new operating model at a time of immense transformational change in Government and significantly curbed budgets. It will take a number of years for the new operating model to be fully implemented and during this time staff will be working in a transitional environment until such times as the new operating model is fully implemented. This is an interim arrangement and is necessary to enable continued delivery of a prioritised, high quality veterinary service on behalf of the Department and the agri-food sector in Northern Ireland. This approach facilitates the retention of flexibility and capability and, as required, remodelling of VSAHG business in line with the Department's strategic direction.

An outline of the current structure is provided below but is subject to change

VSAHG is headed by a Chief Veterinary Officer (CVO), Unified Grade 3. VSAHG comprises several groups of staff including professional, technical 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, one Programme Director and two Administrative Grade 5, each reporting directly to the CVO.

See organisational chart below.



KEY RESPONSIBILITIES

Trainee Official Auxiliaries (TOA) (Trainee Meat Inspectors) will be expected to successfully progress through a programme of learning and assessment with the objective to achieve within 12 months the following qualifications:

- (i) Level 2 Award for Proficiency in Poultry Meat Inspection; and
- (ii) Level 4 Diploma in Proficiency in Meat Inspection.

During work place learning and assessment, the Trainee will work and learn alongside established Meat Inspectors (MIs). The primary role of the Official Auxiliary (OA) is to assist the Official Veterinarian with a wide range of inspection and verification tasks required to ensure and secure compliance with the food hygiene legislation governing the production and further handling of meat for human consumption. While the bulk of the work involves on-line inspection of meat, there are also compliance checks on general conditions of production, storage and dispatch of meat, both fresh and manufactured. The Foods Standards Agency (FSA) is the “Competent Authority” with regard to the food hygiene legislation and VSAHG delivers the inspection, audit, verification and enforcement on the Agency’s behalf.

The OA is also individually authorised under appropriate legislation to sample meat for the presence of residues and to carry out animal identification checks, which will assist the Official Veterinarian to establish the eligibility of animals for human consumption. OAs are also involved in disease and animal welfare surveillance duties. They may also be required to supervise food premises to facilitate veterinary certification for export trade. These duties are delivered for DAERA areas of competence.

Duties are performed in meat establishments approved by the Food Standards Agency and will entail accessing all meat factory production areas including, for example, raised work stands accessed by steps.

From time to time, OAs may be asked to undertake other duties, for DAERA or FSA, commensurate with their grade at other locations and in other environments, for example in food business other than meat establishments or out on farms, particularly in times of crisis management or during disease outbreaks.

TOAs will be expected to learn, perform and be assessed in all the tasks of an established Meat Inspector.

TERMS AND CONDITIONS

Permanent Appointment

There are currently 15 TOA permanent appointments.

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

TOAs will be based in meat plants and cold stores throughout NI and during the initial training period will also undertake classroom training/learning and assessment.

Trainees will have a temporary headquarters location during the training period which will be in a specific meat establishment.

The work place element of the training programme will be delivered in meat establishments approved by the FSA throughout NI.

Once fully trained and in receipt of FSA approval, permanent headquarters locations will be determined.

Classroom learning and assessment will be carried out at the College of Agriculture Food and Rural Enterprise's Loughry Campus, Cookstown, Co.Tyrone, BT80 9AA.

If you successfully complete the TOA training programme you will be appointed to the OA (Meat Inspector) grade.

Once appointed, successful OA candidates will be required, and must be willing and able, to cover duties anywhere in NI as necessary.

Salary

Salary for the TOA position will be within the range £24,429 to £25,225 (under review). 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.

Once qualified, successful OA candidates will receive a salary within the range £26,962 to £27,819 (under review) within which pay progression will be performance related.

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

TOAs will work weekly contracted hours of 42 hours gross per week (37 hours net). When carrying out work based training and assessment, flexible arrangements and non standard working hours will be required dependent on the service VSAHG stakeholders/industry requires.

It should be noted that when involved in the classroom based training and assessment the daily working hours will be 9am to 5pm.

The operational hours of approved establishments vary and successful TOAs (and if subsequently appointed to the OA grade) will be required to work flexible hours. This can include:

- i. early and/or late starts and finishes, and/or
- ii. compressed hours (where weekly hours are worked over a reduced number of days, for example 4 days rather than 5); and/or
- iii. at night, during weekends and on public holidays.

Once qualified as OAs, to enable operating times to be covered, local management determines and gives reasonable notice of individual work patterns for the week ahead including start and finish times.

Arrangements will be made to keep your weekly hours within reason and Working Time Directive compliant.

Once qualified as OAs, there may be the potential for voluntary overtime.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of these posts.

Travel throughout NI will be required both during training and when qualified. Travel nationally and internationally may also be required on an occasional basis.

Vetting Requirements

An appointment will be dependent on the individual satisfying vetting requirements for the post. The level of vetting required for this position is Basic level.

Medical Requirements

To ensure suitability to undertake the full range of duties of the post prior to being offered an appointment, the successful candidates will be required to undergo the following assessments:

Colour Vision, Tuberculosis, Brucellosis, food handling and audio medical assessments.

Applicants should note that a substantial part of the work placed training will be delivered in abattoirs. Duties are performed in meat establishments approved by the FSA and will entail accessing all meat factory production areas.

To be able to comply with the Food Business Operator's control measures for safe operation, you will need to have a reasonable level of mobility and the ability to move safely in an unpredictable environment, which can on occasions be rough, uneven or slippery under foot and include working on raised work stands which can only be accessed by steps. Approved Personal Protective Equipment will be supplied to you, which you will be required to use.

It is important to highlight also that the job, at times, can be physically demanding with long periods of standing. The job may result in you carrying out duties in an environment of non-ambient temperature.

Training and Probation

If your performance, conduct or attendance during your period of appointment as a TOA is not satisfactory your employment may be terminated.

Subject to unreserved recommendation, trainees who have satisfactorily completed the stated course will progress to the OA grade. Failure to qualify within the expected 12 month period may result in the termination of employment. Consideration of an extension to the TOA training period will be at the discretion of the Department.

Confirmation of your appointment as an OA will be dependent upon the satisfactory completion of a probationary period of 1 year, starting from the date of your appointment to the OA grade.

If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All OAs will be expected to demonstrate a track record of effective service within the probationary 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.

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 telephone Chris Dickson on 028 37 529080 or email: chris.dickson@daera-ni.gov.uk

If you have any questions about the competition process, 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 attained 5 GCSEs at Grade C or above to include English Language, Mathematics and a *Science subject;

AND

2. Have experience in working with/handling livestock** or food science/industry experience.

* Science subject is defined as Biology, Chemistry or Physics

** Livestock is defined as being agricultural animals, the main species being cattle, sheep, pigs, goats and poultry.

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

SHORTLISTING

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:

- Experience of working in the Meat Industry

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 be a competence based interview.

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

1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 25

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. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks available: 25

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. It requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 25

4. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of the 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 efficiently to support service delivery.

Marks available: 25

Total Marks Available: 100

Overall Pass Mark: 50

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 these posts will take place at the end of February and start of March 2019.

Interviews will take place at the College of Agriculture Food and Rural Enterprise's Loughry Campus, Cookstown, Co.Tyrone, BT80 9AA.

NICS COMPETENCY FRAMEWORK

TOA is analogous to EOII in the NICS general service grades.

OA is analogous to EOI in the NICS general service grades.

The selection process will assess candidates against the NICS competency framework at level 2.

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

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

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.

As women are currently known to be under represented in this occupation across Northern Ireland and as Protestants are currently known to be under represented in this grade in the NICS, applications from women and the Protestant 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**