

**Candidate
Information
Booklet**

**HR
CONNECT**

Human Resources
for the Northern Ireland
Civil Service and the
Northern Ireland Office

RE-SS 1.18a

IRC272566

**Deputy Director, Policing
Policy & Strategy
Deputy Director, Enabling Access to
Justice;
Deputy Director, Victims Support.
(Grade 5)**

Department of Justice (DoJ)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 28th January 2022***

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

Department of Justice

Fairer, Faster Justice

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

Thank you for your interest in the Deputy Director positions being advertised within the Department of Justice (DOJ) Northern Ireland.

We are looking for dynamic and impactful leaders who can build effective working relationships with a wide range of stakeholders and demonstrate leadership to deliver outcomes in a fast moving and challenging environment. The successful candidates will provide strategic advice and support to the Minister for Justice and to Senior DoJ officials on significant policy matters.

This is a fascinating and challenging time to join the Northern Ireland Civil Service. The successful applicants will play a wider role as part of the Senior Civil Service at a time when collective leadership is focused on delivering internal and external transformation and recovering from the impacts of the COVID -19 pandemic.

If successful, you will contribute to the wider development of the justice programme in Northern Ireland, leading a diverse and multi-disciplinary business area to contribute to the delivery of Departmental outcomes.

The work of the Department is, rightly, subject to extensive external scrutiny, including by the Justice Committee of the Northern Ireland Assembly, the Northern Ireland Audit Office and the media. The posts all carry considerable responsibility and in return offer exceptional career development opportunities, as well as the ability to make a significant difference to wider society in Northern Ireland. I hope you will be excited by the opportunity which these influential posts offer.

If you think you have the experience, enthusiasm and energy to lead to contribute at a senior level to the work of the DOJ, we would be very pleased to hear from you.

If, after reading this candidate information pack, you would like to speak to someone before making an application, I would encourage you to contact Deborah Brown at Deborah.brown@justice-ni.gov.uk.

PETER MAY
PERMANENT SECRETARY, DEPARTMENT OF JUSTICE

BACKGROUND

DOJ's mission is **working in partnership to create a fair, just and safe community where we respect the law and each other.**

In doing so, DOJ's priorities are to:

- Embed a culture of lawfulness.
- Support safe and resilient communities.
- Address harm and vulnerability.
- Challenge offending behaviours and support rehabilitation
- Deliver an effective justice system.
- Secure confidence in the justice system.

DOJ can only deliver effectively by working together with delivery partners across the wider justice system, with other Government Departments and with the community and voluntary sector.

The posts being advertised all have responsibility for policy development and the provision of advice to Ministers and senior officials across a range of functions relating to justice and policing issues, and for supporting delivery of outcomes, often working with partners within and beyond the NICS. The Deputy Directors will play a pivotal role in the work of the DOJ, providing strategic leadership to deliver their Division's functions. They will develop and strengthen partnerships with stakeholders, working collaboratively with others across the justice system and wider society on shared outcomes, wisely allocating people and resources within the Division to do so and encouraging and developing the teams to deliver outstanding results.

The Deputy Directors will therefore have strong leadership skills in order to engage staff and stakeholders and deliver on the strategic direction and vision. They will need to draw on analytical, creative and strategic thinking as well as on strong policy development skills and political awareness. They should also have a track record of working collaboratively with external partners over whom they have no direct authority. They will have the skills to work effectively on the interface of matters falling to the UK government and those which are the responsibility of devolved departments and ministers. They will be the primary external representative for the work of their Division across a range of national and regional groups and as such will need to draw on an ability to engage, influence and negotiate as well as on strong communication skills.

KEY RESPONSIBILITIES

All of the three roles to be filled have a range of shared key responsibilities. These include:

- Effective leadership of the Division and contributing to the leadership of the Department as part of the SCS cadre;
- Maintaining the policy and legislative framework for the subject matter in question;
- Building and maintaining effective relationships in a fast moving and often challenging policy environment
- Providing sound policy advice to the Minister of Justice and senior officials as required on often complex issues of significance that arise in relation to the subject matter;
- Identifying and supporting implementation of agreed policy approaches.

In addition, please find below more detail on key responsibilities for each of the three roles to be filled.

Policing Policy and Strategy Division

- Working closely with the Minister, the PSNI, the Policing Board and the Police Ombudsman, to support delivery of effective policing and ensure community confidence;
- Ensuring that the legislative framework for policing oversight and police powers is fit for purpose to support a modern police service;
- Challenging, supporting and working with PSNI and the Policing Board to deliver transparent value for c £1bn of investment in the policing budget;
- Leading a range of complex policy areas including those involving police pensions and injury on duty benefits.

Enabling Access to Justice Division

- Leading the DOJ's policy and legislative improvements to the full suite of legal aid related policies;
- Working closely with the Legal Services Agency and the bodies representing barristers and solicitors to ensure policy outcomes are practically based and capable of successful implementation;

- Developing policy and strategy on enabling access to justice. This includes developing a programme of civil and family justice modernisation in light of Minister's statement to the Assembly on 23 March 2021 on Civil and Family Justice Reform;
- Prioritising the policy initiatives which will demonstrate maximum benefit and meet ministerial policy objectives within the resourcing available.

Victims Support

- Leading the implementation of recommendations from the Gillen Review into the law and procedures for serious sexual offences in NI;
- Leading the implementation of the current Victim and Witness Strategy for NI and the process to develop future strategies;
- Developing policy and legislation to better meet the needs of victims and witnesses and engaging across the justice system to identify, and advocate for, other improvements that may be made;
- Working closely with partner organisations to deliver improvements to the lived experience of victims and witnesses.

The above is not an exhaustive list but gives an indication of some of the areas the roles will involve. The emphasis on particular duties will vary over time and according to business needs.

TERMS AND CONDITIONS

There are 3 permanent, full time vacancies across the DOJ to be filled.

Candidates cannot select a specific position to apply for and the panel will make allocations from the final merit list.

These are appointments to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource.

Within the timespan of this competition, further appointments may be made from this competition in other policy areas of DOJ which require the same eligibility criteria and have similar roles and responsibilities.

Secondment

Consideration will be given to filling any of these positions 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

These posts will be based in the Stormont Estate, Belfast. However, due to Covid 19 restrictions, the majority of staff are temporarily working from home. The successful candidate may be required to work from home until the relevant public health advice changes. Any potential flexibility in the location of the post may be considered in the context of the emerging 'New Ways of Working' policy.

Salary

Salary will be within the range £74,912 – £84,122.

The successful candidates 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 she/he has exceptionally relevant skills/experience. If a successful candidate is an existing member of the NI Civil Service (NICS), starting pay on transfer to a new substantive grade 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, normally the Management Board or similar senior group. 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 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

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 nationally and internationally may also be required.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the posts. The level of vetting required for these posts is up to Security Check (SC).

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 the post before deciding to apply may telephone Deborah Brown (tel 02890 528107) or email Deborah.brown@justice-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, provide evidence in their application form which demonstrates they personally satisfy **ALL** the following eligibility criteria:

1. A minimum of 3 years' senior management* experience in either the public, private or voluntary sector, with demonstrable evidence of the ability to meet strategic challenges and deliver positive outcomes in a complex environment**;

AND

2. A minimum of 3 years' senior management* experience of developing policy in a complex environment**, including working with complex information to create workable policy outcomes which meet the needs of the organisation.

AND

3. A minimum of 3 years' senior management* experience of building effective internal and external partnerships in a contested environment and exercising strategic leadership and influencing skills to deliver agreed outcomes;

AND

4. A minimum of 3 years' experience, with evidence of achievement, of leading and developing teams to deliver at pace in a complex environment**.

The following additional clarification is provided:-

***Senior management** – providing detailed advice at board level on, or taking decisions affecting, strategic issues concerning the corporate body or organisation within which an individual is working.

****Complex environment** is one in which an organisation delivers a wide range of objectives requiring collaboration with both internal and external stakeholders in relation to contested issues with high level of public profile.

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 2 and then if necessary eligibility criterion 3**.

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 applicants in response to the eligibility criteria.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview.

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable 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.

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

ASSESSMENT PROCESS

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

Presentation

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

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.

Marks available: 30

Minimum Standard: 18

Competence Based Interview

The selection panel will design questions to test the applicants' knowledge and experience in each of the following 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: 30

Minimum Standard: 18

2. Collaborating & Partnering

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

Minimum Standard: 18

3. Making Effective Decisions

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: 20

4. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 20

Total Marks Available: 130

Overall Pass Mark: 78

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.

It is intended interviews for these posts will take place in Castle Buildings, Stormont Estate, Belfast from 2nd March 2022.

Panel members are

Jim Scholes	Commissioner for the NI Civil Service (Chair).
Peter May	Permanent Secretary, Department of Justice.
Julie Harrison	Deputy Secretary, Department of Justice.

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

Requests for reschedules will only be considered in exceptional circumstances.

NICS Competence 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

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.

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, 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 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. 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.

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.

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

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 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**