

**Candidate
Information
Booklet**

IRC228067

**Director – Property Services Division,
Central Procurement Directorate (CPD)**

Department of Finance (DoF)

**Completed Application Forms
must be returned to
HRConnect no later than 12
noon (UK time) on
*Friday 1st June 2018***

Department of Finance

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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FOREWORD

Thank you for your interest in the post of Director, Property Services Division in Central Procurement Directorate (CPD), Department of Finance (DoF).

CPD operates in an increasingly challenging and demanding environment. Public procurement expenditure is an important element of the economy in Northern Ireland. There is high expectation that public procurement will support the delivery of the wider policy objectives of the Northern Ireland Executive and its Programme for Government.

The Northern Ireland Executive has ambitious plans to improve the efficiency of the Government Estate, targeting year on year savings. This will require a new innovative approach to the management of its property portfolio. Linked to this is a recognition that the organisations that provide public services function best in accommodation that is modern; fit for purpose; and is refurbished and maintained in a way that represents value for money.

CPD has a number of key roles as follows: - to provide advice on public procurement; to support the Procurement Board in developing and reviewing public procurement policy; and to act as a Centre of Procurement Expertise (CoPE) for construction, supplies and services contracts. It is now proposed that CPD will also provide a range of property and facilities management services through a new Division.

Reporting to the Chief Executive of CPD, the Director will be a key player in delivering the strategy for the Reform of Property Management by ensuring that the benefits of modernised approaches to property and facilities management and practice are understood and realised.

The Director will be responsible for the operations, delivery and performance of Property Services Division and will be required to provide strong leadership and management to circa 110 staff.

Applications are welcomed from eligible candidates from the voluntary, private and public sectors.

DES ARMSTRONG
Chief Executive, Central Procurement Directorate (CPD)

BACKGROUND

ABOUT THE DEPARTMENT

Central Procurement Directorate (CPD) is a business area within the Department of Finance (DoF) in Northern Ireland. DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

The Permanent Secretary for DoF is Sue Gray.

DoF incorporates eight business areas and has approximately 3300 staff, who are located mainly in the Greater Belfast area and in Derry/Londonderry.

The overall aim of the DoF is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”;

In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by DoF can be found at www.finance-ni.gov.uk.

Central Procurement Directorate (CPD)

The Northern Ireland Executive has agreed a public procurement policy for the Northern Ireland Departments, their Agencies, non-Departmental Public Bodies (NDPBs) and Public Corporations. The Executive has agreed that the policy should be guided by the concept of:

“Best Value for Money” which is defined as **“the most advantageous combination of cost, quality and sustainability to meet customer requirements”**.

In this context, cost means consideration of the whole life cost; quality means meeting a specification which is fit for purpose and sufficient to meet the customer’s requirements; and sustainability means economic, social and environmental benefits, considered in the business case, in support of the Programme for Government.

The NI Executive also agreed to the establishment of a Procurement Board and to the establishment of CPD as the lead professional body for the development of public procurement in Northern Ireland.

The NI Executive also agreed an Asset Management Strategy and a Reform of Property Management programme is progressing.

CPD acts as a Centre of Procurement Expertise (CoPE) and as a Central Purchasing body under the Public Contracts Regulations 2015.

CPD provides professional procurement services to a wide range of public bodies. The services provided includes the procurement of supplies, services and construction works and advice on the management of programmes and projects. It is proposed that CPD will also provide a range of property and facilities management services through a new Division

CPD helps public bodies deliver their business objectives and supports the delivery of public services and improvements to infrastructure.

Further information on public procurement in Northern Ireland is available at www.finance-ni.gov.uk/topics/procurement

JOB DESCRIPTION

This permanent appointment will be to the Senior Civil Service (SCS) group of the Northern Ireland Civil Service (NICS); SCS is the top leadership and management group of NICS. The appointment will be a SCS Grade 5 level (Assistant Secretary).

A merit list will be compiled but will only be used should this post become vacant again in the lifetime of the competition which is for one year.

Salary

Salary will be within the range £68,961 - £79,058 (under review) 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 will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attached to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate who is an existing civil servant and not already a member of the SCS will, on appointment, become a member of the SCS. As a member of the SCS the postholder may, in due course, be transferred to other posts at the same level.

Location

The postholder will be located within Clare House, 303 Airport Road West, Belfast. The postholder will be expected to travel throughout Northern Ireland, as well as nationally and occasionally internationally.

Hours of Work

The postholder may from time to time be required to work outside their normal conditioned hours, to fulfil the demands of the post.

Holidays

In addition to the 12 public and privilege holidays, the annual leave allowance will be 30 days.

Travel

As this post requires the applicant to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities.

Pensions

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 25 of this booklet.

Vetting Procedures

The successful applicant will be required to be cleared to Counter Terrorist Check (CTC) level.

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. All appointees will be expected to demonstrate a track record of effective service within this period.

Career Development

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Stewart Heaney by telephone 028 90816214 or e-mail at stewart.heaney@finance-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

KEY RESPONSIBILITIES

Overall Job Purpose

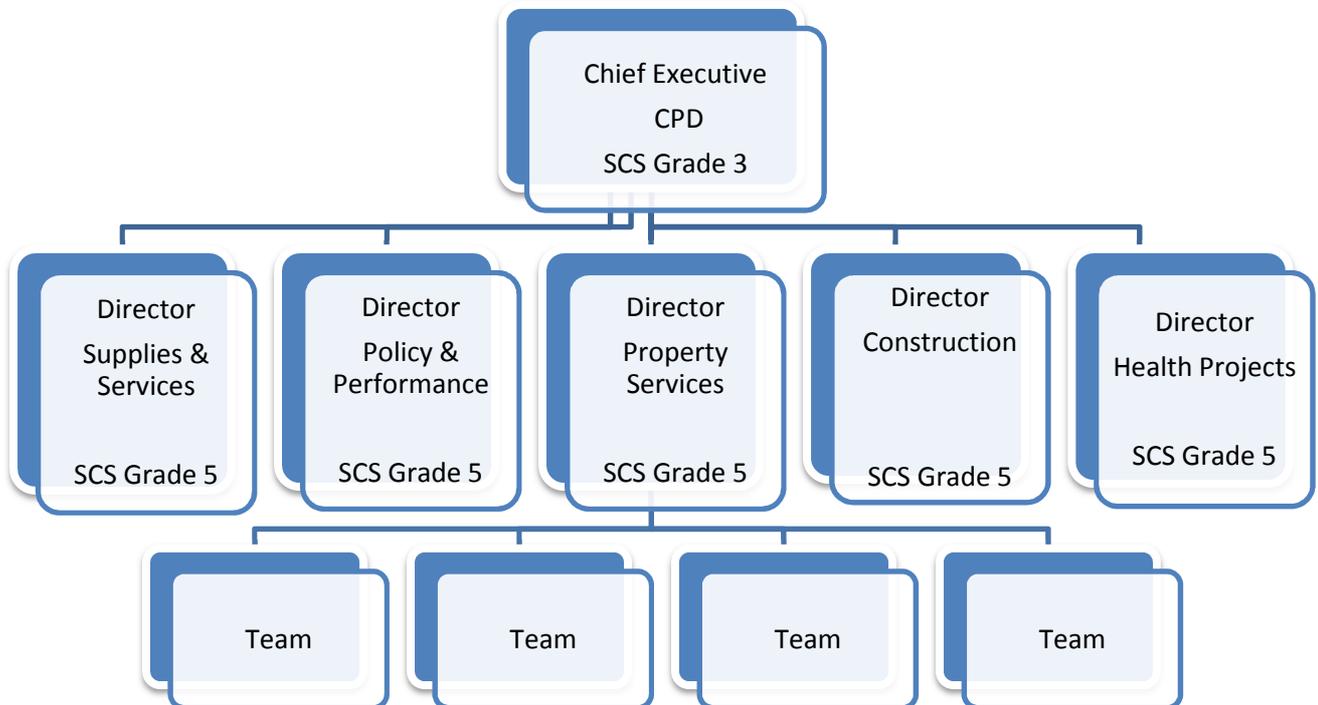
This new post will be the Director within CPD with responsibility for the new Property Services Division. He/she will be one of five Directors who report to the Chief Executive of CPD. The post holder will contribute to the overall business strategy, performance and management of CPD and will be responsible for providing a property and facilities management service to public bodies. This will include advising on associated public procurement matters.

The post holder's key objectives will be:-

- to provide advice on property and facilities management and associated matters to the Procurement Board, departments and public bodies;
- to provide a high quality, cost effective professional property and facilities management service to departments in accordance with Northern Ireland Public Procurement Policy and other relevant guidance;
- to act as the champion and subject matter expert in matters related to property and facilities management and establish Property Service Division as a Centre of Excellence;
- to establish collaborative relationships across the public sector with bodies involved in property and facilities management to share best practice and develop consistency in approaches;
- to engage with key industry groups and representatives to build the capability and capacity within the market to meet the needs of the public sector; and
- to develop procurement and contract strategies that deliver best value for money and deliver efficiencies from collaboration with departments.
- To provide leadership in the development and implementation of a programme of change initiatives designed to modernise the service delivery of property and facilities management, ensuring that staff are fully engaged and committed.

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

An organisation chart for the future senior management structure in CPD is set out below.



Considering the diverse nature and volume of work which property and facilities management and advice embodies, this business area is divided into 4 sub-divisions. The structures of the sub-divisions are currently under review. The post holder will be responsible for finalising and implementing any revised structure:

Facilities Management Best Practice - Property Services Division is responsible for the development of best practice policies and processes for facilities management. This will involve the production and implementation of a strategy for making PSD a recognised Centre of Excellence for facilities management across the public sector;

Facilities Management Contract & Procurement - Property Services Division manages and advises on procurement and contract strategies and methodologies, specifications, conditions of contract and other property and facilities management services procurement related activities, including market sector engagement, Key Performance Indicators (KPIs) and sustainability. It is responsible for the performance management of suppliers working with CPD and its clients;

Facilities Management Service Delivery - Property Services Division provides services and related advice to departments to ensure that the advantages of modern approaches to property and facilities management is disseminated, understood and applied. This is achieved through providing specific services and advice centrally or through the development of self-service options for those clients who have such expertise in-house.

The post holder will be required to work with the Directors in the other CPD Divisions, to ensure consistency of approach and application of CPD policies and procedures.

Day to day issues that the post holder will be responsible for include:- provision of specific professional advice to senior officers in departments; dealing with representatives of business and industry on a wide range of matters from specific contracts to future workloads and strategic investments; and performance management of the Division.

Management of People

The post holder will be directly responsible for the management of circa 110 staff which includes a range of professional (ie: Architects, Engineers, Quantity Surveyors, etc.) and administrative grades. It is anticipated that there will be four senior managers reporting directly to the post holder, who will ensure that staff have the necessary skills and experience to provide the expert advice required by CPD's clients. Staff are located at Clare House.

One of the post holder's immediate priorities will be the critical review and design of a new Divisional organisation structure which aligns with the future business objectives of CPD. To have an effective and efficient Division, the post holder will have to manage a continual change agenda through giving

leadership and direction to his/her divisional management team, encouraging innovation and freshness of approach to tasks through effective communication and the motivation of staff to achieve performance.

The Director will provide guidance and direction to individual staff and the Division generally, on all aspects of the discharge of their professional, management and administrative functions and he/she will quality assure the Division's work. The post holder will also be a member of CPD's Senior Management Team and will play a full role in the corporate leadership of CPD.

Accountability

The post holder will be accountable to the Chief Executive for the efficient and effective operation of the Division and in a professional capacity for the advice and services which the Division provides. He/she will have ultimate management responsibility for service delivery. The post holder will direct and oversee the implementation of a service improvement plan for the Division which will enable CPD's clients to obtain Best Value for Money from property and facilities management.

The post holder will be responsible for the successful budget management of this Division. The post holder will be involved in the bidding process and is also accountable for the recovery of the Division's costs from customers through negotiations based on hard charges agreed in Service Level Agreements. He/she will be required to provide regular stewardship statements to the Chief Executive confirming that sound corporate governance arrangements are in place across the Division.

While the Chief Executive of CPD is the principal advisor to the Procurement Board, he will look to the post holder to provide advice and guidance in relation to his/her specific areas of responsibility. The post holder will be expected to maintain detailed knowledge of property and facilities management best practice, procurement matters, a high level of understanding of policy and departmental issues; a broad awareness of political and current affairs; detailed knowledge of supply market and industry matters related to property and facilities management and their effect on services provided to departments. A key objective for the post holder will be the establishment of a cross-government best practice forum as part of the future strategy for improved facilities management services in support of the Reform of Property Management Programme.

The post holder will also be responsible for the provision of professional assessments and costings, contract advice and direction in respect of procurement expenditure currently circa £30m/year and will have considerable influence on the Best Value for Money gained from these contracts.

The post holder will be a key player in the Senior Management Team of CPD and will be expected to play a significant role and make a significant contribution to corporate discussions.

Judgement

The post holder will be responsible for making judgements across a wide range of areas, including corporate and divisional management issues. The post holder will ensure compliance with legislation relating to property and facilities management, contracts and the environment by developing and promoting strategies and policies which are clear and capable of being implemented, and by ensuring that best practice in terms of professional and operational standards is promoted and supported. The post holder will lead, direct and manage a service improvement programme aimed at transforming the property/facilities management service and PSD in to a recognised Centre of Excellence.

The post holder will have to apply judgement when exercising his/her authority as an arbiter in respect of advice given and processes adopted by the Division and for probity in contractual methodologies. This role involves considering issues such as contractual matters and contractor performance issues where the job holder will apply his/her professional experience and expertise to what can be substantial areas of dispute. In all cases of escalated disputes between clients and contractors the post holder must identify the key issues/problems, take a balanced view of the needs of the client and the responsibilities of the contractor and manage situations tactically and appropriately to ensure satisfactory resolution.

The post holder will also be involved in contributing to CPD wide decision-making and will have to consider issues ranging from change management initiatives to corporate strategic and business planning. This role will require the jobholder to produce clear, well-developed and justified proposals for colleagues, which can then be adopted by CPD as a whole.

Operationally the Director will be responsible for translating CPD's business plan objectives in to sound and effective operational practices and deliverables ensuring resources, systems and processes are appropriate to deliver required outcomes.

Influencing

The jobholder will have to develop and maintain a range of effective working relationships, both across the NICS and with a range of associated external representatives of business and industry. In addition the post holder will have a high profile role within influential groups such as the Construction Industry Forum for Northern Ireland, the Construction Executives Group and the Construction Procurement Group.

Central to discharging this role will be the personal credibility of the jobholder, who whilst being drawn from a 'professional' background, will have to apply well developed communication and negotiating skills to engage, influence and inspire representatives and staff drawn from both professional and non-professional backgrounds often in sensitive and high profile situations.

He/she will be in a position to influence strategic decisions across government where property and facilities management plays a part in the decision making process.

The job holder will also be required to discuss and debate, with representatives of business and industry, matters such as the EU Procurement Directives and UK Regulations, contractual implications/obligations and procurement strategies to deliver the Programme for Government. Meeting with representatives of business and industry will allow the post holder to explain government policy, absorb the reaction and pave the way for innovative solutions either from business, industry or government.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be a current member (or higher) of a Chartered Professional Body incorporated under or with Royal Charter; and hold the title of Registered Architect, Chartered Engineer, Chartered Surveyor or a title of equal standing from another construction profession*;

Please note that the successful candidate must remain Registered/Chartered whilst in the post. Currently CPD refund professional fees. Checks will be completed with the appropriate professional body to confirm membership status.

AND

2. Have a minimum of 3 years experience gained in the last 5 years of having successfully discharged responsibilities at senior management level** in a complex***, multi-disciplinary**** organisation in either the voluntary, private or public sectors;

AND

3. Have been personally responsible for the delivery of a high quality property and facilities management service*****; with expenditure on property maintenance in excess of £5 million/year.

***Equivalent** professional memberships: Applications will be considered from professionally qualified construction professionals who hold equivalent professional status. Please give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

****Senior Management Level** includes providing detailed advice on, or taking decisions personally or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working either as an employee or advisor.

*****Complex organisation** is one that has many business units; processes and procedures; and is subject to governance and oversight.

******Multidisciplinary organisation** is one that has a staff with varied but complimentary experience, qualifications and skills that contribute to the achievement of specific objectives.

*******Property and facilities management service** activities including:

- a. People/staff moves and relocation
- b. Scheme design
- c. Refurbishment work
- d. Minor works project management (value <£500,000)
- e. Property maintenance (planned, reactive, cyclical)

- f. Building structures and partitioning
- g. Building fabric, including desks, chairs, signage, lighting and other equipment
- h. Heating, ventilation and air-conditions systems (HVAC)
- i. Energy management
- j. Environmental management
- k. Health and safety

SHORTLISTING CRITERION

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criterion will be used:

1. The Panel will carry out an objective evaluation of the depth and breadth of information provided by candidates in response to eligibility criterion 3. The range of activities covered shall be no less than 5.

The Panel will complete this assessment against the information provided in response to the eligibility criterion.

Please note:

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

PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting criteria (if applicable)*. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 5 for the purposes of personal and professional development.

Director Property Services Division Central Procurement Directorate is analogous to Assistant Secretary (Grade 5) in the NICS.

What is the NICS competency framework?

The 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.

How does the NICS framework look?

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

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the assessment / interview criteria as outlined below.

INTERVIEW CRITERIA

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

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 subject of which will be provided to candidates in the invitation to interview letter.

The panel may ask question(s) during the presentation to clarify understanding of a point(s).

The panel will stop the applicant when 7 minutes has elapsed.

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. Applicants are not permitted to deliver the presentation electronically nor should you provide any handouts or other materials to the panel.

The presentation will be used to assess the Collaborating and Partnering competence.

Marks available: 20

1. 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: 20

2. 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

3. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20

4. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

Marks available: 20

5. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks Available: 20

Total Marks Available: 120

Overall Pass Mark: 72

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.

INTERVIEW DATES

It is intended that interviews for this post will take place in Belfast on the 25th and 26th June 2018.

INTERVIEW GUIDANCE FOR APPLICANTS

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 in relation to each of the competences. 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.

SELECTION PROCESS

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.

Making your application:

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.

Guidance for Applicants

- 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, eg an organisational chart.
- Should an organisational chart be required this must be submitted to HRConnect by the closing date for applications.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- 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.
- 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.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out 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.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **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.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

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.

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.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 27.

As women are currently known to be under represented at this grade in the Northern Ireland Civil Service, applications from women 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

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria (*if applicable*) and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Director Property Services Division Central Procurement Directorate post is classified as Non-Public Service, therefore certain nationality requirements apply. 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.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Vetting Procedures

1. Baseline Personnel Security Standard

For the Director Property Services Division Central Procurement Directorate post in the NICS the level of vetting is a Counter Terrorist Check (CTC). 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

GENERAL INFORMATION

Pensions:

The NICS offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

<http://www.finance-ni.gov.uk/civilservicepensions-ni/index/new-members.htm>

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@finance-ni.gov.uk

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

Completed application forms should be sent to the HRConnect Recruitment Team:

HRConnect
PO Box 1089
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

NOTE: Late applications or applications received by fax or by email will not be accepted.

Contact Details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

Equality, Diversity and Inclusion

Policy Statement

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

Inclusion – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

Legislative Context

This section explains the reasons for gathering this information by setting out the legislative background.

Gender

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

Age

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different ages and age groups.

Community Background

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality

Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

Disability

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability, and social functioning.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carryout normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies

information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

Marital Status

The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status.

Dependants Status

Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions in NI, to have due regard to the need to promote equality of opportunity between persons with dependants and persons without.

Confidentiality of Monitoring Information

The following general principles will be applied to all individual monitoring information:-

- individual monitoring information will be afforded a high degree of confidentiality;
- misuse of monitoring information will be viewed as a disciplinary offence; and
- individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.

ANNEX A

Nationality

(i) 'UK National' means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man), a British subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

(ii) 'Commonwealth Citizen' means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the 'UK Nationality' definition above. This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

(iii) 'British Protected Person' means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

(iv) 'EEA National' means a national of one of the following countries:

Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
**Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	United Kingdom
Estonia	Italy	Poland	

N.B. nationals from Switzerland also have the same free movement and employment rights.

'Family member of an EEA or swiss national' 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.

**Croatian nationals who want to work in the UK must obtain authorisation prior to commencing employment. They require a certificate of sponsorship and must also apply for an accession worker card before they can commence employment. There are no provisions for Croatian nationals to take up low-skilled work.

Further guidance on nationality can be obtained at www.ind.homeoffice.gov.uk

ANNEX B
CIVIL SERVICE COMMISSIONERS

CSC NI
CIVIL SERVICE COMMISSIONERS
FOR NORTHERN IRELAND

AN INTRODUCTION

Ensuring appointment on merit
And safeguarding ethics

WHO ARE WE?

Brian Rowntree, CBE (Chairperson)
Sinead Burns
James Scholes

LOCATION

Our Office is in Stormont House.
The full address is:

Stormont House
Room 105
Stormont Estate
Belfast
BT4 3SH

OPENING HOURS

The Office is open from 9.00am to 5.00pm,
Monday to Friday, except Public and Bank Holidays.

How to contact us

- **write to us at the address at the top of the page**
- **telephone us on 028 9052 3599**
- **visit us at www.nicscommissioners.org**

Annex B CIVIL SERVICE COMMISSIONERS

WHAT ARE WE HERE TO DO?

Civil Service Commissioners are appointed by the Crown to uphold the principle that selection for appointment to posts in the Civil Service should be on merit on the basis of fair and open competition.

WHERE DO WE GET OUR AUTHORITY FROM?

Commissioners derived their responsibilities from prerogative Orders made by the Secretary of State. Our authority currently derives from the Civil Service Commissioners (NI) Order 1999.

HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: www.nicscommissioners.org
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.

- approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.
- hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI) Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the appeals received by the Commissioners are published each year in our Annual Report.

WHAT CAN WE DO FOR YOU?

If you have ever applied for a post in the Northern Ireland Civil Service, you can be assured that, whether or not you were successful, the Department or Agency was obliged to make that appointment in accordance with directions for good practice set out by the Commissioners.

We are concerned that civil servants are not fully aware of the appeals mechanism under the Code of Ethics. We would strongly encourage any civil servant who believes that he or she has been asked to act in a way which

- is illegal, improper or unethical;
- is in breach of constitutional convention or a professional code;
- may involve a possible maladministration; or
- is otherwise inconsistent with the Code

to report the matter in accordance with procedures laid down in the Northern Ireland Civil Service Pay and Conditions Code or Departmental guidance.

Where the matter has been reported in the appropriate manner and a civil servant believes the response does not represent a reasonable response to his or her concerns, s/he may report the matter in writing to the Civil Service Commissioners.