

**Candidate
Information
Booklet**

IRC240783

**Waste Regulation Unit – Higher
Scientific Officer (HScO)**

**Northern Ireland Environment
Agency (NIEA)**

**Department of Agriculture,
Environment and Rural Affairs**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 23rd October 2020***

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

***Department of Agriculture,
Environment and Rural Affairs***

**A thriving and sustainable economy,
environment and rural community**

Communication between HRConnect and you

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

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FOREWORD

Thank you for your interest in this post of Higher Scientific Officer within the Regulation Unit of the Northern Ireland Environment Agency (NIEA). The Agency's strategic objective is to create prosperity and well-being through effective environmental management and regulation.

An important element of our work involves co-operating with other Government departments and agencies to limit adverse impacts upon the environment.

The Agency has a wide range of scientific and professional skills and expertise among its staff. This skills and experience base allows us to manage and protect our landscapes and their wildlife, and to maintain a healthier environment.

If you believe you have the skills and experience to tackle this post, I would be delighted if you would take the next step and complete and submit the application form.

Tracey Teague
Acting Chief Executive
Northern Ireland Environment Agency

BACKGROUND

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environment, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland.

The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training as well as further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

DAERA VISION AND STRATEGIC GOALS

Vision

“A thriving and sustainable economy, environment and rural community”

Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sectors;
- A clean, healthy environment, benefiting people, nature and the economy; and
- A thriving rural economy, contributing to prosperity and wellbeing.

How we operate:

- A well led, high performing organisation focused on outcomes.

DAERA Top Management Team comprises:-

1. Central Services and Rural Affairs Group
2. Veterinary Service Animal Health Group
3. Environment Marine and Fisheries Group; and
4. Food and Farming Group

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)

- Forest Service

DAERA has one Statutory Advisory Council, namely the Council for Nature Conservation and the Countryside.

The Department also sponsors a number of Non- Departmental Public Bodies including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr Denis McMahon.

NORTHERN IRELAND ENVIRONMENT AGENCY

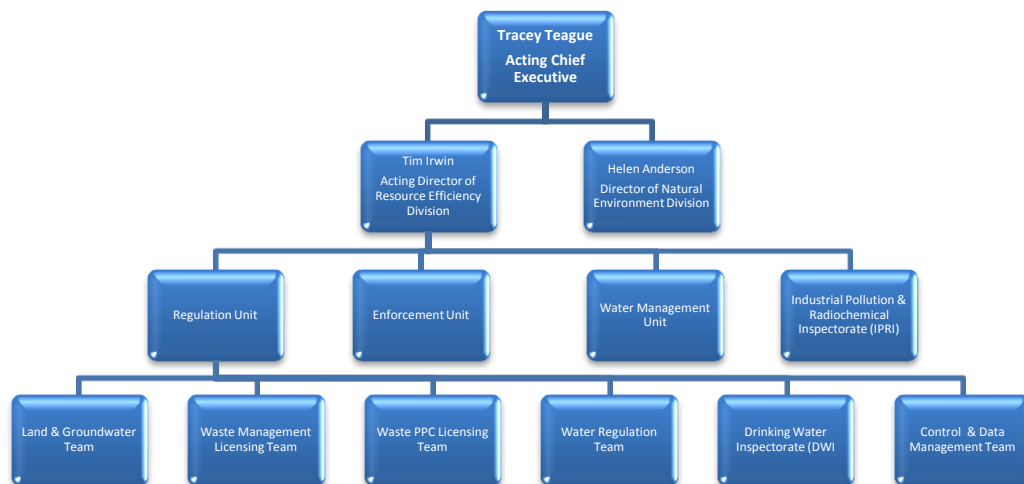
The Northern Ireland Environment Agency (NIEA) is an Executive Agency within DAERA. The NIEA has two Divisions; namely, Resource Efficiency Division and Natural Environment Division.

The role of NIEA is to:

- promote both public awareness of environmental issues and action to deal with them;
- regulate adverse human impacts upon the environment;
- work in partnership with others to protect the environment;
- provide financial support to others to encourage action to protect the environment;
- manage our properties to promote public access to, and understanding of, the environment; and
- advise Government and other key sectors on environmental issues.

NIEA has over 440 staff, the greater percentage being scientific and technical staff, at its headquarter buildings in Belfast, Lisburn and a number of regional locations.

Further information about NIEA can be obtained on the Internet at www.daera-ni.gov.uk/northern-ireland-environment-agency .



Resource Efficiency Division

The Resource Efficiency Division is the largest Division within the Northern Ireland Environment Agency (NIEA). The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

Regulation Unit – Waste Management Licensing Team, Waste PPC Team and Control and Data Management Teams

The Regulation Unit sits within the Resource Efficiency Division. The Unit is responsible for waste regulation, water regulation, land remediation, groundwater resources and drinking water regulation.

The Unit's Waste Management Licensing and PPC Teams are responsible for the implementation and enforcement of a range of waste legislation for controlling the keeping, treating, recycling and disposal of waste. The Teams review and determine applications for waste permits, licences and exemptions. They review technical submissions and monitoring results and inspect compliance at authorised waste sites taking enforcement action as required. The Teams work closely with other NIEA regulatory teams and other bodies including local Councils, Health & Safety Executive NI and NI Fire & Rescue Service. The Waste Authorisation Teams regulate a range of different waste facilities across Northern Ireland including: landfills, material recovery facilities, waste storage and transfer facilities, composting and

anaerobic digestion plants, end of life vehicle treatment facilities, mobile waste treatment plants and local council waste facilities.

The Control and Data Management is responsible for the administration and enforcement of a range of waste legislation controlling the movement of waste, the carrying of waste and those associated with producer responsibility regimes. The team is also responsible for co-ordinating the reporting requirements of the Agency regarding waste data.

The Hazardous Waste Team controls the movement of hazardous waste from 'cradle to grave', providing advice and guidance on the classification of waste and promoting awareness of the regulations and the Transfrontier Shipment of Wastes Team regulate the movement of waste between Northern Ireland and countries outside the United Kingdom, providing advice on the legislative requirements for the transport of waste across international boundaries taking into account the classification of the waste, the country the waste is destined to or coming from and the process the waste is destined for.

The Teams maintains a high rate of compliance with the regulations through a comprehensive monitoring and inspection programme and, where breaches are detected, implement timely and effective enforcement action in line with the Agency's Enforcement Policy. The team also reviews and determines applications to transport waste. The teams work closely with other enforcement bodies across Northern Ireland, such as PSNI, DVA and Health & Safety Executive NI, the environment agencies in the UK and competent Authorities across EU and the rest of the world.

The Data teams collect and validate waste data from district councils and authorised waste facilities, auditing compliance and taking enforcement action where necessary. The Data team works closely with Statistics and Analytical Services Branch to produce local authority collected municipal waste data to National Statistics standard which is published.

KEY RESPONSIBILITIES

The Higher Scientific Officer (HScO) reports directly to a Senior Scientific Officer (SScO) who has responsibility for the overall management of regulation, compliance and enforcement of waste regulation within their area of work in the Regulation Unit.

The post holder's main role is to lead a small team responsible for the regulation of waste management activities in their area of work. The post holder provides leadership on the technical, scientific and regulatory basis of decisions on the implementation and enforcement of the waste regulatory system and relevant waste legislation to prevent pollution of the environment and harm to human health.

The post holder's main duties and responsibilities may include:

- Lead, manage and motivate their team to ensure that agreed objectives as set out in Team and Corporate Business Plans are met.
- Deliver NIEA's regulatory role as set out in relevant waste legislation including: the Waste Management and Contaminated Land Order 1997; the Waste Management Licensing Regulations 2003; the Pollution Prevention and Control (Industrial Emissions) Regulations 2013; the Landfill Regulations 2003; the Hazardous Waste Regulations 2005; the Transfrontier Shipment of Waste Regulations 2007; the registration of Carriers and Seizure of Vehicles Regulations 1999 and the Landfill Allowances Scheme Regulations 2004.
- Manage the technical review and determination of applications for PPC permits, waste management licences, waste exemptions, registration of carriers, and TFS Notifications.
- Manage the technical review and determination of submissions (e.g. management plans, impact assessments, monitoring results, contracts, financial guarantees) relating to waste applications. Ensure decisions are made on robust technical grounds and in line with best practice.
- Manage the implementation of an agreed compliance monitoring programme of site inspections, audits and other activities such as road and port inspections and ensure appropriate action is taken when non-compliances are detected to maintain compliance with the relevant legislation.
- Ensure the appropriate investigation of significant non-compliances with the relevant legislation. Ensure robust decision making processes are followed, in line with departmental enforcement policy. Prepare prosecution cases for submission to the Public Prosecution Service (PPS) and liaise with the PPS as required.

- Provide expert witness evidence at enforcement cases, court appearances, judicial reviews and planning appeals as required. Attend public meetings when required.
- Assist with the preparation of responses to relevant waste-related enquiries from other government departments, the public, industry and Non-Government Organisations (NGOs) within required timescales. This includes contributing to responses to FOI / EIR requests, Private Office/Ministerial queries, Assembly questions and press queries.
- Provide scientific and technical advice to stakeholders – including operators, consultants and local residents/local representatives - in relation to the waste legislation and waste regulatory systems covered by the team.
- Provide scientific and technical advice and in-house training to NIEA staff in areas of expertise when required.
- Collaborate with internal and external partners to share knowledge and develop technical and scientific expertise.
- Collate and process data submitted by obligated parties for reporting needs.
- Carry out data audits on nominated waste management facilities.
- Participate in multiagency activities with law enforcement agencies such as Police Service of Northern Ireland (PSNI), H.M. Revenue and Customs (HMRC) and Driver and Vehicle Agency (DVA). These activities will include port inspections and roadside vehicle checkpoints.
- Develop and maintain close working relationships with a broad range of stakeholders including other NI regulators (e.g. Planning Departments, HSENI), local authorities and other UK and EU Environment Agencies or Competent authorities.
- Participate in national and international programmes on relevant waste management and environmental regulatory issues.
- Contribute to the regular review and development of work procedures, including procedures for new areas of work. Contribute to the development of operational policy relating to the waste regulatory system.
- Ensure personal and team compliance with the requirements of Departmental Health and Safety procedures and risk assessments.

- Ensure the maintenance of records of all relevant regulatory information in appropriate locations including HPRM and public register files.
- Seek personal development opportunities to develop and update specific technical skills, knowledge and competencies required by the post, e.g. by attending relevant training courses, lectures, seminars and conferences.

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

TERMS AND CONDITIONS

There are currently a number of permanent, full time vacancies in the waste authorisation teams.

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Location

The post holder will be based in the Klondyke Building, Cromac Avenue, Lower Ormeau Road, Belfast, BT7 2JA, or Ballykelly House, 111 Ballykelly Road, Ballykelly, Limavady BT19 9HP or NIEA Lisburn, 17 Antrim Road, Lisburn, BT28 3AL. Future vacancies may be based throughout Northern Ireland.

Salary

Salary will be within the range £31,137 - £32,800 (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.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The successful candidate will normally be required to work 37 hours per week however they will be expected to work outside of conditioned hours as dictated by business needs. Hours worked will be in accordance with the EU Working Time Directive.

Travel

The successful candidate will be expected to travel throughout Northern Ireland if required. Travel within GB, ROI and Europe may also be required. The successful candidate must have a current driving licence and access to a

form of transport which will enable them to meet the requirements of the post in full. The successful candidate will have to drive departmental vehicles.

Vetting

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

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 Mark Carswell on 028 9056 9339 or email mark.carswell@daera-ni.gov.uk

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

ELIGIBILITY CRITERIA

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

1. An HNC/HND or equivalent in a relevant discipline such as Chemistry, Biology, Biochemistry, Environmental Biology, Chemical Engineering, Civil/Environmental Engineering, Environmental Science, Applied Sciences, Environmental Management, Geography or a qualification considered by the Department to be of an equivalent or higher standard to those stated;

AND

2. At least 2 years' experience gained in the last 5 years at a professional level* in waste regulation, environmental risk assessment or in a management role in the waste industry.

AND

3. Possess a full current driving licence to enable the post holder to drive in Northern Ireland and access to a form of transport which will enable the applicant to meet the requirements of the post in full.

The following clarification is provided:

* Professional Level is defined as being or having been engaged in a specific environmentally related activity as one's main occupation.

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

SHORTLISTING 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 **the below shortlisting criterion:**

1. Experience at a professional level in managing a team to deliver against objectives in the area of waste regulation, environmental risk assessment or waste management that have contributed to a high level of regulatory compliance.

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

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- 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 be a competence based interview.

1. Seeing the Big Picture

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

Marks available: 30

Pass Mark: 18

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.

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.

Marks available: 30

Pass Mark: 18

4. 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.

Marks available: 30

Pass Mark: 18

5. Managing a Quality Service

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

efficient service, applying programme and project management approaches to support service delivery.

Marks available: 20

6. Delivering at Pace

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

Marks available: 20

Total Marks Available: 150

Overall Pass Mark: 90

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place via Webex during week commencing 23rd November 2020.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

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

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and

abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process.

Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

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

You will be required to bring documentary evidence of your qualifications to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

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

Security

1. Baseline Personnel Security Standard

For these posts 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. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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

Equal Opportunity Monitoring Form

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

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

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

The Northern Ireland Civil Service is an Equal Opportunities Employer.
All applications for employment are considered strictly on the basis of merit

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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