

**Candidate
Information
Booklet**

IRC267212

**Housing, Urban Regeneration &
Local Government, Deputy Secretary
(Grade 3)**

Department for Communities (DfC)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 24th September 2021***

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

Department for Communities

Supporting people, Building communities and
Shaping places

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 the position of Deputy Secretary, Housing, Urban Regeneration & Local Government Group in the Department for Communities.

The successful candidate will play a key role in one of the most senior roles in the Northern Ireland Civil Service and will have a proven and successful track record of leading and managing a large organisation(s) in accordance with the highest standards of corporate governance and accountability.

The post is highly loaded and carries considerable responsibility. In return it offers excellent career development opportunities. It is a key leadership role and will be attractive to engaged leaders who wish to make a positive impact.

If you think you have the experience, enthusiasm and energy to lead the work of this directorate we would be pleased to hear from you.

Tracy Meharg
Permanent Secretary, Department for Communities

BACKGROUND

OUR VISION

“We will work together for a fair and inclusive society by transforming support for people, communities and places to improve lives and deliver generational change.”

The Department for Communities (DfC) was established in May 2016 following the restructuring of the Northern Ireland Assembly.

DfC is the largest of nine Northern Ireland Civil Service (NICS) departments and is supported in delivering its services by 21 Arm's Length Bodies (ALB's) and a number of stakeholder groups.

Around 8,500 people are employed by the Department, accounting for one third of all NICS employees.

As a Department we aim to work together to deliver our common purpose “Supporting People, Building Communities and Shaping Places” with a focussed, agile and determined approach.

Our work and our programmes focus on supporting the most vulnerable in society and we tackle poverty, disadvantage and inequality ensuring that our citizens benefit from renewed and revitalised communities.

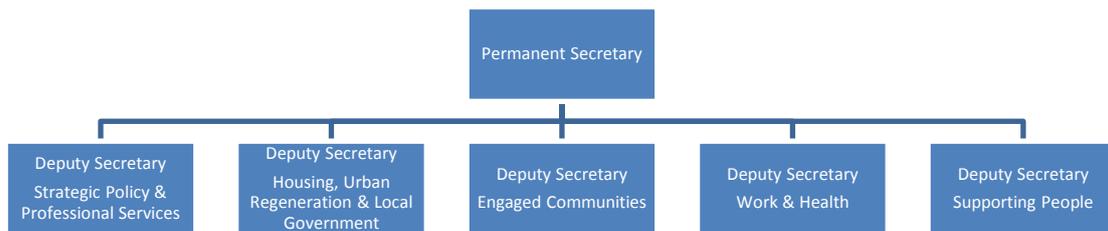
DfC has responsibility for housing, disability, promoting employment, benefit, pensions, sports, arts culture and heritage, languages, regeneration, voluntary sector development and child support and the main functions include:

- the promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support service;
- a social welfare system including focused support to the most disadvantaged areas;
- providing training and support to jobseekers and employers;
- creating urban centres bringing divided communities together;
- supporting local Government to deliver effective public services;
- maximising public benefits from the culture, arts and leisure sectors;
- tackling disadvantage and promoting equality or opportunity by reducing poverty;
- promoting and protecting the interests of children, older people, people with disabilities, and other socially excluded groups; and
- addressing inequality and disadvantaged.

Senior Management Structure

The senior management team in the Department for Communities is led by the Permanent Secretary. The Permanent Secretary is responsible for the effective management of the Department's operations and is supported by five Deputy Secretaries who each look after one of the following Groups:

- Engaged Communities
- Housing, Urban Regeneration & Local Government
- Strategic Policy & Professional Services
- Work & Health
- Supporting People



HOUSING, URBAN REGENERATION & LOCAL GOVERNMENT GROUP

Housing, Urban Regeneration & Local Government (HURLG) group plays a key role in the delivery of the Department for Communities' common purpose of supporting people, building communities and shaping places. Key priorities for the Group include ensuring the provision of decent, affordable sustainable homes and housing support; delivering programmes that support social, economic and physical regeneration and supporting district councils to deliver strong and effective local government. Working in partnership with the wider Department and our stakeholders provides a real opportunity to support the creation of more vibrant and sustainable communities and support the delivery of PfG objectives.

KEY RESPONSIBILITIES

The successful candidate will be accountable to the Permanent Secretary for supporting the delivery of the Department's and Group's objectives as set out in the DfC Strategy – Building Inclusive Communities.

The main duties and responsibilities of the post include, but are not restricted to, the following:

- Providing strategic leadership and direction as a member of the DfC Top Leadership Team and Departmental Management Board.
- Leadership of c365 staff and management of a resource budget of c£180m & capital budget c£180m.
- Providing advice and support to the Minister and the Permanent Secretary.
- Providing leadership and strategic direction to the following six Grade 5-led Directorates:
 - i. Housing & Supply Policy;
 - ii. Social Housing Policy & Oversight;
 - iii. Belfast Regeneration;
 - iv. North West Development Office;
 - v. Regional Development; and
 - vi. Local Government and Housing Regulation.
- Day to day responsibility for the management of HURLG group in accordance with the recognised principles of efficiency, economy, equality, regularity, propriety and public accountability to provide a good quality of service to customers.
- Ensuring an effective departmental contribution to the consideration and resolution of issues that cross departmental boundaries and collaboration with key partners including other NICS Departments, and counterparts in GB, Scotland and Ireland.
- Developing and maintaining networks and relationships with key organisations and individuals in relation to the Department's activities and overall policies.

Leadership

The successful candidate will be required to be a strategic and engaged leader for their own Group while also promoting engaged leadership across the Department. Specifically they will need to provide strategic direction through effective communication so that: (1) the Group is highly effective and staff engagement levels increase further; (2) good governance and engaged leadership is promoted across the Department; and (3) there is strategic alignment between our people, our customers and stakeholders so that

everyone understands what we are trying to achieve and contributes to those efforts.

Professional Competence

The post holder has specific responsibility for providing financial assurance to the Minister, the Permanent Secretary (Accounting Officer), senior officials and Departmental Board members.

Given the size of the annual budget, the post holder is required to apply their professional expertise on a range of complex matters on a daily basis.

In overall terms the successful candidate will need to be an engaged and engaging leader, with well-developed interpersonal, negotiation and influencing skills. They will need to be effective in the management of policy and operational functions involving large numbers of staff. They will also need a high degree of analytical skills to ensure that they are in a position to influence at every level using an evidence base and sound rationale.

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy.

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

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

SECONDMENT

This post may be filled by secondment of the successful candidate from his/her current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

Location

This post will be based at Causeway Exchange but may be required to work in different locations. Due to current COVID-19 restrictions the post holder will currently mainly work remotely.

Salary

Salary will be within the range £95,218 - £106,501 (under review).

Starting salary will normally 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 attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

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

Pensions

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

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS positions, the postholder may from time to time be required to work outside normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout Northern Ireland will be required on a regular basis and travel nationally and internationally may also be required.

Vetting

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

The post will involve duties comparable with Accounting Officer positions. Should a successful candidate have any issues which would prevent them from being considered suitable to hold an Accounting Officer designation, such as imposition of an insolvency order or making an arrangement with creditors, or other issues connected with financial probity, they may not be considered suitable for appointment.

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 the Corporate Services and People Development Director on 02890 823374.

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

In order to be considered as a candidate in this competition, applicants must, by the closing date for applications, be able to demonstrate that they have **ALL** of the following:

1. A minimum of 5 years' experience and demonstrable evidence in the last 10 years, of successful strategic resource management, gained at senior executive management* level including personal responsibility for managing a budget of at least £20 million together with the application of current best practice in relation to governance, accountability, setting and managing budgets in line with policy priorities, business planning, risk management, audit and financial management and maintaining a focus on delivering value for money;

AND

2. A minimum of 5 years' experience and demonstrable evidence, in the last 10 years, of successfully managing large complex capital projects and programmes using recognised project management techniques and methodologies;

AND

3. A minimum of 5 years' senior executive management* experience and evidence, in the last 10 years, of significant achievement in development and delivery of policy/strategy, working at Board Level** in the public, private or voluntary sector in a complex and diverse organisational environment*** with the associated corporate governance and accountability requirements;

AND

4. A minimum of 5 years' senior executive management* experience, in the last 10 years, of demonstrating strong people management, engagement and leadership skills and the ability to lead teams to deliver against business objectives.

Definitions

***Senior executive management level** includes taking decisions personally on strategic issues concerning the corporate body or organisation within which the individual is working.

****Board Level** – In a Civil Service context this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards. In the Private Sector, this would involve decision making at Executive Board level

*****Complex and diverse organisation** is defined as a multi-disciplinary organisation having a customer base with diverse requirements and a budget of at least £100m.

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 breadth and depth of information provided by candidates in response to eligibility criterion 1 and then if necessary, eligibility criterion 2. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

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

PRESENTATION

As part of the interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. Candidates will be advised of the presentation topic in their invitation to interview letter. The panel will also ask follow up questions after the presentation.

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

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

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the NI Executive's priorities.

Marks available: 30

Minimum Standard: 18

COMPETENCE BASED INTERVIEWS

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

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

1. Leading and Communicating

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

Marks available: 30

Minimum standard: 18

2. Making Effective Decisions

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

Marks available: 20

Minimum Standard: 12

3. 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

Minimum Standard: 12

4. 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. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. 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

Minimum Standard: 12

5. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Marks available: 20

Minimum Standard: 12

Total Marks Available: 140

Overall Pass Mark: 84

INTERVIEWS

It is intended that interviews for this post will take place in Netherleigh during week commencing 18th October 2021.

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

The Selection Panel will be as follows:

- Deirdre Toner (Chair) – Civil Service Commissioner
- Tracy Meharg – Permanent Secretary, Department for Communities
- Mike Brennan – Permanent Secretary, Department for the Economy

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 6.

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 should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

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

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

Category v - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

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

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

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

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

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

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

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

Security

1. Baseline Personnel Security Standard

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

- a) Your passport OR

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

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

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

3. Security Check (SC): as point 2 plus credit reference check.

Equal Opportunity Monitoring Form

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

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

As women are currently known to be under represented in this grade across the NICS, 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 the 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**