

**Candidate  
Information  
Booklet**

**IRC264721**

**Assistant Solicitor/Divisional Head  
(Grade 5)**

**Crown Solicitor's Office (CSO)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 29<sup>th</sup> October 2021***

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

## ***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, including junk mail folder, to make sure that you do not miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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## Foreword

Section 35 of the Northern Ireland Constitution Act 1973 (as amended) provides for a Crown Solicitor for Northern Ireland to be appointed by the Advocate General for Northern Ireland. Under Section 35 (as amended) the Crown Solicitor:

“must make his services available to any Minister or department of the Government of the United Kingdom and may make his services available to any Northern Ireland Minister or Northern Ireland department or any other public body or holder of public office.”

The Crown Solicitor’s Office (CSO) is engaged exclusively in legal work for the public service. It provides legal services to UK Government ministers, departments and agencies, to some non-departmental public bodies and public officers (such as the Chief Constable of the PSNI) and undertakes some debt recoveries for the NI administration. Since the completion of devolution on 12 April 2010 the CSO also supports the Advocate General for Northern Ireland in the discharge of his/her functions.

The work of the CSO is litigation orientated. The range of litigation is wide and varied including: judicial review, employer’s liability cases, claims involving allegations of unlawful conduct by the police and security forces, industrial tribunal and fair employment cases, commercial and chancery cases, debt recovery and condemnation proceedings. The CSO also handles a significant case load of legacy related matters including inquests, civil claims and judicial reviews.

The CSO is also responsible for the preparation and issue of UK-EU Surrender Warrants and extradition requests to secure the extradition of fugitive offenders (both accused and convicted) to Northern Ireland and, since 1 January 2004, the making of applications for the extradition of all fugitives from Northern Ireland on behalf of all other countries.

In addition, the CSO carries out a certain amount of non-contentious work such as ‘Bona Vacantia’, as nominee for the Treasury Solicitor. ‘Bona Vacantia’ involves the administration of the estates of persons who have died intestate and without known relatives and the collection of assets of dissolved companies and failed trusts.

There are currently 76 staff, half of whom are lawyers. The CSO is located in the Royal Courts of Justice, Chichester Street, Belfast. The legal work of the office is currently carried out in two divisions, each with Legal Clerical Units together with an (office-wide) Corporate Services Division. As part of a restructuring exercise a third Division within the CSO will be re-established which the successful candidate will head.

The CSO has a total running cost of approximately £5.25 million, mostly salaries, and operates on a full cost recovery basis by hard charging clients for

its services. The CSO is treated as an Arm's Length Body of the NIO, and its accounts form part of the NIO's accounts for finance and accounting purposes.

In filling this position, I am seeking an individual who is highly motivated, impactful and able to contribute positively to the delivery of a high-quality legal service in the context of the major challenges facing the public and legal sector in the next decade as we emerge from the Covid 19 pandemic. The post holder will need to demonstrate well developed legal instincts, first class leadership skills, a strong ability to work collaboratively with client bodies and to participate fully in the Senior Leadership Team of the CSO.

This is an exciting opportunity to join a high profile and purposeful organisation and a chance to apply your leadership and legal expertise within an environment dealing with some of the most high profile litigation in Northern Ireland. If, after reading this candidate information booklet, you would like to speak to someone before making an application, I would encourage you to contact Mark Murray by email at [Mark.Murray@csoni.gov.uk](mailto:Mark.Murray@csoni.gov.uk)

Thank you again for your interest in this competition.

**Jennifer Bell**  
**Crown Solicitor**

## KEY RESPONSIBILITIES

As an Assistant Solicitor/ Divisional Head in the CSO you will lead a team of lawyers and administrative staff in the delivery of a complex, busy and varied caseload, including litigation at all levels of courts and tribunals. This will include direct participation in and oversight of the most significant and controversial public law litigation in Northern Ireland of the day, including judicial review, inquests and civil claims.

The day-to-day legal work of the office may include, for example:

- Legacy (and non-legacy) inquests and civil claims;
- Both high level constitutional and routine judicial reviews,
- Employer's liability cases; negligence and nuisance claims;
- Industrial tribunal and fair employment tribunal cases;
- Prosecution of offences under the Insolvency and Companies regimes, including bankruptcy offences and departmental prosecutions; debt recovery and condemnation proceedings; and
- Extradition proceedings and immigration matters; applications for extensions of detention under the Terrorism Act 2000.

The Assistant Solicitor/Divisional Head will be responsible for strategically supervising the caseload of their Division and intervening in individual cases where a Grade 5's case-handling and client-facing skills are required to ensure a suitable outcome.

They will personally lead service delivery in the most legally significant, sensitive or unpredictable matters and so will have, to a high level, the requisite skills to enable them to lead their team, who are required to advise on litigation in which client departments are involved; advising the client before counsel is instructed and working collaboratively with the client and counsel to draft pleadings and other documents; assemble instructions to counsel, and instructing counsel at consultations and in hearings; and for advocacy (subject to rights of audience).

As a member of the CSO Senior Leadership Team and a member of the Senior Civil Service (SCS), the Assistant Solicitor/Divisional Head will also be required to carry out a range of leadership functions, including:

- Providing strategic leadership to their Division, and strategic management and development of the Division's workload, resources and client relationships going forward;

- Providing day-to-day assurance of the effective delivery of the work of the Division for which they are accountable;
- Providing line management and developmental support to a Divisional team of more junior legal and administrative colleagues;
- Managing resources ensuring these are used effectively in order to maximize benefits, including value for money and efficiency;
- Working collaboratively with client bodies in the identification of significant issues going forward and the management of legal risks to the organisation;
- Managing a range of legal projects using proven methods and techniques;
- Participating fully in the senior leadership team of the CSO as a senior member of the NICS Legal Profession, and in the wider leadership of the NICS as a member of the SCS;
- Representing the CSO in engaging with senior clients, stakeholders, and others, as agreed with the Crown Solicitor; and
- Undertaking such other duties as the Crown Solicitor may direct.

The Assistant Solicitor/Divisional Head will lead their staff in developing their capacity to support clients in negotiations and ADR.

***The above list is not exhaustive but gives an indication of some of the areas the role may involve. The emphasis on particular duties will vary over time and according to business needs and the successful candidate may be required to move between Divisions to meet these needs.***

## **TERMS AND CONDITIONS**

This is a permanent full-time appointment, and the successful candidate will be an employee of the Department of Finance based in the Crown Solicitor's Office, although secondment from a current employer will be considered.

Reporting to the Crown Solicitor, the successful candidate will be expected to take up the post on or soon after January 2022.

This is a permanent appointment to the Senior Civil Service (SCS) at Grade 5 level, the Northern Ireland Civil Service top leadership and management resource.

Further appointments may be made from this competition should this post become vacant again within the lifetime of the competition, which is for 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**

The successful candidate will be based at the Royal Courts of Justice, Chichester Street, Belfast. Given the current response to Covid-19, remote working arrangements are temporarily in place, however, the post holder will be required to attend the office regularly given the nature and demands of the post

### **Travel**

This position involves travel throughout Northern Ireland and beyond to attend meetings/conferences as necessary. The successful candidate must, therefore, have access to a form of transport which will enable them to fulfil the responsibilities of the post and be prepared to travel throughout Northern Ireland and elsewhere, as required, which may include overnight stays.

## **Salary**

Salary for the post will be within the Senior Civil Service Grade 5 band range £74,912 - £84,122 within which annual pay progression will be in line with the NICS Senior Civil Service pay policy.

The successful candidate can normally expect to be placed at the minimum of the range, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing member of the NICS, normal pay on promotion/re-grading arrangements will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

The 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](http://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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday.

In common with all SCS appointments, the post holder may be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

**The post holder will be required to be on an on call rota to cover urgent weekend and out-of-hour's matters**



## **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 Developed Vetting 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.

## **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 contact Mark Murray via email: [mark.murray@csoni.gov.uk](mailto:mark.murray@csoni.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](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be qualified as a barrister or solicitor and capable of becoming entitled to practice in Northern Ireland by the date of appointment.

**AND**

2. Have at least 6 years' substantial\* post qualification\*\* experience, in a complex\*\*\* environment of civil law and practice of Northern Ireland with a particular emphasis on litigation and or public law.

**AND**

3. Have at least 3 years' post qualification experience of effectively managing staff and/or resources for which you are accountable to senior management.\*\*\*\*

\*taken from date on which candidate qualified as a Solicitor or Barrister.

\*\*Substantial is defined as comprising at least 40% of the applicant's workload throughout the period.

\*\*\*complex is defined as "Involving matters such as those that:-

1. are controversial;
2. involve political or national security interests;
3. cut across jurisdictions;
4. involve conflicting interests within or between organisations; and
5. engage the public interest.

\*\*\*\* Senior management in this context is defined as Grade 6 or above in the Northern Ireland Civil Service (NICS) or a Partner, Board or Director outside of the NICS.

## SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the Panel will carry out an objective evaluation of the information provided by candidates in response to eligibility criterion 2 and eligibility criterion 3. This will be completed on a scored basis with only those who meet the shortlisting benchmark proceeding 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](http://www.nicsrecruitment.org.uk)

## ASSESSMENT PROCESS

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

### PRESENTATION

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the grade lasting no longer than 7 minutes followed by questions from a member of the panel. Candidates will be advised of the presentation topic when they report for interview and will be given 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

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

### 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 governmental 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 governmental priorities.

**Marks available: 20**

**Minimum standard: 12**

## **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.

### **1. Making Effective Decisions**

These are legal roles, and this criterion will focus in particular on the candidate's substantive legal work. 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: 30**

**Minimum standard: 18**

### **2. Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

**Marks available: 20**

**Minimum standard: 12**

### **3. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. 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**

#### **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. 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, legal office and the NICS.

**Marks available: 30**

**Minimum standard: 18**

#### **5. 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**

**Minimum standard: 12**

#### **6. 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: 30**

**Minimum standard: 18**

**Total Marks Available: 170**

**Overall Pass Mark: 102**

#### **INTERVIEWS**

It is intended that interviews for this post will take place in Bruce Street, Belfast during week commencing 29<sup>th</sup> November 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:

- Sinead Burns (Chair) – Civil Service Commissioner
- Jenny Bell – Crown Solicitor, Crown Solicitor’s Office
- Hugh Widdis – Departmental Solicitor, Head of GLSNI
- Mark Larmour CBE - Director (Political) Northern Ireland Office

## **AVAILABILITY**

Precise dates for the interviews will be arranged shortly.

Please note that this competition is being run to a very tight schedule and changes to the timetable will only be made in exceptional circumstances.

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 5.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via [www.nicsrecruitment.org.uk](http://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](http://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

## **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 behaviors 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](http://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](http://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**

It is presently intended that the merit list for this competition should remain extant for a period of one year and be used only in the event that this post becomes vacant again within the lifetime of the competition. 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](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard and Developed Vetting. 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](http://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.
- 4. Developed Vetting (DV): as point 3 plus subject interview and field investigation.

### **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](http://www.finance-ni.gov.uk).

**As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.**

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**

All applications for employment are considered strictly on the basis of merit.

### **Feedback**

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

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