

# **Department for Infrastructure Senior Civil Service Grade 3 Head of Infrastructure Delivery (Roads & Rivers) Group**

**IRC272531**

Completed application forms must be submitted to HRConnect no later than **12 noon (UK time) on Friday 21st January 2022.**

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

**Candidate Information Booklet**



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## **FOREWORD**

We are looking for a new Head of Group to help lead our work confidently and innovatively into the future, in the context of the Executive's and our Minister's plans for economic development and carbon reduction. This is an exciting opportunity to provide senior leadership at the heart of infrastructure delivery in Northern Ireland.

This is a role that presents both significant challenges and excellent opportunities. You will lead, manage, develop and motivate a group of around 1,800 staff drawn from industrial, engineering and other professional, technical and administrative disciplines and oversee the delivery of the Department's responsibilities including in relation to the design, development, procurement, delivery and maintenance of major transport and drainage infrastructure.

We are looking for someone with experience and a track record of delivery either in developing, managing and maintaining major public infrastructure or in leading and delivering major and complex programmes and projects. You must be as comfortable with the leadership and management of people as you are with the technicalities of programme and project management, and have the interpersonal skills to engage with our stakeholders to inform and deliver an extensive work programme in line with ministerial requirements.

If you are excited about the opportunity to play your part in leading within the NI Civil Service (NICS) at this important time, and if you have the experience and track record we are looking for, we would love to hear from you.

**Katrina Godfrey**  
**Permanent Secretary, DfI**

## CONTEXT

### THE DEPARTMENT FOR INFRASTRUCTURE

- Every day DfI connects people safely, supports opportunities and creates sustainable living places. We deliver a wide range of essential services to people living in, working in and visiting NI.
- Our vision is rooted in, and fully supports, an outcomes based approach to improving wellbeing for all, by tackling disadvantage and achieving sustainable economic growth.
- Our infrastructure delivery functions are complex and the way in which we need to deliver them is changing. We have to balance public expectations with availability of funding, ensuring that we deliver our services within budgets while always ensuring safety and quality. Increasingly, we need to change how we do things, responding not only to tightening budgetary contexts but also rethinking how we design and deliver infrastructure that reflects the need to respond to climate change and our net zero ambitions.

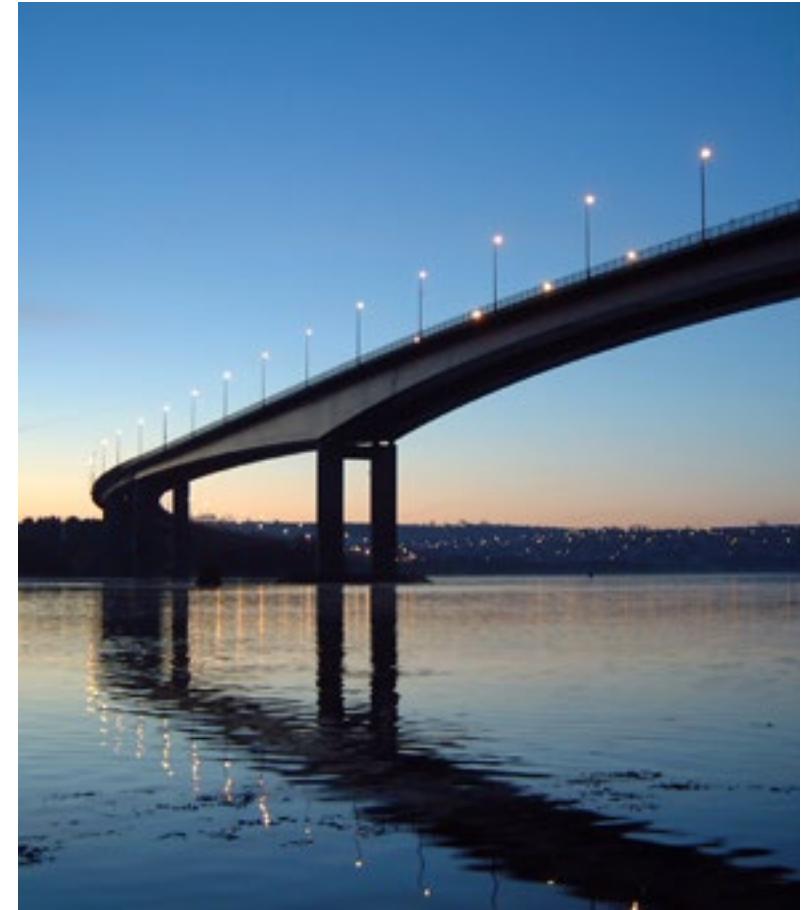
- We also need to have an eye to new and emerging technologies and how best we can harness those and to ensure that, in planning, designing, delivering and developing major infrastructure projects, we consider the needs of the places, communities and people most affected by them. All of these new drivers point to the need for a new leadership appetite for transformation, innovation and partnership working in this area.

### INFRASTRUCTURE DELIVERY (ROADS & RIVERS) GROUP

- Three of the group's directorates (Major Projects and Procurement; Network Services; and Engineering) have a particular focus on transport. The group maintains, develops and manages the road network to facilitate the safe and convenient movement of people and goods. It plays a significant role in promoting safe and sustainable travel and facilitating the safe and convenient movement of people and goods throughout NI,

through the delivery of road maintenance services and the management and development of the road network.

- The group includes four geographically located Divisions, each headed by a Divisional Roads Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions are supported by two in-house provider “units”: Consultancy Services and Operations and Maintenance. The group also provides emergency response services to keep roads clear and people safe, working closely and collaboratively with other emergency responders.
- A key challenge for the group is how it will shape its work going forward to help deliver the Department’s aspirations regarding active and sustainable travel and road safety and wider Executive commitments relating to reducing carbon emissions and supporting green growth.
- The group’s responsibilities also include fulfilling the Department’s role as the statutory drainage authority for NI and managing flood risk to facilitate the social, economic and environmental



development of NI. It has a clear focus on reducing risk to life and damage to property from flooding from rivers and the sea and undertaking watercourse and coastal flood management in a sustainable manner.

- You can find out more about DfI, including our structure, key functions, priorities and performance, by reading our latest business plan and our most recent Annual Report and Accounts which are available via the links below:

DfI Business Plan - 2021-2022 ([infrastructure-ni.gov.uk](https://infrastructure-ni.gov.uk))

DfI Annual Report and Accounts 2020-21  
([infrastructure-ni.gov.uk](https://infrastructure-ni.gov.uk))

- More information on DfI can be found on its website at [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)



## JOB DESCRIPTION

The work that DfI carries out impacts on our economic, societal and environmental wellbeing in many ways. As Head of its Infrastructure Delivery (Roads & Rivers) Group, you will be alive not only to the immediate or short-term impacts but also to the longer-term ones, setting direction for teams that ensures a sustainable approach is adopted in areas such as transport and water and drainage and that is firmly focused on delivery, whether in relation to maintaining crucial infrastructure or in delivering new projects. This will involve you leading, directing, motivating and supporting over 1,800 staff and overseeing and being accountable for resource and capital budgets in the region of £187m and £223m respectively. It will also involve:

- Providing leadership, direction and oversight to ensure effective planning, governance, delivery and evaluation of major capital programmes, including Executive flagship and City and Growth Deal infrastructure projects and major flood management, drainage, road, place-making and active travel projects.
- Setting direction and delivering improvements in how we manage and maintain key infrastructure assets (currently valued at £28.6 billion).
- Leading and being accountable for our Centre of Procurement Excellence and for the design, development, tendering and contract management of construction works and specialist supplies and services contracts.
- Ensuring that we have in place a robust, evidence-informed set of engineering and other policy and design standards to help us deliver our responsibilities on active travel, flood prevention and roads functions.
- Creating and maintaining positive, professional and trusting partnerships with a wide range of people and organisations within and outside the NICS, working collaboratively and co-designing to meet the Department's and the Executive's business objectives and goals.

- Proactively identifying and exploring new approaches, structures, technologies and innovations that can improve performance, reduce our carbon footprint and contribute to the delivery of key priorities and to improved wellbeing for all.
- Leading on policy development and delivery in support of the Executive's agreed Programme for Government, the Minister's priorities and the service delivery work across a wide range of areas.
- Developing and embedding partnerships that seek out and genuinely value the views and contributions of Arm's Length Bodies, universities, professional institutions and other stakeholders to inform policy development and service delivery.
- Delivering business objectives through an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries, building and maintaining constructive partnerships and effective relationships with Ministers and their Special Advisers.
- Leading and driving a culture where inclusion and diversity are embedded and staff are motivated, encouraged and supported to take the initiative in managing their own professional development and to deliver business objectives to the best of their ability.
- Ensuring we have the capacity and capability to deliver our statutory functions and Ministerial priorities while promoting good governance, accountability, public expenditure control, adhering to the requirements of Managing Public Money NI.
- Providing strategic leadership as a member of the Departmental Board, our Major Projects Committee and the top leadership team.
- As departmental health and safety champion, embedding a strong and effective health & safety culture across DfI.

## PERSON SPECIFICATION

### ELIGIBILITY CRITERIA

The panel will assess the candidates in response to the criteria set out below at each stage of the process.

1. A successful track record at senior level in developing, managing and maintaining major public infrastructure or in leading and delivering other significant programmes comprising multiple major and complex projects.
2. Effective sense-making, strategic analysis of organisational risks and opportunities for innovation. (Setting Direction)
3. Successful brokering of stakeholder relationships, influencing and negotiating in a context of

uncertainty and change. (Setting Direction/Engaging People)

4. Effective leadership and management of the delivery of challenging outcomes. (Delivering Results)
5. Effective management and motivation of people, developing a sense of corporate ambition and pride and building the capacity of others to deliver challenging work programmes under scrutiny and pressure. (Engaging People)
6. Effective delivery of value for money in investment, administration and expenditure. (Delivering Results)

### Shortlisting Criterion

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the information provided by candidates in response to **eligibility criterion 4**. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview. The panel will complete this assessment against the information provided by applicants in response to the eligibility criterion.

## **RECRUITMENT PROCESS**

### **THE MERIT PRINCIPLE**

In accordance with 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).

### **SELECTION PANEL**

Deirdre Toner – Civil Service Commissioner (Chair)

Katrina Godfrey – Permanent Secretary,  
Department for Infrastructure

Richard Pengelly – Permanent Secretary,  
Department of Health

### **TIMETABLE**

(dates are indicative and may be subject to change)

<b>DATE</b>	<b>STAGE</b>
3rd January 2022	Advertise
21st January 2022	Closing date for applications
2nd February 2022	Eligibility sift
15th and 18th February 2022	1st Stage interviews
2nd and 4th March 2022	2nd Stage interviews

## SELECTION PROCESS

### ELIGIBILITY

After the closing date, all applications will be carefully considered and evaluated by the selection panel on the basis of the written evidence provided against the eligibility criteria. Only the employment history and eligibility sections will be made available to the panel. Those who score highest will proceed to the next stage.

### 1st Stage Interview

The panel will assess candidates against the following NICS leadership behaviours of the NICS competency framework:

**Setting Direction:** Seeing the Big Picture

**Engaging People:** Building Capability for All

**Delivering Results:** Managing a Quality Service, Delivering Value for Money

Information on the NICS leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).

These indicators are not designed to be comprehensive, rather to give an understanding of what is expected of NICS leaders.

The panel will set a minimum pass mark for each criterion and all candidates who meet this will progress to the next stage of the selection process.



## **2nd Stage Interview**

In this final stage the panel will deep dive into the following NICS leadership behaviours:

**Engaging People:** Leading and Communicating

**Setting Direction:** Changing and Improving

**Delivering Results:** Achieving Outcomes through Delivery Partners

This stage of the process will involve a presentation which will be used to assess the Leading and Communicating competence. Further information including the presentation topic will be provided to candidates in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview.

The panel will set a minimum pass mark for each criterion. Candidates who meet the minimum standard will be listed as suitable for appointment in order of merit.

**It is intended that interviews for this post will take place in Stormont Estate, Belfast. Candidates should note that subject to COVID-19 restrictions at the time, social distancing measures will be put in place as required at each stage of the selection process.**



## **TERMS AND CONDITIONS**

There is one full time vacancy. This is a permanent appointment to the Senior Civil Service (SCS), the NICS top leadership and management resource.

### **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 the Department's headquarters in Belfast City Centre.

To build on our response to the Covid-19 pandemic and prepare for the future, a hybrid style of work which blends working at home (and remotely) with working in the office will be in the context of the emerging NICS 'New Ways of Working' policy.

### **SALARY**

Salary will be within the range £96,170 - £107,566.

The successful candidate can expect to be placed at the minimum point of the payscale, 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 NICS civil servant, starting pay on promotion/transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits

in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in NI that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the SCS. As a member of the SCS the post holder may be transferred to other posts at the same level.

### **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: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post-holder will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

### **TRAVEL**

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

Travel throughout NI will, in normal circumstances, 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 Counter Terrorism Check (CTC).

## **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.

To ensure openness and transparency, registers of interests of senior officials and board members of public bodies will be made available/published.

Further information can be found by clicking the link below:

[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](https://www.finance-ni.gov.uk/dear-accounting-officer-letters-daos-2021/)

#### **FURTHER INFORMATION**

Applicants wishing to learn more about the post before deciding to apply may telephone Julie Thompson on 028 9054 0175 or email Julie.Thompson@infrastructure-ni.gov.uk

If you 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)



## HOW TO APPLY

**Please register to this vacancy and complete an online application form via the NICS recruitment website: [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)**

Please note:

- 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:

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email [recruitment@hrconnect.ni.gov.uk](mailto:recruitment@hrconnect.ni.gov.uk)

Should you require it, you can 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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077.

**The closing date for receipt of completed applications is 12 noon on 21st January 2022.**

## **FURTHER INFORMATION**

### **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)

### **CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS**

HRConnect will issue electronic competition communications. Please check your email account regularly, 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. Please ensure you inform HRConnect immediately of any changes in personal circumstances.

### **TRANSGENDER REQUIREMENTS**

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please

contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **DISABILITY REQUIREMENTS**

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

## **DOCUMENTATION**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **RIGHT TO WORK AND NATIONALITY REQUIREMENTS**

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

- (vii) Certain family members of the relevant EEA & Turkish national

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **SECURITY**

For this post in the NICS the level of vetting is Counter Terrorism Check (CTC). For this check you will be required to provide the following:

1. Baseline Personnel Security Standard
  - 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). Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

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

HRConnect will contact you and organise for CTC to be carried out by Defence Business Services, National Security Vetting should this be required before the conclusion of the recruitment process.

#### **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 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 NICS 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 at each stage of the recruitment process.

**THIS CANDIDATE INFORMATION BOOKLET DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT**

