

**Candidate  
Information  
Booklet**

**IRC271075**

**SPTO Site Manager**

**Department of Justice (DoJ)  
NI Prison Service**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on**

**Friday 28<sup>th</sup> January 2022**

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

## ***Department of Justice (DoJ)***

### **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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## **BACKGROUND**

The Northern Ireland Prison Service (NIPS) is an agency within the Department of Justice. The Service, through its staff serves the community by keeping those committed by the courts, in secure, safe and humane custody and, by working with prisoners and with other organisations seek to reduce the risk of re-offending and in so doing aims to protect the public.

### **Estate Management**

The prison estate incorporates a diverse range of buildings and services, each establishment operating as a self-contained small town, with provision for residential accommodation, healthcare facilities (including dental), education and learning centres, workshops, gymnasiums, sports facilities, meals kitchens, training facilities, offices and associated support facilities.

Estate Management oversees the delivery NIPS Capital Estate Programmes (both major and minor works); Facilities and Asset management functions as well as estate related policy and procurement on behalf of the agency.

### **Site Manager**

The Site Manager is part of a small in-house estates team who perform the intelligent client role with expertise in architectural design, quantity surveying, mechanical engineering, electrical engineering and contract management.

The SPTO Site Manager will be based on site at Maghaberry Prison but will have regular interaction with colleagues within Estate Management. The Site Manager is the local day-to-day estate lead at each site, aiding the delivery and co-ordination of a wide range of estate activities occurring at the site (which typically includes both minor and major capital projects as well as a range of maintenance activities) including managing the local helpdesk service and a small internal maintenance team who attend to reactive repairs and provide an out-of-hours on-call service.

## KEY RESPONSIBILITIES

The successful candidate will report to the Head of Infrastructure & Asset Management and will be the local estate lead at Maghaberry, overseeing the co-ordination of estate activities which occur on site and contributing to the identification and progression of projects within a 'live' environment.

The Site Manager will engage with local prison staff, colleagues in Estate Management, Contractors and design team members to ensure the safe, effective and timely delivery of a range of construction and maintenance activities occurring on site.

To assist with the above the post is supported by a small multi-disciplinary team of maintenance and admin staff (for whom the site manager is responsible) who provide a local helpdesk service, operate the sites Permit-to-work system, deliver essential response maintenance activities and act as the contractor interface for all those seeking access to the site.

The key duties of the Site Manager (SPTO) includes:-

### **1 Co-ordination of Estate Activities**

- (a) Engaging with local prison staff, colleagues in Estate Management and contractors to ensure the effective co-ordination and control of minor works, major works and maintenance activities occurring at the site.
- (b) Attending meetings with the Governing Governor or their nominated representative to review the delivery of estate operations across the site, provide initial advice on estate related matters and assist with identifying and compiling, on behalf of local management, any requests for potential minor works projects at the site and the preparation and submission of all supporting Minor Works Applications
- (c) Developing initial project briefs for minor works projects and if required assist with the compilation of associated small business cases;
- (d) Ensuring the inspection of work during construction to obtain assurance that installations are proceeding according to the design, that workmanship is of a satisfactory standard, and that testing and commissioning has been satisfactorily achieved prior to handover;
- (e) Acting as the central repository for all the sites CDM Health & Safety files ensuring that their recommendations are considered and incorporated into the planned maintenance regimes

## **2 Management of Local Maintenance Operations**

- (a) Managing a small multi-disciplinary team of administrative and technical staff at the site, ensuring operation of the sites helpdesk facility (Mon-Fri) and allocation of any reactive repairs to either the internal response team or external contractors
- (b) Ensuring all planned and reactive maintenance activities are properly logged, reported and managed on the in-house CAFM system
- (c) Administering the sites on-call rota to ensure provision of an 'out of hours' service for all property and engineering services issues and validate and approve any overtime requirements.
- (d) Assisting in recording and monitoring maintenance delivery against the Key Performance Indicators including ensuring contractors provide all associated inspection reports;
- (e) Performing the 'Site Responsible Person' role for Asbestos Control and Control of Legionella;

## **3 Management of Resources**

- (a) Undertaking regular internal team briefings to ensure the effective co-ordination and integration of estate activities and maintenance operations at your establishment.
- (b) Promote opportunities for staff development and training
- (c) Ensuring compliance with current procurement protocols prior to the placement of orders.
- (d) Ensuring the effective management of delegated budgets.
- (e) Ensuring regular financial monitoring, recording and tracking of budgetary data – including taking corrective action(s) and challenge/audit where appropriate
- (f) Ensuring orders and completion certificates are completed and approved in a timely manner and payments are scrutinised and processed in accordance with agreed protocols.
- (g) Providing assurance on the delivery of internal controls within your area of responsibility.
- (h) In conjunction with the Energy & Sustainability Manager take steps to ensure the efficient use of energy at the site.

## **4 Telecommunications**

- (a) Managing the sites IP telephone network acting as the central contract point for resolution of faults and co-ordination for all formal change requests (e.g. new extensions, new handsets, voicemail activation) and ordering of all telecoms equipment
- (b) Validate the quarterly landline bills against the number of live lines and process the payment
- (c) Validate the quarterly IT network bill against the number of live extensions

## **5 Contractor Interface**

- (a) Engaging with Contractors to ensure the effective communication, co-ordination and control of minor works/ maintenance /major works delivery across the site.
- (b) Maintain an attendance register within the permit office of all contractors, consultants and estates personnel who enter and leave the site.
- (c) Identify any assistance with the planning, co-ordination and delivery of tasks (e.g. isolation of services, permit requirements, interaction with direct labour force, health & safety arrangements etc.) and what site specific information and training the contractor will require to carry out their work safely.
- (d) Co-ordinate the delivery of site induction training for contractors and consultants (including retaining a record of the individuals who attended)
- (e) Promote safety awareness during the delivery of maintenance activities on site, including
  - (i) Help and advice to staff and contractors on safety issues;
  - (ii) Review of contractors safety policies and risk assessments
- (g) Assessing whether the contractor will need a Contractors Escort to enable them to access the work area and/or undertake the proposed work and action accordingly.
- (h) Ensuring the management of the Contractors Escort staff at the site and allocation of their duties.
- (j) Ensuring contractors 'daywork' sheets and 'Site Visit' sheets are examined, validated and signed by an authorised employee before the contractor leaves site.

## **6 Safe Systems of Work**

Through your estates team administer the operation of the sites Safe Maintenance Policy, ensuring a Maintenance Task Authorisation is completed, checked and approved – together with any proportionate risk assessment/method statement – before work commences. Operate the sites permit office so that if a task is particularly hazardous then a permit-to-work is raised.

As required, liaise with the Health & Safety Manager to ensure the continued safe operation and management of maintenance activities at the site and provide input/data on maintenance operations for the purposes of health & safety reporting.

## **7 Certification of Accommodation (CNA)**

Undertake a routine compliance audit alongside the Residential Governor to ascertain and certify the CNA in accordance with the Prison Act (NI) 1953 producing a cell certificate to either indicate the cell is able to be used or take it out of use until the identified faults are rectified.

## **8 Compliance with HR Policies**

Ensure the completion and consistent application of all necessary actions in line with the requirements of HR policies and procedures for whom you have responsibility, including the completion of staff appraisals and development plans within the set time, adherence to sickness absence policies and procedures, and compliance with health & safety, data protection and information assurance requirements.

## **9 General**

- (a) Maintain and develop your professional knowledge and competence in order to provide authoritative professional advice
- (b) Attend daily Operational Briefings with Senior Management to report on the ongoing planned construction and maintenance work occurring within the prison, identifying any envisaged risks/challenges that could impact on regimes or good order (in relation to access, contractor escorts, shutdowns, closures, condition of infrastructure etc.)
- (c) Contribute to the strategic management of the branch by in management teams and through the creation and maintenance of effective working relationships with staff and external stakeholders
- (d) The post may involve access to plantrooms and equipment rooms, inspections above ceilings, below floors and in areas of restricted space, including making use of equipment provided i.e. access steps, ladders, Personal Protective Equipment etc.
- (e) Any other duties, appropriate to the post, as required by line management

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full time vacancy.

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

### **Location**

The post is based within the Trades Unit at Maghaberry Prison, Old Road, Upper Ballinderry, Lisburn, BT28 2PT.

### **Salary and Allowances**

Salary will be within the range **£39,748 - £42,639** within which pay progression will be performance related. In addition to the above a Prison Environmental Allowance of **£1,288** per annum is currently payable for the post.

If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Pensions**

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at [www.finance-ni.gov.uk/civilservicepensions-ni](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 25 days, rising to 30 days after 5 years' service.

### **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours per week excluding meal breaks Monday to Friday. Flexi time can be accommodated. The Trades Unit operates from 8 am to 4:30 pm Monday to Friday.

### **Travel**

As part of the role the post holder will be required to travel on official duty to Government offices and occasionally other prison establishments located throughout Northern Ireland.

This includes travel to remote and rural locations. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICS HR Travel and Subsistence Policy. Travel to Great Britain and the Republic of Ireland 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 Terrorist 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.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Estate Management's Office Manager on 028 90 253 628 or email [NIPS.EstatesDivision@justice-ni.gov.uk](mailto:NIPS.EstatesDivision@justice-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1a Hold at least a degree in one of the following construction disciplines

- Architecture
- Building Surveying
- Quantity Surveying
- Mechanical Building Services
- Electrical Building Services
- Construction or Civil Engineering

Plus 3 years relevant experience (in any of the above disciplines) since obtaining the qualification

OR

1b Have at least a BTEC Higher National Certificate/Diploma, a national Qualifications Framework Level 5, or a City and Guilds level 4 in one of the construction disciplines outlined in criterion 1 above.

Plus 5 years relevant experience (in any of the above disciplines) since obtaining the qualification.

**AND**

2. Demonstrate an understanding of the practical application of health and safety relevant to the delivery of either construction and/or building maintenance activities.

**AND**

3. Demonstrate a minimum of 1 years' experience in the management/co-ordination of construction or maintenance services on properties within a multi-building estate\*\*.

**AND**

4. Demonstrable experience of using IT in the production of documents. For example Microsoft Office software.

**AND**

5. Hold or be willing to obtain an 'IOSH' in Legionella management for Responsible Persons. If not held at time of application this must be obtained within 12 months of appointment.

**\*\* The Multi-building estate as set at 3 above is defined as estates which consist of a range of at least 3 different structures/buildings located on**

***a single site where those structures/buildings each perform a separate function (e.g. living accommodation, education, healthcare, sports etc.)***

**Relevant equivalent formal qualifications/professional membership:** If you believe your qualification/professional membership is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. and/or details of the professional membership held so that a well-informed decision can be made.

Applicants should supply details of the professional membership and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body).

Applicants will be required to provide documentary evidence of their qualifications at interview so please ensure you have these readily available.

### **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 breadth and depth of information provided by candidates in response to eligibility criterion 3. 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](http://www.nicsrecruitment.org.uk)**

## **ASSESSMENT PROCESS**

**The selection process will include a competence based interview.**

### **COMPETENCE BASED INTERVIEW**

Selection panels will design questions to test the applicant's knowledge and experience in each of the areas identified below and award marks accordingly. Notes must not be used during the competence based interview stage of the assessment.

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

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

**Marks available: 40    Minimum Standard: 24**

#### **2. 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.

**Marks available: 20**

#### **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.

**Marks available: 20**

#### **4. Managing a Quality Service**

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

**Marks available: 20**

#### **5. Achieving Outcomes through Delivery Partners**

Being effective in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial, financial and sustainable mind-set to ensure all activities and services are delivering added value and working to stimulate economic growth.

**Marks available: 20**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

### **COMPETENCE BASED INTERVIEWS**

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

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

### **INTERVIEWS**

It is intended that interviews for this post will take place in Hydebank during week commencing 7<sup>th</sup> March 2022. 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.

### **NICS COMPETENCY FRAMEWORK**

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

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and

impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

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

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

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

## **Disability Requirements**

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

## **Documentation**

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

You will be required to bring documentary evidence of your qualifications / professional membership to 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 these posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

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

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk).

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

## **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).

**Applications from Protestants, females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for these posts.**

**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**