



Northern Ireland  
Civil Service

census  
2021

## Census Enumerators

(Fermanagh & Omagh area)

**IRC262675**

## Candidate Information Booklet

Completed application forms must be submitted no  
later than **12 noon** (UK time) on  
**Friday 22<sup>nd</sup> January 2021**



## Contents

Page 3	Foreword
Page 4	Background
Page 6	Number and location of posts
Page 8	Key responsibilities
Page 9	Terms and Conditions
Page 13	Eligibility criteria
Page 15	Assessment process
Page 19	General information
Page 22	Annex A

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folders, 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.

# CENSUS 2021

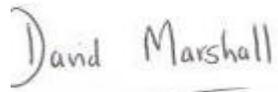


## Foreword

The Northern Ireland Statistics and Research Agency (NISRA), which incorporates the General Register Office (GRO) is an Executive Agency within the Department of Finance (DoF). NISRA is the principal source of official statistics and social research on Northern Ireland.

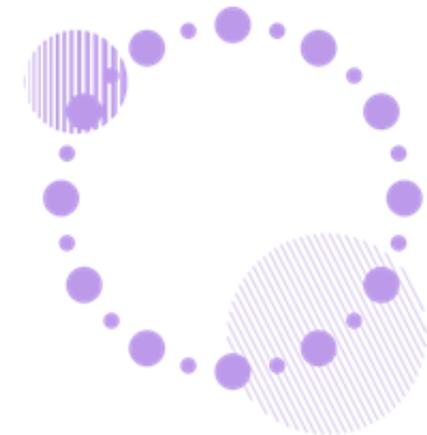
NISRA is responsible for the Census of Population and Housing. The census is the most important single source of information about the size and condition of the country's most valuable resource – its population. In Northern Ireland, the next full Census will be taken on **21<sup>st</sup> March 2021**.

Information about NISRA, and in particular the Census, can be obtained on the Agency's website at [www.nisra.gov.uk/statistics/census](http://www.nisra.gov.uk/statistics/census)



Dr David Marshall  
Director of Census and Population Statistics  
Northern Ireland Statistics & Research Agency

# CENSUS 2021



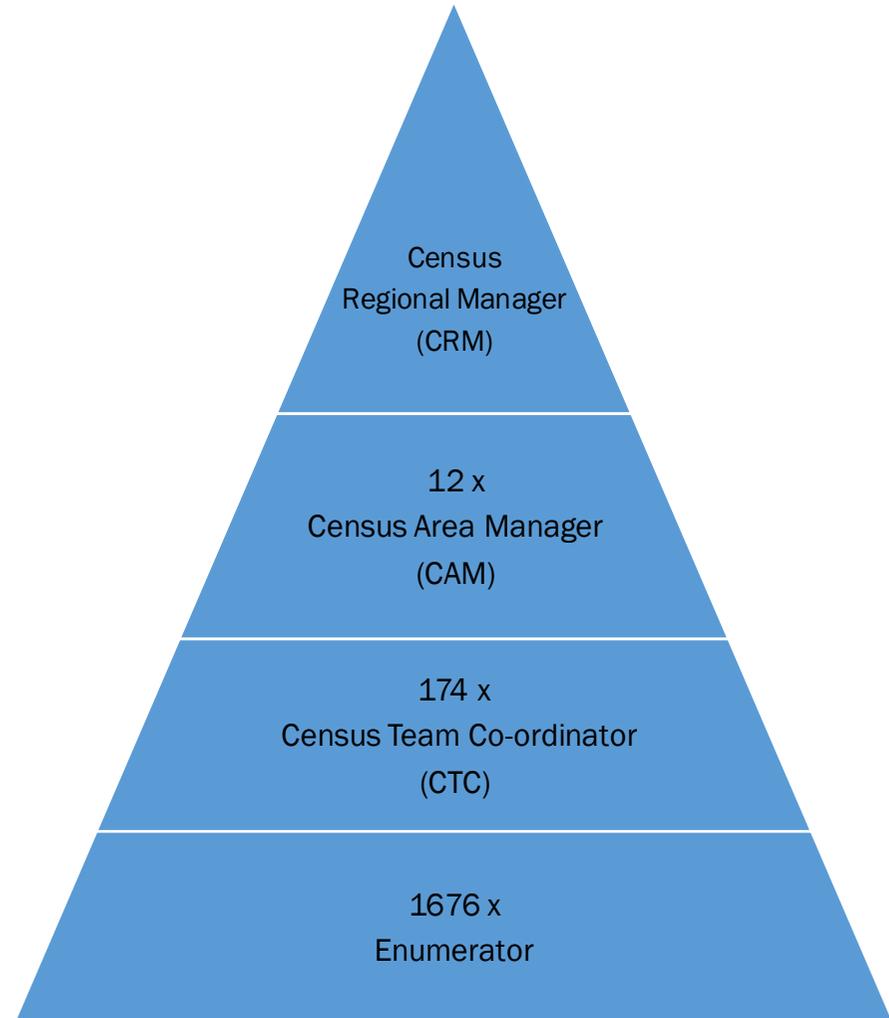
# Background

## Background

The census takes place every ten years and is a compulsory count of our population and housing. The census is the largest and most complex statistical exercise undertaken in Northern Ireland, and provides a benchmark on the size of our population. Census statistics are also used by central and local government, health providers, academia, commercial businesses and others to develop their policies and plan services.

In Northern Ireland, the next full census is planned for **21<sup>st</sup> March 2021**, and will be managed by the Census Office within the Northern Ireland Statistics and Research Agency (NISRA).

For the 2021 Census it is estimated that a temporary field force of almost 1900 staff will cover the whole of Northern Ireland (approximately 840,000 households and other establishments). Field staff play a vitally important role in promoting the census within their community and by encouraging householders to participate. The following diagram illustrates the organisational structure of the field force which will carry out the census operation on a day-to-day basis.



## Number and Location of Enumerator posts

For the purpose of managing census field operations, Northern Ireland will be divided up into census areas (see map below), which in most cases are equivalent to local government districts (LGDs). Due to its population, Belfast is divided into two census areas. Each census area will be managed by a Census Area Manager (CAM), and be divided into co-ordinator areas which in turn will be further subdivided into enumeration districts (EDs).

A total of 174 Census Team Co-ordinators (CTCs) will be required, each working directly to a CAM with an average of 14 CTC posts in each census area.

A total of 1676 enumerators are needed to carry out the day-to-day field operations 'on the ground', each enumerator being assigned to an individual ED and working under the direction of a CTC. There will be an average of 140 enumerator posts based in each census area.

A competition to recruit census enumerators across Northern Ireland launched in October, however a shortage of candidates to fill posts in the **Fermanagh and Omagh** area has resulted in this second competition being run, specifically for that area.

For information, maps of all census areas, including **Fermanagh and Omagh**, can be found at Annex A.

Census areas and associated codes are as follows:

Antrim and Newtownabbey (inc EDs from L&C)	NAN1
Ards and North Down	NAD1
Armagh City, Banbridge and Craigavon	NAB1
Belfast 1	NBE1
Belfast 2	NBE2
Causeway Coast and Glens	NCG1
Derry and Strabane	NDS1
<b>Fermanagh and Omagh</b>	<b>NFE1</b>
Lisburn and Castlereagh (inc EDs from AB&C)	NLC1
Mid and East Antrim	NME1
Mid Ulster	NMU1
Newry, Mourne and Down	NNM1

Candidates applying for an enumerator post in **Fermanagh and Omagh** should either live in the area or a neighbouring census area (Derry City and Strabane, or Mid Ulster), (see Eligibility criterion 1 below for more details). Successful candidates will then be assigned to an ED within the **Fermanagh and Omagh** area, generally close to their home address. However where this is not possible, successful candidates will be expected to work anywhere within the census area.



## Key Responsibilities

As an enumerator you will work from home and carry out enumeration duties in your allocated Enumeration District (ED). The main focus of the role will be following up with all households from which a census questionnaire has not been received, as well as undertaking field visit requests from members of the public. In addition, prior to census day you will support the delivery of census questionnaires to addresses which Royal Mail have been unable to deliver to, identifying and recording of new addresses. You will report directly to a Census Team Co-ordinator (CTC).

## Main duties

The main duties and responsibilities will include:

- responding to requests for field visits from the public as directed by the CTC;
  - undertaking follow-up visits to non-responding households and recording outcomes on the field work management application, and hand delivering additional questionnaires where necessary;
  - assisting with follow-up phase in neighbouring EDs as directed by CTC;
  - providing field management information to the CTC within required timescales;
  - completing all census work to the agreed performance objectives and timescales;
  - completion of hours worked and expenses incurred on the Census Staff Time and Expenses Recording System (CSTERS) by appropriate deadlines;
  - completion of post enumeration tasks and evaluation questionnaires within the required timescales;
  - attending evaluation workshops;
  - ensuring the confidentiality and security of census information at all times (applicants should be aware that census data cannot leave the UK); and
  - any other duties as directed by your CTC.
- preparation for training by completing self-study, completing tests and studying the enumerator guidance, attending training courses as required;
  - familiarisation of enumeration district (ED), checking for new addresses/developments and identifying hard to enumerate addresses/areas;
  - hand delivering census questionnaires/letters in cases where these have been returned as undeliverable by Royal Mail;
  - encouraging householder participation with the census, reassuring those who express concern about or have difficulty in completing the questionnaire and providing assistance where necessary;

# Terms and Conditions

## Summary of terms and conditions

The Terms and Conditions of your employment have been specifically developed to reflect the fact that this position is for a fixed and short term period. You will be employed under non-standard NICS terms and conditions.

Given the statutory nature of the census, all census staff (including Enumerators) are designated as key workers and will work as directed under latest public health guidance throughout the coronavirus pandemic.

In the event that there is a suspension of the census for coronavirus or any reason, NISRA reserves the right to suspend payment of fees. Should there be a complete cessation of the census, your contract may be terminated with immediate effect, and any outstanding fees and expenses will be paid.

## Period of employment

It is currently anticipated that Enumerators will be appointed on a fixed term contract from 06 March 2021 until 07 May 2021. However, due to the ongoing coronavirus pandemic and the ever changing situation, there is a possibility that contract dates get pushed back, but this should be by no more than 4 weeks.

## Location

The census will be carried out right across Northern Ireland. Enumerators will work from home and be assigned to a census area, according to their expressed preference.

## Fee

You will be employed on a fee pay basis and receive a total fee payment of £1,000 (gross), paid in monthly instalments (the amount paid each month may vary). Your first payment will be made at the end of April 2021.

## Expenses

You will be entitled to appropriate travel expenses for journeys made from home in relation to official census business. You will not be entitled to claim subsistence.

## Pension

In line with the provisions of the Pensions Act 2008, consideration will be given to enrolment into a workplace pension scheme.

## Working hours

You will be required to work approximately 90 hours during the period of employment. You will need to be flexible in the days and hours you work in order to complete assigned tasks within given deadlines. Although it is not a full-time post, the job, by its nature, will necessitate a combination of daytime, evening, weekend and public holiday working.

## Annual leave entitlement

Holiday entitlement is rolled up in the total fee.

**Full Terms and Conditions will be issued at the time of appointment.**

## Availability

Successful applicants must be adaptable in relation to their working hours in order to fulfil the demands of the post. Attendance at all briefing, training and debrief events listed below is mandatory:

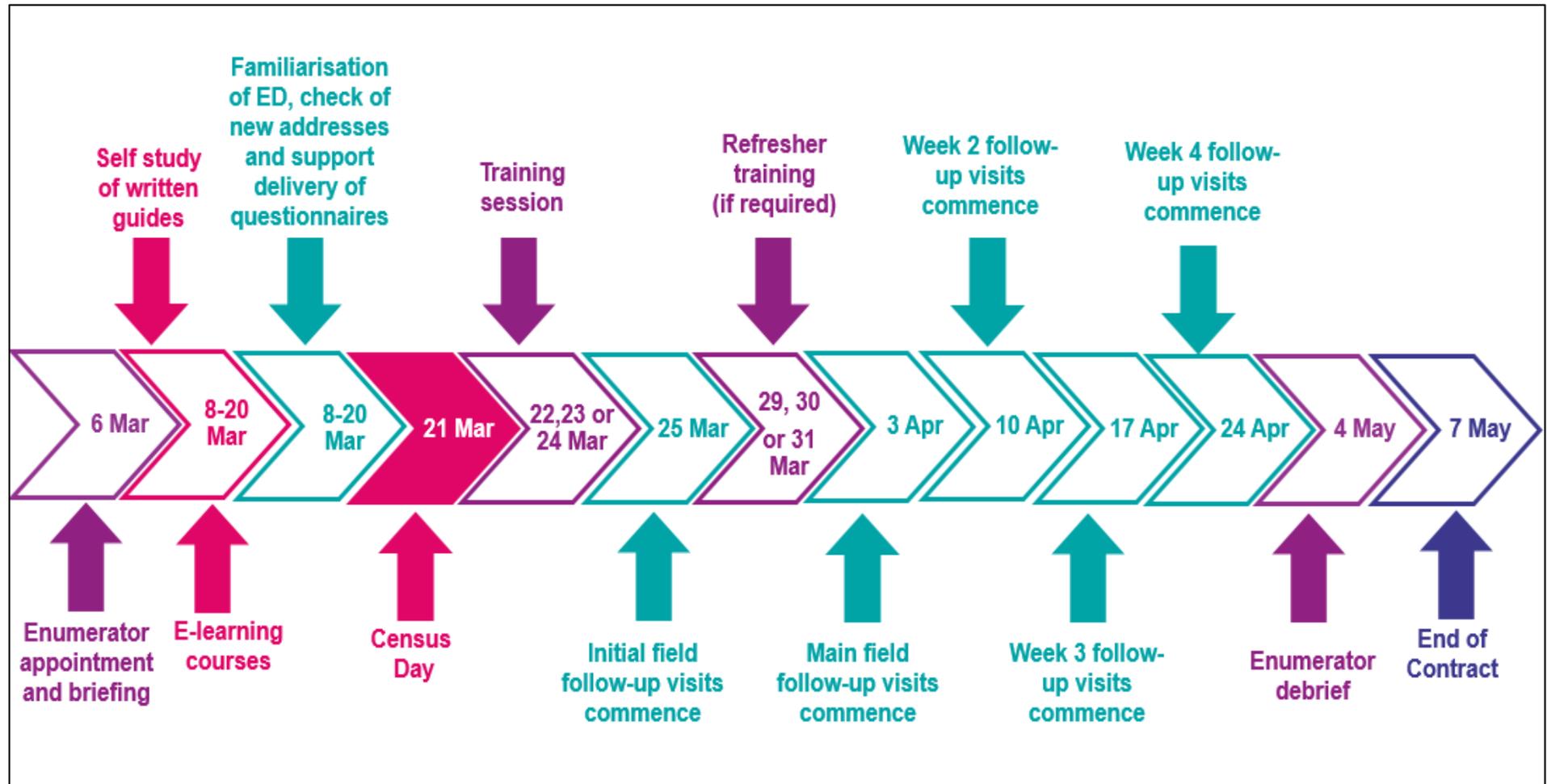
Date	Time	Reason
06 March 2021	Daytime	Appointment & Briefing
22-24 March 2021	Evening – attendance will be required on one date only.	Training
29-31 March 2021	Evening – attendance required on one date only.	Refresher training (if required)
04 May 2021	Evening	Debrief

Note that dates/times may be subject to change.

It is envisaged that during the busy enumeration period (25 March to 30 April), it will require a commitment in the region of 12 hours per week. In total it would be expected that there will be around 90 hours work.

Further information about the role can be found at [www.nisra.gov.uk/statistics/census](http://www.nisra.gov.uk/statistics/census)

## Enumerator timeline



## Eligibility criteria

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

1. Confirm they are resident in the **Fermanagh and Omagh** area, or using an address in the **Fermanagh and Omagh** area for the purpose of carrying out census duties (note that census data cannot leave the UK), **or** that if they live within a neighbouring census area (Derry City and Strabane, or Mid Ulster) but wish to apply for a post in the **Fermanagh and Omagh** area, that the boundary line is within 20km of their home address. In either case, applicants **must** provide details of the address in their application;
2. Confirm that they have basic level of competence in:
  - a. using a laptop/tablet and the use of standard computer packages including word processing, spreadsheets, slide presentations and email;  
**and**
  - b. using a Smartphone and associated apps (including mapping apps); and
3. Confirm they have access to a form of transport which will permit them to meet the requirements of the post in full.

## Additional requirements

Applicants must:

- a) be able to communicate effectively, both orally and in writing, in order to maintain accurate records, discuss the benefits of the census and encourage householders to complete and return their questionnaires;
- b) be prepared to use their home (or other appropriate UK residence) for safe and secure storage of census supplies and possibly handle boxes of materials (maximum weight 14kg per box);
- c) ensure that, prior to using a motor vehicle for census work, they have a full driving licence that enables them to drive in Northern Ireland, and that their insurance arrangements cover their motor vehicle for business purposes;
- d) have access to a computer/laptop to complete on-line training;
- e) ensure that all tasks, including the safe return of equipment, are successfully completed in line with agreed performance objectives; failure to do so may result in the final fee payment being reduced or withheld;
- f) be prepared to sign the Census Confidentiality Undertaking.

## Person Specification

While no additional knowledge or skills are required – enumerators will receive all necessary training following appointment – these posts are best suited to people with the following qualities:

- good inter-personal skills – tactfulness, patience, discretion, courteous, pleasant, helpful;
- good communication skills – confidence in dealing with a wide variety of people;
- good organisational skills – the ability to plan, organise and deliver work to agreed performance objectives and timescales;
- the ability to pay attention to detail and show determination in completing tasks; and
- be self-motivated, be able to work on their own as well as part of a team.

# Assessment Process

## Assessment Process

There are two stages to the assessment process:

- an online aptitude test and
- an informal Question and Answer session

### Stage 1 – Online Aptitude Test – All Applicants

The first stage of the assessment process will be the completion of 2 aptitude tests which will be completed online. All applicants are required to provide an email address on their application form for this purpose.

The online test will test the following elements:

- **Checking and Accuracy** – assesses how quickly and accurately you can spot mistakes in information.
- **Decision making** – through a series of situational judgement questions.

Applicants will receive an e-mail containing a link to the online test. Please check your email and junk folders during this time to ensure you receive the email.

The email will include full instructions on how to complete the online test. You will also have the opportunity to complete some practice questions before taking the test.

It is anticipated that test links will be issued to candidates by **Tuesday 26<sup>th</sup> January 2021**. If you do not receive your test link by close on Thursday of that week, please contact HRConnect by email ([recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)) quoting the competition title and reference number.

The time allowed for each tests is as follows:

- Checking and Accuracy – 20 minutes
- Situational Judgement - 40 minutes

This give a total of 1 hour. The 2 tests need to be completed at one sitting.

To complete the online test, applicants will require a computer which has internet access and a modern web browser installed. Candidates are advised not to use tablets or phones to complete the online test.

It is **ESSENTIAL** that you use the online Familiarisation material provided with the test link to check that your browser and the internet connection that you intend to take the live test on are compatible with the online test. If the Familiarisation materials work well, then you can be assured that the live tests will work well too. It is very important that you access the Familiarisation materials using the computer and internet connection that you intend to take the live test on **WELL BEFORE** the deadline of the test. **NOTE:** Some network firewalls, particularly workplace networks, may block access to the test. It is important that you check you can access the Familiarisation material using the computer and network you intend to use for the live test.

For best results it is recommended that the online test is completed in a test environment. Any possible distractions should be turned off, for example, mobile phones, TV, music etc. Concentration is needed throughout the test, so if you are completing it at home or work, ensure other people are aware they should not disturb you until you are finished. Note no responsibility can be accepted for any issues arising from where you choose to sit the tests.

**Applicants will have until 12 midnight on Sunday 31<sup>st</sup> January 2021 to complete the online test.**

Following the closing date for the online tests, the top performing applicants will proceed to the next stage.

## Stage 2 – Question & Answer session

The second stage of the selection process will involve the completion of some online pre-employment checks and the confirmation of identity documentation.

Following Stage 2, successful candidates will be invited to an Appointment and Briefing Session on 6<sup>th</sup> March 2021. At this session you will be appointed to an individual Enumeration District (ED).

## Disability Requirements and Reasonable Adjustment Requests

We wish to ensure all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment, please note this in the box provided on your application form. You should include details of your disability and the specific adjustment you need. We will consider all requests for reasonable adjustments for any stage of this recruitment process.

You will need to provide relevant evidence to support your request for a reasonable adjustment – for example, an Occupational Psychologist report or a GP's medical statement.

**Evidence to support your request should be sent to HRConnect at [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) as soon as possible following submission of your application.** Please mark your correspondence with the competition reference number IRC262675 and title it 'Supporting evidence for reasonable adjustment request'.

You may be contacted directly to discuss your requirements. It is essential that special arrangements concerning any adjustment requests are made in advance of starting the live test, as retrospective arrangements cannot be made after you have started.

## 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 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 received 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;
- 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

## 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.

### 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.

### Right to Work and Nationality Requirements

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

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with (or eligible for) 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 EU & Turkish nationals.

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

## Security

### Baseline Personnel Security Standard

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

Your passport OR

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).

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).

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

### Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner,

and information relating to convictions is destroyed after a decision is made.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

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

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

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

## Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

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

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

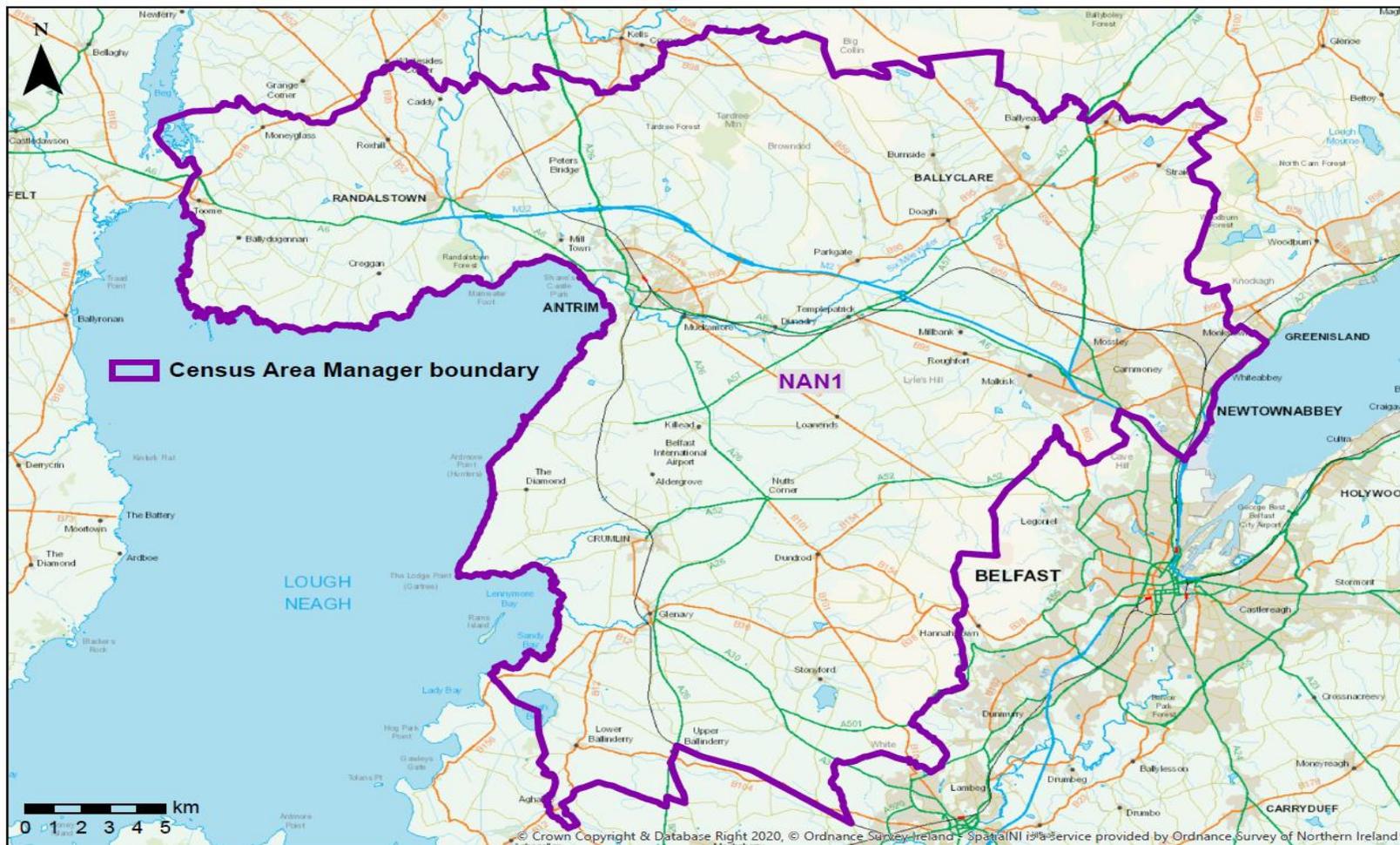
## Feedback

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.

If you need more information about the application process you should contact HRConnect by email at [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

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

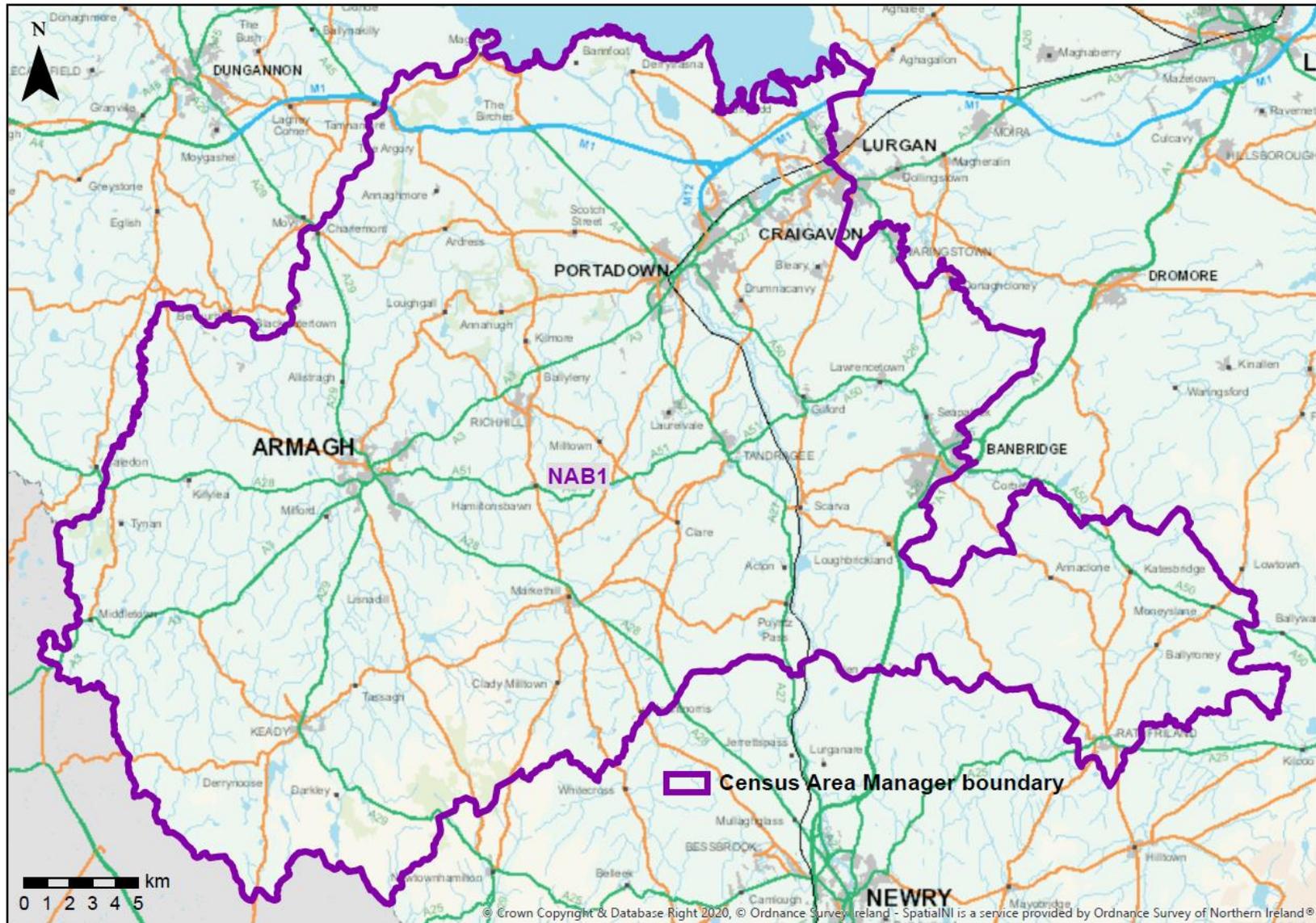
### Antrim and Newtownabbey – NAN1



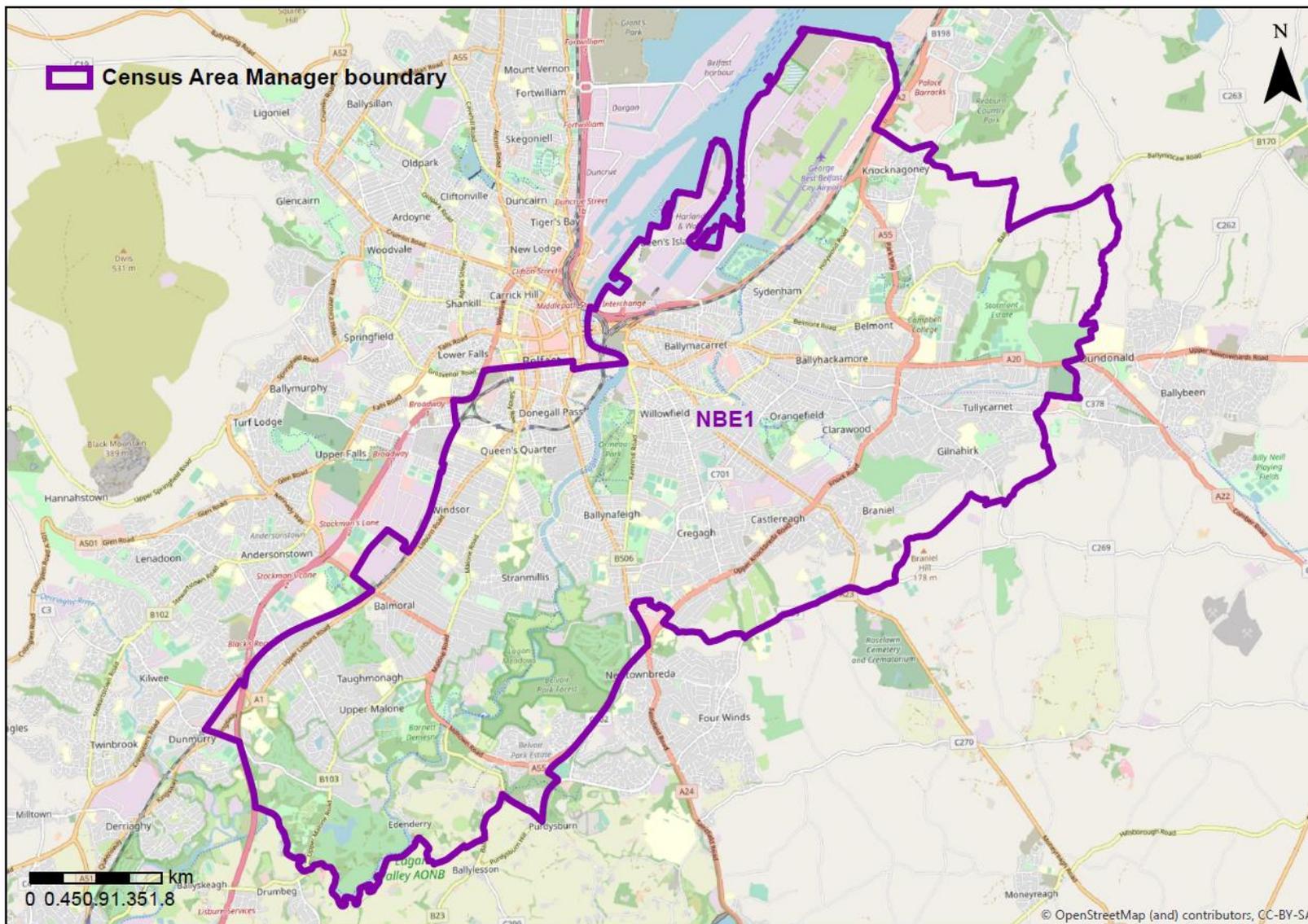
### Ards and North Down - NAD1



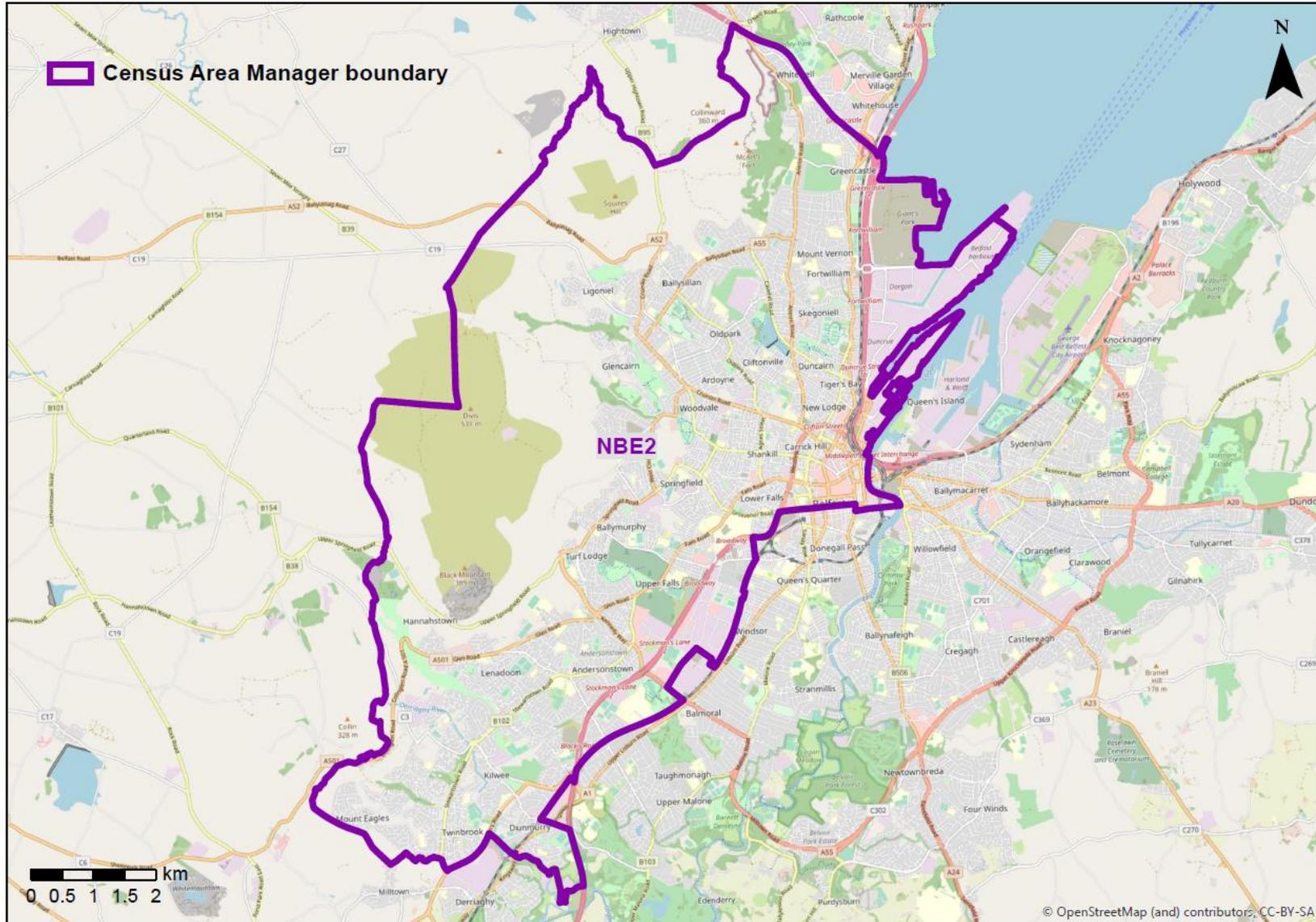
### Armagh City, Banbridge and Craigavon – NAB1



# Belfast 1 - NBE1



# Belfast 2 - NBE2

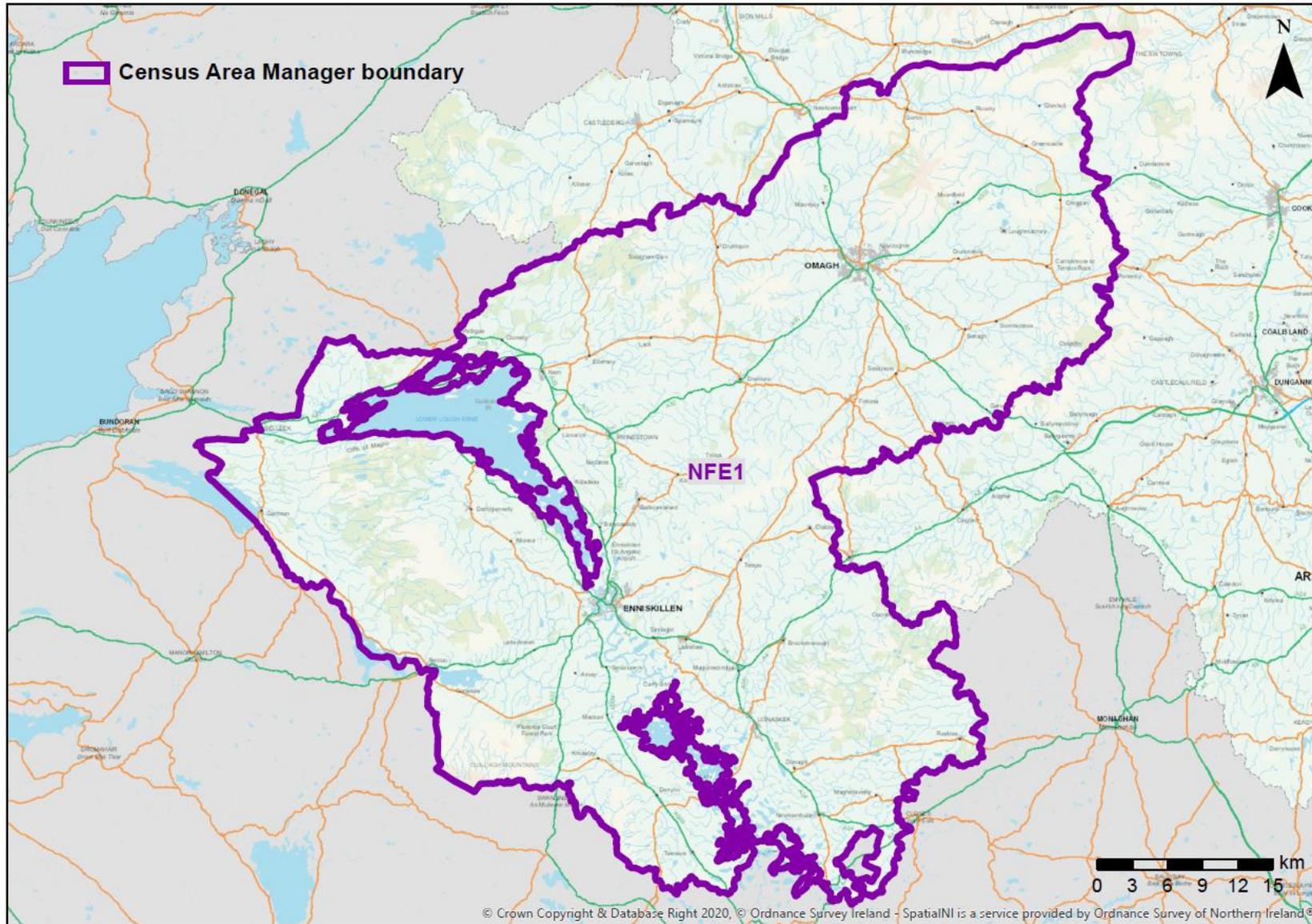


# Causeway Coast and Glens – NCG1





# Fermanagh and Omagh – NFE1



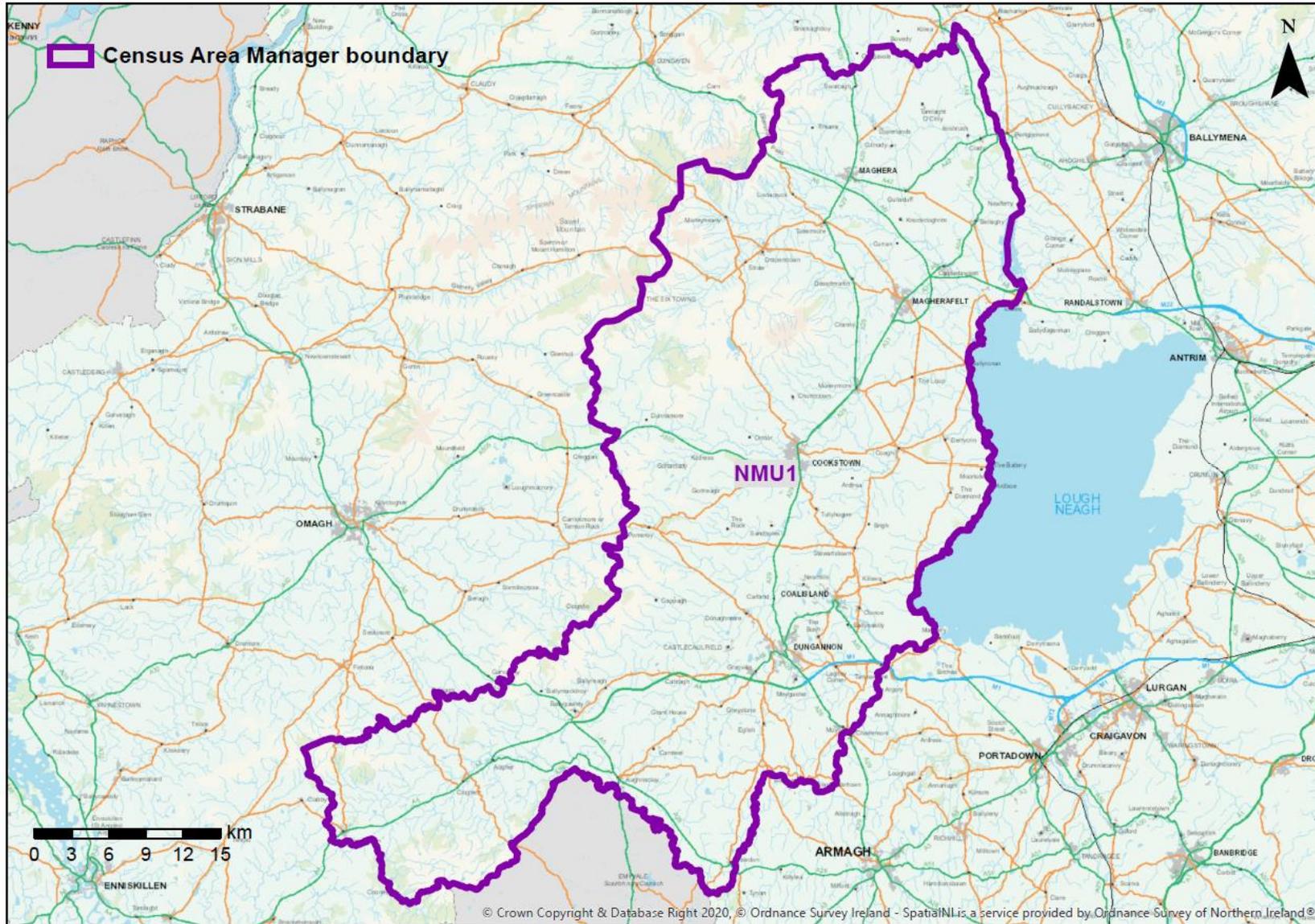
# Lisburn and Castlereagh - NLC1



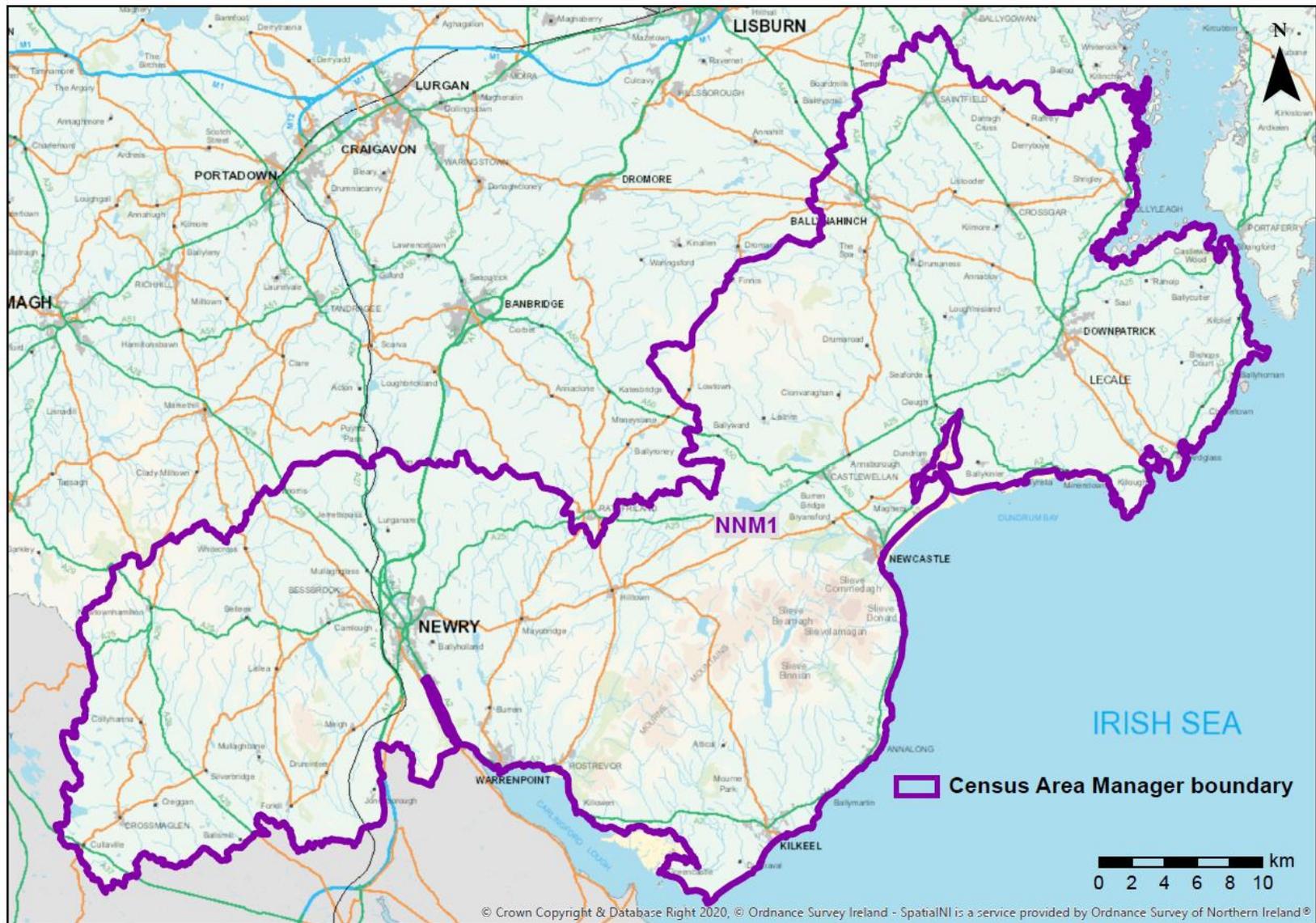
### Mid and East Antrim - NME1



# Mid Ulster – NMU1



# Newry, Mourne and Down - NNM1





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Civil Service**