



Candidate Information Booklet - IRC260896

Northern Ireland Civil Service (NICS)

Digital Leaders (ICT8)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK Time) on Friday 21 January 2022



Contents

1 Foreword P3	2 About The NICS P4	3 The ICT Profession P5	4 Key Responsibilities P6
5 Terms & Conditions P7	6 Eligibility Criteria P8	7 Assessment Process & Interview Criteria P9-11	8 Guidance for Applicants P12-14

Communication between HRConnect and you

We will issue as many competition communications as possible by email. Please provide a valid email address for this purpose. Please check your email account and junk folder to make sure you don't miss any important messages from us.



Northern Ireland Civil Service
IT Profession

Foreword

Thank you for your interest in these ICT level 8, Digital Leader, positions within the Northern Ireland Civil Service (NICS).

Exponential change means technology shapes the way we think, behave and act. It is embedded in everything we do, and our customers expect the convenience of digital channels to access our many government services.

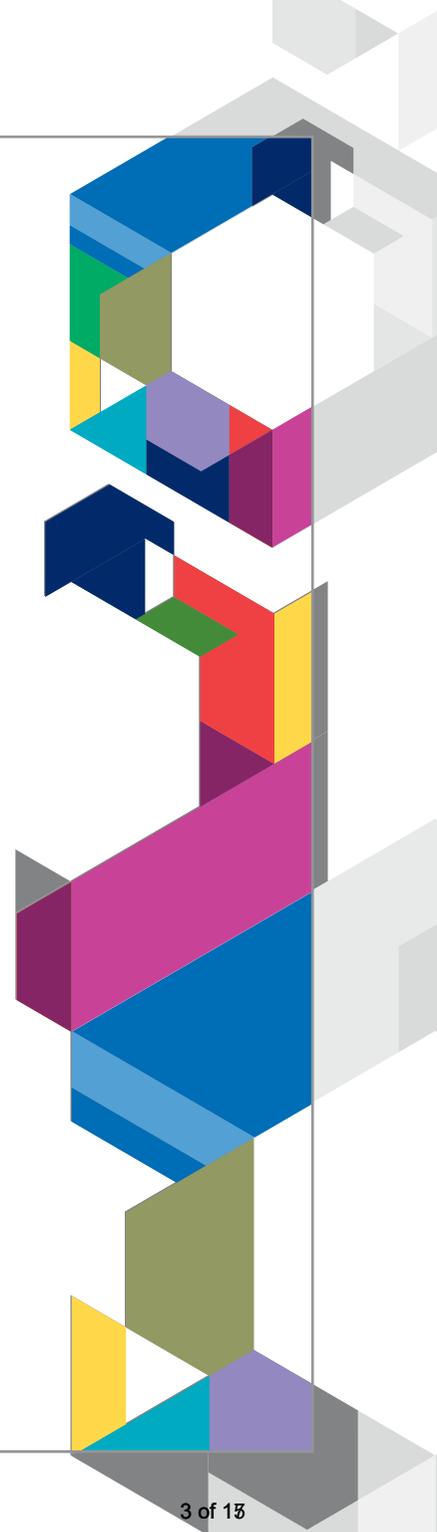
These exciting Digital Leader opportunities will enable the government in NI to use technology to work in new and innovative ways and resolve issues which may have seemed insurmountable in the past. We need people who are innovative, adaptable, have a passion for problem-solving, can embrace change and will focus on delivering solutions and results.

I hope that you will be inspired to join us.

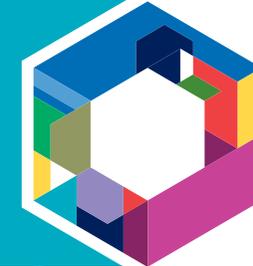
Ignatius O'Doherty

Director of Digital Shared Services and NICS ICT Head of Profession

www.nicsrecruitment.gov.uk



About the NICS



The NI Civil Service comprises nine Departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment, and transport.

To find more information on the government arrangements in Northern Ireland, including the functions of the Departments, [click here](#).

As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve. All NI Civil Servants are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values of integrity, honesty, objectivity and impartiality.

Our vision of the NICS of the future is:

- An organisation where everyone plays an active part in improving the lives of people in NI;
- A well-led, high-performing and outcomes-focused organisation;
- A great place to work, where everyone can reach their full potential; and
- An inclusive workplace in which diversity is truly valued.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

The NICS values and welcomes diversity and is committed to creating a truly inclusive workplace. Diversity and inclusion is reflected in and embedded across the entire range of NICS employment policies and practices, such as: Transitioning at Work Policy, Dignity at Work Policy, Maternity Leave, Paternity Leave, Special Leave, Adoption Leave, Reasonable Adjustment Guidance and Alternative Working Policy.

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

We aim to ensure every individual is valued and accepted for who they truly are. While more work is planned, some examples of our commitment to diversity and inclusion are:

- Establishing Race and Ethnicity, LGBT, Gender and Disability champions. Our Champions are there to support colleagues and encourage a culture of inclusion in the NICS;
- Supporting peer to peer staff networks, such as Women's Network, LGBT Network, Cancer Support Group and Autism Support Group;
- Working with disability charities to become one of the lead partners with Employers for Disability in NI;
- Committing to all of the NICS becoming Just A Minute (JAM) Card friendly;
- Signing up to the Equality Commission's Mental Health Charter;
- Taking part in PRIDE and Belfast Mela as an employer

Disability Requirements and Reasonable Adjustment Requests

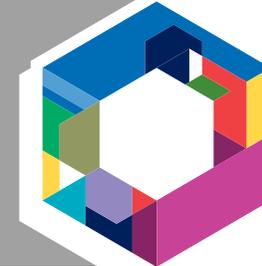
We will consider all requests for reasonable adjustments during this recruitment process.

If you require any documentation in an alternative format e.g. braille, easy read, large print, audio etc. you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

Please read carefully through the information contained within this Candidate Information Booklet and retain it for reference throughout the selection process.

The closing date for applications is 12.00 noon on Friday 21 January 2022. Late applications will not be accepted.

The NICS ICT Profession



The NICS IT Profession is committed to the delivery of a wide range of quality IT services driven by diverse business needs. It is driving the digital agenda in the public sector, and our people help make a difference, working in partnership with numerous stakeholders, responding to new business opportunities. Our work enables and supports the NICS to improve public services and achieve efficiencies through digital transformation.

There are currently 4 Digital Leader vacancies within 3 NICS departments. Further appointments may be made if any additional positions become vacant during the lifetime of the competition, which is normally 1 year. Successful candidates may be assigned to any Digital Leader role or location so must be prepared to travel. [Click here](#) for further information on the type of roles available.

Digital Leader/ICT level 8 is analogous to Grade 6 within the NICS General Service.

ICT Grade

ICT level 8
ICT level 7
ICT level 6
ICT level 5
ICT level 4
ICT level 3
ICT level 2
ICT level 1 (Student/Apprentice)

NICS Analogous Grade

Grade 6
Grade 7
Deputy Principal (DP)
Staff Officer (SO)
Executive Officer 1 (EO1)
Executive Officer 2 (EO2)
Administrative Officer (AO)
Administrative Assistant (AA)

These exciting opportunities are centred on technology and its use to support service delivery, improve operational efficiency and transform how we work. As senior IT leaders within the NICS, Digital Leaders are expected to have a passion for realising ambitions within the technical environment and to lead on the delivery of a diverse range of digital solutions across the NICS.

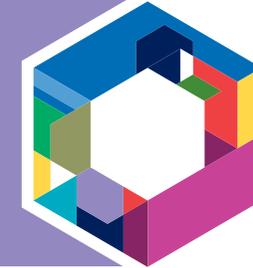
All Digital Leaders will represent their Department's business interests in relation to digital transformation programmes across the NICS, as well as ensuring that all systems (whether internal or shared) are appropriate for their Department's needs.

Operating in a complex environment, modernising technology and addressing legacy issues - these are highly influential positions. Digital Leaders are responsible for leading on NICS strategies, considering emerging and existing policies, cyber security, ICT workforce management and information protection.

Providing professional guidance and leadership in relation to procurement, contract management, ICT development and the implementation of enterprise ready ICT and digital solutions is key. We are, therefore, looking for people with an appetite for transforming their organisation and who can demonstrate exceptional leadership skills, particularly when:

- Influencing the decisions of Ministers and senior management
- delivering culture change, as well as changes to processes and delivery practice
- collaborating with peers and other leaders across the NICS
- leading professional communities of practice
- convening and leading multi-disciplinary teams

Key Responsibilities



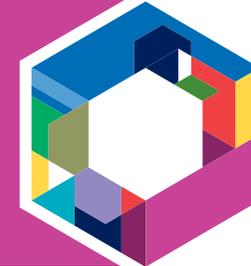
The specific duties will vary depending on which posts the successful candidates are allocated to. In general, Digital Leaders are responsible for:

- Contributing to the strategic direction of the organisation and the wider NICS. Developing long-term strategic relationships with customers, partners, industry leaders and other government and public sector bodies
- Leading and overseeing the development and maintenance of digital services to meet customer and business requirements. Setting the strategic direction of digital technology within their department
- Leading on policy formation and application, assessing the impact of legislation and/or changes required
- Procuring and managing third party service contracts and systems, including leading on negotiations, overseeing the on-boarding process, managing suppliers, monitoring compliance with Service Level Agreements, managing budgets, engagement with key internal and external stakeholders and developing and maintaining robust relationships
- Systematic appraisal, evaluation and management of projects and project teams to ensure compliance with best practice, appropriate Government policies and legal requirements and value for money
- Ensuring appropriate governance structures are in place to effectively manage contractors and/or resources. Chairing or participating in Boards, steering groups, forums etc. and co-ordinating accurate, relevant and timely information for these
- Supporting the professional development of ICT Staff including Learning and Development initiatives, Workforce Planning and Recruitment activities, to ensure that their Department's ICT is supported by professional staff equipped with the necessary skills, knowledge and technical toolsets
- Supporting the achievement of departmental objectives through greater exploitation of ICT and new or improved IT initiatives, which meet business needs and provide value for money. Influencing developments within the IT industry at the highest levels
- Promoting IT Security and embedding a positive cyber security culture within their Department. Identifying and implementing appropriate security controls to mitigate risks
- Communicating the potential impact of emerging practices and technologies on organisations and individuals and assessing the risks of using (or not using) such practices and technologies
- Compliance with Internal Audit and NI Audit reviews. Monitoring and reporting performance against KPIs
- Direct management of budgets, including lifecycle management of business cases, risk registers and benefits realisation plans. Driving efficiencies and identifying savings for the public purse
- Promoting innovation and a culture of continuous improvement. Actively encouraging compliance and inclusivity

Please note:

As the remit of the NICS is very diverse, the above list is not meant to be exhaustive but aims to give a good indication of the main duties of the post.

The emphasis on particular duties will vary over time according to business needs.



Terms and Conditions

Salary

Salary will be within the range £61,742 - £67,403.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

The current vacancies also attract an ICT Allowance of £2,122 per annum.

Hours of Work

The normal hours of work are 37 hours per week (Monday to Friday), excluding meal breaks. Most offices work flexi-time.

Location

This competition will be used to fill permanent Digital Leader vacancies throughout Northern Ireland.

The current vacancies are within the Greater Belfast and North West areas. Additional posts could be based anywhere within Northern Ireland.

The majority of ICT staff are currently working from home due to COVID restrictions. There may be scope for this to continue in some form once the restrictions are lifted, but this will depend on business needs.

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 'NICS Hybrid Working Policy'.

Travel

The post may entail some travel, therefore the successful applicant will require access to a form of transport which will permit them to meet the requirements of the post in full. The post holder may be required to travel throughout Northern Ireland and may occasionally be required to travel to Great Britain, the Republic of Ireland and elsewhere.

Pensions

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

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance is 25 days, increasing to 30 days after 5 years.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated.

Vetting

Any appointments will be dependent on the individual satisfying the vetting requirements for the post. Please refer to pages 14 for further details.

Career Development

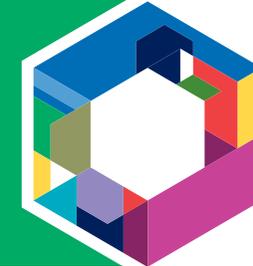
The NICS offers attractive career prospects across a wide variety of roles and professions. NI Civil Servants have access to a wide range of job opportunities, including secondments with external organisations, and are encouraged and supported in proactively managing their career.

Further Information

Applicants wishing to learn more before deciding to apply may email:

NICSITProfession@finance-ni.gov.uk

Eligibility Criteria



Applicants must have, by the closing date for applications:

1.(a) At least a level 4 qualification in Computing/Software Engineering or other discipline relevant to Information Systems and Information Technology.

(only those courses where a computing content of 50% or more can be demonstrated to the satisfaction of the panel will be considered relevant). The Panel is content that the MSC in Innovation Management in the Public Service will meet this criterion.

OR

1.(b) 5 years direct experience of successfully exploiting ICT for the benefit of an organisation(s).

(This would involve developing an understanding of the key business drivers affecting the organisation, and identifying opportunities, and making the case for, Information Technology led interventions which will deliver service improvements and business benefits).

AND

2. At least 2 years' experience of successfully developing or delivering a significant IT project or programme *(i)

AND

3. At least 2 years' experience of managing a substantial contract *(ii) involving strategic relationships / partnerships with external IT providers.

AND

4. At least 2 years' senior management level*(iii) experience gained within the last five years working in an ICT Operations environment.

The following additional clarification is provided:

*(i) 'A significant IT Project or Programme' – means a project or programme developed and/or delivered to provide IT Services to at least 1000 users (internal and/or external).

*(ii) 'A Substantial contract' means a contract to deliver a significant IT Project or programme with overall value in excess of £1m.

*(iii) Senior Management Level includes providing detailed advice on, or taking decisions personally, on strategic issues concerning the corporate body or organisation with which an individual is working. In the case of existing civil servants this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards.

Relevant or equivalent qualifications:

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated. Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above.

Shortlisting

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criterion will be applied.

1. Demonstrable experience of developing and/or delivering innovative digital transformation solutions to improve delivery of services.

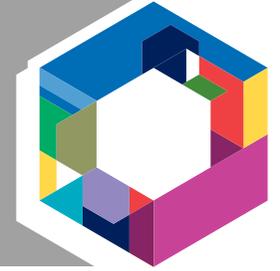
Qualification Certificates

Candidates will be required to provide evidence of their qualifications prior to appointment. Should you currently not be in possession of your qualification certificates, we would advise that you make immediate arrangements to obtain these.

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 [here](#).

Assessment Process



Competition Timetable

It is intended that interviews will take place online via video conferencing, Webex, from week commencing 21 February 2022.

This competition is being run to a very tight schedule. Candidates should therefore make themselves available on the date specified; changes to the timetable will only be made in exceptional circumstances.

Communication between HRConnect and you

Correspondence will be issued to your email address as provided on your application form.

You should therefore check your email account to make sure that you don't miss any important communications in relation to this competition.

Please make sure you also check your email account's Spam and Junk folder.

NICS Competency Framework

The selection process will assess candidates against the NICS competency framework at Level 4.

Digital Leader/ICT level 8 is analogous to Grade 6 in the NICS.

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 and further information on what is expected for this grade can be accessed [here](#).

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.

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 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 team

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.

Interview Criteria



The selection process will include a presentation and a competency based interview

Presentation

As part of the selection process candidates will be required to make a presentation on a notified topic relevant to the responsibilities of the post, lasting no longer than 7 minutes. This will be followed by questions from the panel.

The subject of the presentation will be provided to candidates in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the date of interview.

Your presentation will be delivered via WebEx and you will be asked to submit it to HRConnect by a specific date prior to your interview. Full details will be provided should you be invited to interview.

The presentation will be used to assess 2 competencies - 'Seeing the Big Picture' and 'Leading and Communicating'.

1 - Seeing the Big Picture

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

2 - Leading and Communicating

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

Total Marks Available: 30

Competency Based Interview

The selection panel will design questions to test the applicants knowledge and experience in each of the following 5 competencies and award marks accordingly.

1 - Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 30

2 - Leading and Communicating

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

Marks Available: 30

3 - Making Effective Decisions

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

Marks available: 30

4 - Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

Marks available: 30

5 - Achieving Outcomes Through Delivery Partners

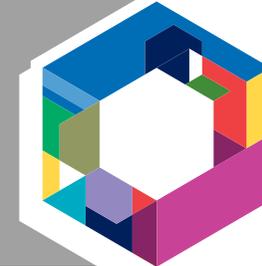
Being effective in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

Marks available: 30

Total Marks Available (Presentation & Interview): 180

Overall Pass Mark: 108

Guidance for Applicants



Application Form

You can apply online at www.nicsrecruitment.org.uk.

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. All parts of the application form must be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.

- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgment email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office -contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment,

email: info@niuse.org.uk,

tel: 0044 (0)28 71 377709,

text phone: 0044 (0) 28 71 372077

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.

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.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

Candidates will normally 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. 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.

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 (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 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. You can find further detail on obtaining your '[share code](#)' here

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.

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 (*continued on P14*)

(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

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

Security

Baseline Personnel Security Standard

For the current vacancies 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).

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

You should not be 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.

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.

If there are any additional posts to be filled these may require CTC clearance, which includes all of the above plus a check of Security Services 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.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

Applications from women, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

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.

Completed application forms should be sent to the HRConnect Recruitment Team:

HRConnect
PO Box 1089
2nd Floor The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

NOTE: Late applications of applications received by fax or email will not be accepted.

Contact Details

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

THIS INFORMATION PACK DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT



Northern Ireland
Civil Service