

**Candidate
Information
Booklet**

**Northern Ireland Civil Service
Temporary
Administrative Officer (AO)
IRC184587**

**Completed Application Forms
must be returned to HRConnect
no later than 12 noon (UK time)
on
Friday 9th August 2013**

Northern Ireland Civil Service

Creating opportunity, releasing potential, achieving excellence.

IMPORTANT - Email communication between HRConnect and you

Only online applications will be accepted. It is a requirement for this competition that all applicants provide an email address in order to complete the first assessment stage, which will be online. You are responsible for ensuring that the e-mail address you provide is correct and kept up-to-date. If your email address changes throughout the lifetime of this competition please ensure you notify HRConnect as soon as possible.

During the competition HRConnect will issue as much correspondence as possible via email. You should therefore check your email account (and junk mail folders) to make sure that you don't miss any important communications in relation to this competition. On occasion we may also contact you via hardcopy letter.

If you need to contact HRConnect by e-mail, please ensure that the competition reference number (IRC184587) is included in the subject line along with the subject of the e-mail. Our e-mail address is: recruitment@hrconnect.nigov.net

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FOREWORD

Thank you for your interest in this competition to fill positions at Administrative Officer within the Northern Ireland Civil Service. This competition will be used to fill current and future vacancies which may arise at this grade in any Northern Ireland Department or associated agency.

The principal functions of the NICS are to provide administrative and policy support to the Ministers of the Northern Ireland Executive and to manage and deliver a wide range of public services to the people of Northern Ireland. The work of the Northern Ireland Civil Service touches on most aspects of life for the citizens of Northern Ireland. We wish therefore, to attract applications that are as representative as possible of the entire community we serve.

Please read through the information contained within this booklet and if you feel you have the skills and qualifications to fulfil the requirements of the role, I would encourage you to submit an application.

Finally, very best wishes in your application.

STEPHEN MARTIN
HEAD OF APPOINTMENTS AND MARKETING BRANCH

BACKGROUND

The Northern Ireland Civil Service (NICS) is one of the largest employers in Northern Ireland, with over 25,000 staff.

Administrative Officers are employed in each of the 13 Northern Ireland Departments and deliver a number of key customer-facing services and support functions.

The 13 Northern Ireland Departments are:-

- ❖ Office of the First Minister and Deputy First Minister (OFMDFM);
- ❖ The Department of Agriculture and Rural Development (DARD);
- ❖ The Department of Culture, Arts and Leisure (DCAL);
- ❖ The Department of Education (DE);
- ❖ The Department of Enterprise, Trade and Investment (DETI);
- ❖ The Department of Environment (DOE);
- ❖ The Department of Finance and Personnel (DFP);
- ❖ The Department of Health, Social Services and Public Safety (DHSSPS);
- ❖ The Department of Justice (DOJ);
- ❖ The Department for Employment and Learning (DEL);
- ❖ The Department for Regional Development (DRD);
- ❖ The Department for Social Development (DSD).
- ❖ The Public Prosecution Service for Northern Ireland.

Further information on the Northern Ireland Departments can be obtained on the NIDirect website at: www.nidirect.gov.uk

JOB DESCRIPTION

This competition will be used to fill full-time Temporary AO vacancies that arise over the next two years. Temporary appointments will last for a period of up to 51 weeks.

Salary

The salary will be £18,946 (effective August 2013).

Annual Leave

In addition to the usual 12 days public and privilege holidays, you will enjoy an annual leave allowance of 25 days.

Work patterns

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday. Most offices work flexi-time. Vacancies in most Departments will follow this work pattern.

The Department for Social Development is currently reviewing its opening hours to the public. Extended opening hours may include evening and weekend working and Bank Holidays, for example, 8.00am to 8.00pm Monday to Friday and Saturday 9.00am to 5.00pm.

Vacancies within the Department for Social Development may require new staff to work on a range of patterns within these extended hours. You will be asked within the application form to indicate whether you are willing to be considered for vacancies that involve work in the evenings and/or Saturdays ('alternative working patterns').

Location

This competition will be used to fill temporary vacancies that may arise throughout Northern Ireland, however it is expected that the majority of posts will be based in the Greater Belfast Area.

On the application form you can select up to 3 areas where you would be prepared to work. Please note that in selecting areas you should ensure that you **can and are willing to travel to the location**. If successful you will only be offered a post in one of your selected areas and your name will be removed from the list of successful applicants for your other chosen areas.



- Area 1:** Belfast (including Stormont), Newtownabbey, Lisburn, Larne and Carrickfergus
- Area 2:** Bangor, Newtownards and Ballynahinch
- Area 3:** Downpatrick, Newcastle, Kilkeel and Newry
- Area 4:** Armagh, Portadown, Lurgan and Banbridge
- Area 5:** Fermanagh
- Area 6:** Omagh, Dungannon and Cookstown
- Area 7:** Strabane, Londonderry/Derry and Limavady
- Area 8:** Coleraine, Ballymoney, Antrim, Ballymena and Magherafelt

Northern Ireland Prison Service vacancies

There may be a small number of vacancies within Northern Ireland Prison Service (NIPS). You will be asked in your application form if you wish to be considered for these vacancies.

KEY RESPONSIBILITIES

As an Administrative Officer you will be expected to deliver effective customer facing services to both the general public and internal customers using modern technology to get the job done. Administrative Officers, particularly those assigned to public offices have to be able to cope with pressures faced in a busy work environment, this will require you to be a good communicator, a good team-player and able to work accurately while managing your time efficiently.

ELIGIBILITY CRITERION

In order to be eligible for the AO competition, applicants must have, by the closing date for applications:

- 5 GCSE/GCE O'Levels at Grade C or above which must include English and Mathematics.

Your eligibility will be assessed against this criterion as part of the competition process. An invitation to attend an assessment event should not be considered as confirmation that you have satisfied this eligibility criteria.

Relevant or equivalent qualifications:

Applications will also be considered from applicants with relevant formal qualifications considered to be of an equivalent or higher standard to those stated.

If you are providing an equivalent qualification, please state the type of qualification and date awarded on your application form (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide details of modules studied etc so that a well-informed decision can be made. If you are providing a qualification of a higher standard, you must ensure that you state how it meets the English and Mathematics GCSE requirement.

Further information on determining the equivalence of relevant formal qualifications can be found at www.ofqual.gov.uk/qualifications-assessments.

Please note: Applicants must ensure they have their appropriate relevant **original** qualification documents / certificates readily available prior to application. Those applicants who cannot provide evidence of meeting the qualification requirement above will not be admitted to the invigilated test and will be deemed to have failed the eligibility requirement and withdrawn from this competition.

Existing Civil Servants

If you are currently employed within the Northern Ireland Civil Service in a temporary capacity you are not eligible to apply.

For further information, please refer to Section 5.4 of the NICS Policy and Procedures Manual which is available on the NICS recruitment website www.nicsrecruitment.gov.uk. Click on the 'Policies & Procedures' tab on the left hand side of the home page.

RECRUITMENT PROCESS

The assessment for this competition will comprise several stages as outlined below.



Please note: If you also apply for IRC184588 Permanent Administrative Officer, you will only receive one invite to test, the result of which will be recorded against both competitions.

STAGE 1 – ONLINE APTITUDE TEST – ALL APPLICANTS

The first stage of the assessment process will be the completion of 3 aptitude tests which will be completed online via the internet. All applicants are required to provide an email address on their application form for this purpose.

The online test will test the following elements:

- **Verbal** - assesses your ability to organise written material in the way that makes the most sense.
- **Checking and Accuracy** - assesses how quickly and accurately you can spot mistakes in information.
- **Following Procedures and Basic Calculations** - assesses your ability to follow rules and apply criteria, and to do calculations correctly.

Applicants will receive an email containing a link to the online test. Please check your email and junk mail 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. If you do not receive an e-mail within 72 hours of completing your application, you should contact HRConnect by e-mail (recruitment@hrconnect.nigov.net) stating 'AO test link not received' in the subject line.

The time allowed for the tests is as follows:

Verbal – 25 minutes

Checking and Accuracy – 20 minutes

Following Procedures and Basic Calculations – 20 minutes.

This gives a total of 65 minutes. The 3 tests need to be completed at one sitting. To complete the online assessments, applicants require a computer which has an internet connection and a modern web browser installed (Internet Explorer 8 or higher, Mozilla FireFox 3 or higher, Google Chrome and Opera 10 or higher or equivalent browsers). For best results we recommend the online assessments are completed in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV, music etc. Concentration is needed throughout the assessments, so if you are completing it at home or work, ensure other people are aware they should not disturb you until you are finished.

Applicants will have until 17:00 on Monday 19th August 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 – FORMAL SCREENING OF APPLICATIONS

Following the online test, HRConnect will complete a formal screening of applications which will ensure that your application is valid. These checks will ensure that applicants meet the age and nationality requirements for the role. We will also check the status of current NICS staff to ensure they are eligible to apply. Applications deemed invalid at this stage will be withdrawn from the competition and applicants will be issued with correspondence.

STAGE 3 – INVIGILATED TEST

The top performing applicants from the online test, who submitted a valid application will be invited to sit a further invigilated electronic aptitude test. This will include the same elements as the online test. The invigilated test sessions will take place in Belfast between 9th September and 27th September 2013. You will be advised of the date and time that you are required to attend the test. Reschedule requests cannot be accommodated outside of these dates.

At the test session, applicants will also be asked to complete a separate questionnaire. This does not form part of the assessment process and will be used by NICS to test the quality of its recruitment and HR policies and processes.

In order to gain admittance to the invigilated test, applicants must bring appropriate identification documents and will also be required to provide evidence (in the form of original documents / certificates) of how they meet the eligibility requirements.

Applicants must bring the following original documents and photocopies to their invigilated test:

- **Qualification Certificates** (Showing that the applicant meets the eligibility criteria)
- **Photographic ID** (e.g. valid Passport or valid Driving License)
- **Proof of Address** (e.g. recent utility bill or bank statement)
- **Proof of Nationality** (Passport or Birth Certification accompanied with proof of National Insurance number - NI number card or payslip).
- **Documents to satisfy AccessNI check** (See annex C).

Please note: You may use the same document to satisfy more than one check. e.g. You may use your passport as a document from group 1, photographic ID and proof of nationality.

GUIDANCE FOR APPLICANTS

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.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed according to location preferences.

If you have applied for both the temporary and permanent AO competitions and you are offered a permanent position you will be removed from the merit list for the temporary competition.

Please note: In the event of further vacancies arising within the lifetime of the competition which can not be filled from the original merit list, applicants successful at stage 1 who did not score high enough to proceed in the first round of the process will be progressed to stage 2 in test score order, as appropriate.

Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. Administrative posts are classified as Non-Public Service, therefore certain nationality requirements apply. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Offers Of Employment

In providing a recruitment and selection service to the Departments/Agencies, HRConnect will recruit and select an adequate pool of candidates who can be offered posts as the need arises.

Candidates will only receive one offer of appointment from this competition. If you refuse an offer of employment for any reason, you will be withdrawn from the competition.

Applicants Employed in the NICS

HRConnect cannot accept applications from those currently employed within the NICS at the same grade as this competition seeks to recruit.

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

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.

Vetting Procedures

1. Baseline Personnel Security Standard

For AO 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for most of these posts is:

Basic Disclosure

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.

For more information, the address of the AccessNI website is: <http://www.accessni.gov.uk/>. 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. This can be downloaded from the AccessNI website. Guidance notes of the completion of the form are also included on the website. 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 above 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.

For a small number of posts the following check may also be required:

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

Making your application

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.

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed online application forms.
- 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.
 - If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- Only online applications will be accepted.
- Applicants must provide a valid e-mail address on their application form.
- **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.
- All applications must be received by the advertised closing date.
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of your application and failure to complete and submit it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 18.

As Protestants and men are currently known to be under-represented with this grade across the NICS, applications from the Protestant section of the community and men would be particularly welcome

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

The Northern Ireland Civil Service is an Equal Opportunities Employer.

GENERAL INFORMATION

Pensions:

The NICS offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:
<http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm>

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@dfpni.gov.uk

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 as well as at interview. Feedback in respect of eligibility 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

Contact Details:

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

Email: recruitment@hrconnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

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

EQUAL OPPORTUNITIES

Policy Statement

The Northern Ireland Civil Service Equal Opportunities Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated. This right is protected in many instances by legislation.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to recruit, retain and promote the best available people. Our equal opportunities policy is central to this strategy. We aim to foster a culture which encourages every member of staff to develop his or her full potential and which rewards achievement. Creating a working environment where individual differences are valued and respected enables all staff to give of their best and helps us to respond more effectively to the needs of the people we serve.

The NICS seeks to maintain the confidence of the whole community. It will continue to promote equality of opportunity and fair participation within the framework of the law and will strive to achieve a workforce that is broadly representative of the society which it serves.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.”

Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Legislative Context

This section explains the reasons for gathering this information by setting out the legislative background.

Gender

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also necessary to enable the completion of the annual statutory monitoring return, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their

functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

Age

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different age.

Community Background

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information requested in the Community Background section of the monitoring form is required in connection with the requirements of the above Order and to enable the completion of the annual statutory monitoring return to the Equality Commission for NI.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

Disability

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carryout normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland

Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group.

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

Marital Status & Dependants

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status and between persons with dependants and persons without.

Use of Monitoring Information

Monitoring information is used to enable the NICS to assess the effectiveness of its EO policies and to determine the impact (if any) of various policies and procedures on different categories of staff. In addition to this internal focus community background and gender information on both staff and applicants is used to complete the annual statutory monitoring return to the Equality Commission.

Confidentiality of Monitoring Information

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.

The confidentiality of community background information is also protected through regulations made under the Fair Employment and Treatment (NI) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained or used for the purposes of monitoring under FETO.

The release of an individual's monitoring information is permitted by legislation as part of prospective or actual proceedings under equality legislation, e.g. where another individual has made a complaint of alleged discrimination.

Many people from all backgrounds in Northern Ireland and beyond are interested in the profile of the NICS workforce and the candidates who apply for jobs. For this reason the NICS regularly publishes data in the form of statistical summaries, graphs etc. On occasions it may also be necessary to use monitoring information to answer questions from Assembly Members, MPs and MEPs or to respond to requests for information under the Freedom of Information Act. In all cases where information is made public, the format of presentation will be such that it will not be possible to identify any individual's information.

ANNEX A

Nationality

(i) 'UK National' means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man), a British subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

(ii) 'Commonwealth Citizen' means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the 'UK Nationality' definition above. This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

(iii) 'British Protected Person' means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

(iv) 'EEA National' means a national of one of the following countries:

| | | | |
|----------------|---------|---------------|----------------|
| Austria | France | Liechtenstein | **Romania |
| Belgium | Germany | Lithuania | Slovakia |
| **Bulgaria | Greece | Luxembourg | Slovenia |
| Cyprus | Hungary | Malta | Spain |
| Czech Republic | Iceland | Netherlands | Sweden |
| Denmark | Ireland | Norway | United Kingdom |
| Estonia | Italy | Poland | |
| Finland | Latvia | Portugal | |

N.B. nationals from Switzerland also have the same free movement and employment rights.

'Family member of an EEA national' 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.

** Non-exempt Bulgarian and Romanian nationals are required to be registered under the Worker Authorisation Scheme prior to appointment. Guidance on this can be obtained from the Home Office website www.ind.homeoffice.gov.uk.

ANNEX B

CIVIL SERVICE COMMISSIONERS

CSC

NI

CIVIL SERVICE COMMISSIONERS
FOR NORTHERN IRELAND

AN INTRODUCTION

And safeguarding ethics

Ensuring appointment on merit

WHO ARE WE?

Mr Brian Rowntree, CBE (Chairperson)
Mrs Vilma Patterson, MBE
Dr Raymond Mullan, OBE
Ms Marian Matchett, CBE
Mr James Scholes

LOCATION

Our Office is in Stormont House.
The full address is:

Room 105
Stormont Estate
Belfast
BT4 3SH

OPENING HOURS

The Office is open from 9.00am to 5.00pm,
Monday to Friday, except Public and Bank Holidays.

How to contact us

- write to us at the address at the top of the page
- telephone us on **028 90523599**
- visit us at www.nicscommissioners.org

WHAT ARE WE HERE TO DO?

Civil Service Commissioners are appointed by the Crown to uphold the principle that selection for appointment to posts in the Civil Service should be on merit on the basis of fair and open competition.

WHERE DO WE GET OUR AUTHORITY FROM?

Commissioners derived their responsibilities from prerogative Orders made by the Secretary of State. Our authority currently derives from the Civil Service Commissioners (NI) Order 1999.

HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: www.nicscommissioners.org
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.
- approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.
- hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI) Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the

appeals received by the Commissioners are published each year in our Annual Report.

WHAT CAN WE DO FOR YOU?

If you have ever applied for a post in the Northern Ireland Civil Service, you can be assured that, whether or not you were successful, the Department or Agency was obliged to make that appointment in accordance with directions for good practice set out by the Commissioners.

We are concerned that civil servants are not fully aware of the appeals mechanism under the Code of Ethics. We would strongly encourage any civil servant who believes that he or she has been asked to act in a way which

- is illegal, improper or unethical;
- is in breach of constitutional convention or a professional code;
- may involve a possible maladministration; or
- is otherwise inconsistent with the Code

to report the matter in accordance with procedures laid down in the Northern Ireland Civil Service Pay and Conditions Code or Departmental guidance.

Where the matter has been reported in the appropriate manner and a civil servant believes the response does not represent a reasonable response to his or her concerns, s/he may report the matter in writing to the Civil Service Commissioners.

Annex C

Three documents must be produced in the name of the applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** must be produced, one of which must be a birth certificate issued after the time of birth. **At least** one of these documents should include photographic identification.

GROUP 1

- Current Passport (any Nationality)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, ROI, Isle of Man or Channel Islands)
- Original Birth Certificate (UK, Isle of Man or Channels) issue at time of birth
- Original Long Form Irish Birth Certificate – issued at time of registration of birth

GROUP 2

- Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- Adoption Certificate (UK, Isle of Man or Channel Islands).
- HM Forces ID Card (UK)
- National Insurance Card (UK)
- Firearms Licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID Card (NI only)
- EU National ID Card Certificate of British nationality Letter of Sponsorship from future employment provider Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK Driving Licence (old paper version)
- Current Non-UK / ROI Photo Driving Licence
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)*
- Credit Card Statement (UK or EEA)*
- Utility Bill (UK or ROI)* – not mobile phone
- Benefit Statement (UK)*
- Addressed payslip*
- A document from central government or council giving a form of entitlement (UK and Channel Islands)*
- Mortgage Statement (UK or EEA)**
- Financial statement (UK)**
- P45/60 Statement(UK and Channel Islands)**
- Land and Property Services Agency rates demand (NI only)**
- Letter from a Head Teacher or Further Education College
- Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted) **

* Document must be less than 3 months old

** Document must be issued within the last 12 months