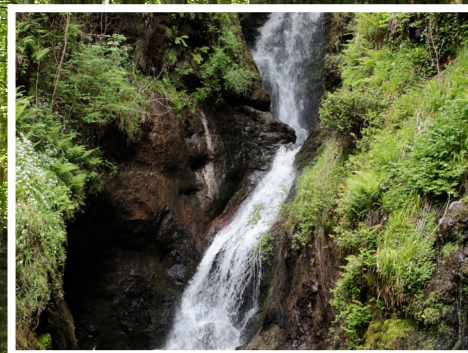
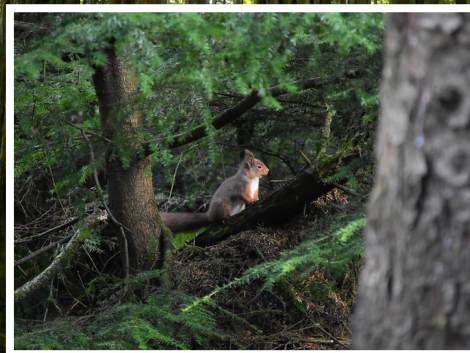
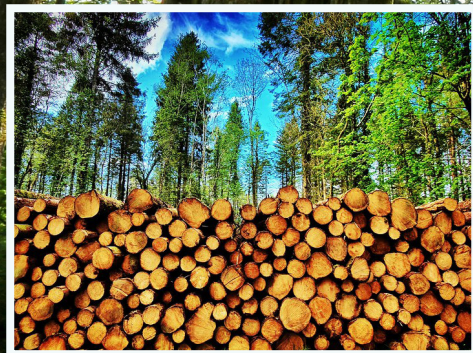




IRC331266

Head of Forestry Division (Grade 6) Candidate Information Booklet

Closing Date: 12 Noon (UK time) on Friday 13th November 2026.



An Agency within the Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Gníomhaireacht de chuid na Roinne
**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

An Agency wí'n the Depairtment o
**Fairmin, Environment
an' Kintra Matthers**



Foreword

I am pleased to invite applications for the role of Head of Forestry Division within Forest Service, an Executive Agency of the Department of Agriculture, Environment and Rural Affairs (DAERA). The role attracts Grade 6 status within the Northern Ireland Civil Service career framework.

This is a senior leadership role of national importance. The postholder will shape how forestry contributes to climate action, biodiversity recovery, sustainable land use and economic development across Northern Ireland. They will lead a multidisciplinary workforce, oversee significant public assets and investment, and work closely with Ministers, senior officials and partners across the UK and Ireland.

Forest Service's work makes a significant contribution to DAERA's vision of "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities". We are committed to being a great place to work, with engaged people delivering professional services to meet society's needs, supported by learning and development and opportunities to progress.

We welcome applications from experienced leaders within and beyond the Northern Ireland Civil Service who are motivated by public value, environmental stewardship and strategic challenge.

Why Join us?

This role offers a rare opportunity to lead forestry at a system-wide scale, combining strategic policy influence with responsibility for delivery and stewardship of significant public assets.

As Head of Forestry Division, you will:

- Shape Northern Ireland's forestry contribution to climate action, biodiversity recovery and sustainable land use.
- Lead and inspire a multidisciplinary workforce of professional, technical and operational staff (c.120).
- Provide trusted advice to Ministers and senior officials on complex and often sensitive land-use issues.
- Influence forestry policy and standards at UK and international level.
- Oversee the sustainable management of forest assets valued at approximately £400–£600m and major operational and commercial programmes.



Forest Service offers flexible and hybrid working arrangements, in line with the NICS Hybrid Working Policy, strong support for professional development, generous annual leave and an attractive defined-benefit pension.

I look forward to receiving applications from those seeking to avail of this unique opportunity to lead the Forestry Division with its diverse portfolio and influence within the overall forestry sector.

John Joe O'Boyle
Chief Executive



Background

Forest Service delivers forestry and plant health functions on behalf of DAERA. It operates as an Executive Agency since 1 April 1998 and was further classified as a Non-Financial Public Corporation from 1 April 2020. The work of Forest Service is led by the Chief Executive who is also the Agency Accounting Officer.

DAERA's VISION: "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities".

DAERA has responsibility for food, farming, environment, fisheries, forestry, sustainability policy and the development of the rural sector in NI. We support the development of thriving rural communities; the protection, conservation and enhancement of the environment; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

The Department is structured into seven groups and includes two executive agencies (Forest Service and the Northern Ireland Environment Agency) to deliver its strategic objectives.

You can read more about the work of the Department via [the DAERA website](#).

Forest Service's priority work streams are aligned to the Department's strategic priorities as set out in the Department's Corporate Plan

2025-2027. The Agency's activity and work programmes support DAERA's development of NI's draft Climate Action Plan (CAP) for the carbon budget period 2023-2027, as required by the Climate Change Act (Northern Ireland) 2022.

The primary forestry contributions to delivery of the CAP will be through increased rates of afforestation and peatland restoration which will feature as components of the Land Use and Land Use Change, Forestry (LULUCF) sector emissions reduction targets in the first carbon budget period.

Increasing forests and woodlands in NI, from the current 8.5% of land area to 12% by 2050, and managing existing forests sustainably, are key elements of the forestry strategy. The public forest estate consists of 75,000 hectares of forest land and biological assets with a combined value of £400 - £600 million.

The forestry programmes are enabled under the 'Forestry Act 2010 (Northern Ireland)'. This sets out the general duty for DAERA to promote the expansion of forest cover and sustainable forestry; and to manage its forest estate for timber production in support of economic growth in a way that provides greater opportunities for NI citizens to benefit from enhanced biodiversity, recreation and tourism.



Key objectives are to:

1. Expand forest cover in NI including taking forward the afforestation programme and the provision of grant aid.
2. Manage the Department's forests to:
 - Supply timber, regenerate and protect forests;
 - Ensure forests are managed sustainably, including taking account of carbon sequestration potential, contribution to climate change mitigation and other ecosystem services;
 - Promote public access by maintaining and improving facilities and visitor services through partnership working with local councils and others.
3. Verify sustainable management of DAERA forests through a process of independent audit against the UK Woodland Assurance Standard.
4. Provide a regulatory framework in line with the UK Plant Health Service and promote the protection of forests and plants from harmful pests and pathogens.
5. Operate an inspection and compliance programme and enforce legislative controls to protect the plant health status of the forestry, horticulture and agriculture sectors.

Create Forests

Establish new forests and help mitigate climate change.

Manage Sustainable & Resilient Forests

Manage our forests in line with sustainable forestry guidance and standards

Contribute to NI Priority Climate Actions

Contribute to the UK 2050 net-zero carbon target and Northern Ireland carbon action plan

Supply Timber

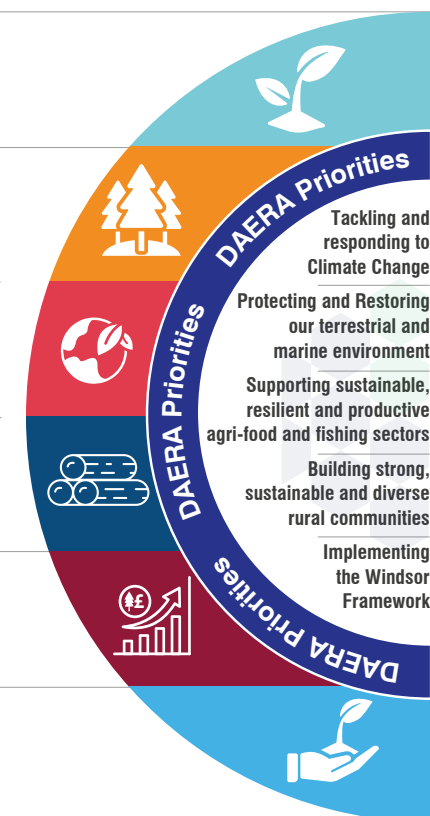
Produce wood fibre and supply timber to industry

Support Economic Growth

Develop and enhance forest based tourism and recreation and support the wood processing industry

Protect Plant Health

Protect the plant health integrity of 75,000 hectares of forest estate and the wider plant health status of Northern Ireland

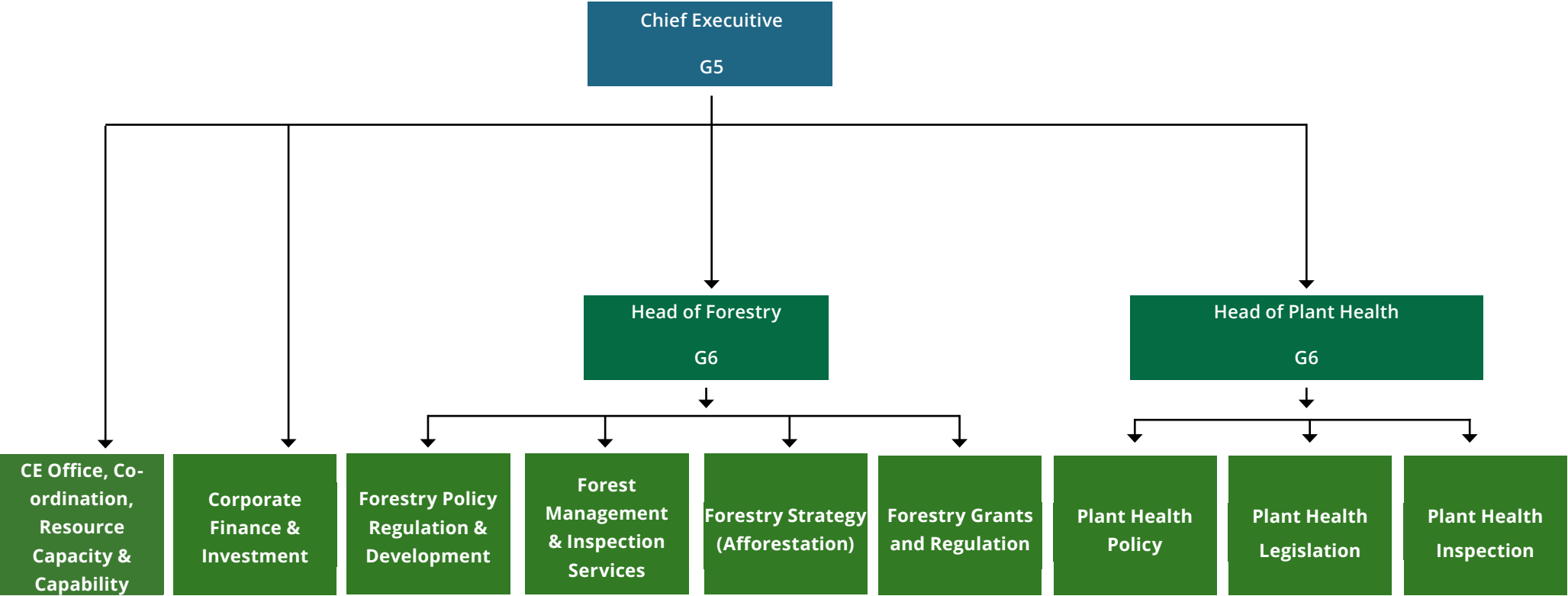


Our Staff

Forest Service is a multidisciplinary organisation with a dedicated workforce drawn mainly from forestry, agriculture, industrial and administrative disciplines. We are committed to enhancing the skills and capacity of our staff to deliver a diverse portfolio. As such, we engage with professional bodies to support professional and technical

competencies and have achieved increased membership of the Institute of Chartered Foresters and the Royal Society of Biology Plant Health Register amongst our workforce.

The diagram below sets out the Head of Forestry Division (HFD) position as part of the Forest Service Senior Management Team.



Key Responsibilities

The purpose of the Head of Forestry Division (HFD) post is to lead, advise on and support the development of forestry policies and deliver Ministerial priorities through fully integrated strategic and operational forestry functions, on behalf of DAERA.

They will be influential in leading and implementing all aspects of forestry work across the sector, providing assurance and advice and maintaining the confidence of industry and other stakeholders.

They will be responsible for ensuring that forestry programmes contribute effectively to NI's climate action plans and provide a wide range of ecosystem services and benefits, derived from existing and new forestry assets, with proportionate effort and cost.

The HFD will directly support the Chief Executive on forestry matters and they will have a key role in the overall leadership and decision-making of the Agency as an Executive Member of the Forest Service Management Board.

They will lead and manage professional foresters and multidisciplinary teams to deliver a comprehensive forestry programme including senior professionals, technical foresters, administrative and industrial

staff of approximately 120.

Key responsibilities include:

- Development of forestry policy options and long term forestry strategies and plans to ensure appropriate forestry contribution to the NI Climate Action Plan, including meeting afforestation and peatland restoration objectives. This includes meeting complex and challenging afforestation, peatland restoration and renewable energy objectives in balance with each other and with sustainable forestry management Standards.
- Influencing the development of external policies, strategies, UK Forestry Standards, best practice and Forestry Certification requirements and will involve representing and communicating forestry matters at regional, national, inter departmental and external events. This includes working in collaboration with senior forestry professionals and relevant organisations to develop mechanisms tailored to ensure that future challenges and opportunities for the forestry sector are addressed.
- Regulation of forestry related legislative matters and provision of the Forest Authority role.
- Securing and managing appropriate budget and resources to ensure delivery of policies, strategies and operational plans, including development and service delivery through partner providers.

This includes stewardship of forest assets of approx. £400m - £600m, annual operational expenditure of up to £10m and sales receipts for timber of £12m.

- Development of commercial arrangements, value for money marketing strategies and contract supply arrangements and oversee the management and marketing of timber sales to meet strategic and best-value objectives.

Additionally, the postholder will be required to:

1. Build and maintain effective working relationships and provide high quality strategic and professional advice and support to Ministers, Chief Executive, senior official colleagues and key stakeholder representatives.
2. Provide leadership and change management to secure delivery of new and emerging strategic workstreams prioritised by Ministers as well as oversee multi-disciplinary forestry programmes and staff. This includes direct line management of three Divisional Forest Officers and one General Service Grade 7. The full span of control includes circa 120 staff across professional and technical and administrative disciplines.
3. Contribute to corporate activities, decision making and governance within the Agency in their role as an Executive Member of the Forest

Service Management Board and ensure strategic alignment across the Divisions within the command to meet the wider Agency and Departmental objectives and priority workstreams.

4. Provision of assurance to the Chief Executive and Agency Accounting Officer on stewardship of the Department's forests, appropriate and effective regulation and that expenditure represents value for money and the standards for regularity and propriety in the public service.
5. Oversee and manage delivery of forestry programmes which will include site inspections and working on hazardous and physically demanding terrain.

The above list is not exhaustive but gives a good indication of the main duties of the posts. The emphasis on particular duties will vary over time according to evolving business needs.

Terms & Conditions

There is currently one permanent, full-time post.

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

Secondment

This post may be filled by secondment of the successful candidate from his/her current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

Location

This post will be based at Inishkeen House, Enniskillen BT74 4EJ. A hybrid style of working applies, in the context of the [Northern Ireland Hybrid Working Policy](#), which blends working in other office locations occupied by DAERA such as Belfast, Newry and Ballykelly and at home based on business need.

Salary

The salary for this post is £77,904 per annum (under review).

In addition, a Recruitment and Retention Allowance of £10,000 per annum is payable to recognise the specialist and scarce skills required for the role.

The allowance will be payable for an initial period of three years from the date of appointment. The allowance will be formally reviewed during the third year, subject to business need and approval, to determine whether it should continue beyond that period. Please note that the allowance is non-pensionable.

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Civil Service Pensions (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni.

Holidays

In addition to public holidays (Bank and Common Law) and Northern Ireland Civil Service privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time. For this HFD post, there will also be a requirement to work out of hours, for example to travel, meet stakeholders and in the event of an extenuating circumstance.

All work outside of normal hours will be paid in line with the Pay Section in the [NICS HR Handbook](#).

Travel

The successful candidate will be required to travel on official duty frequently and regularly throughout Northern Ireland and travel nationally and internationally will also be required. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport to undertake the necessary travel in line with the NICS HR Travel and Subsistence Policy.

Probation

Confirmation of appointment will be dependent upon the satisfactory

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

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them into conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly.



Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Fiona Johnston on 028 6634 3007 or email fiona.johnston@daera-ni.gov.uk.

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

Eligibility Criteria

We welcome applications from candidates both within and outside the Northern Ireland Civil Service. References in the criteria to senior management levels, professional membership or organisational scale are intended to indicate the level of responsibility, complexity and influence required for this role. Equivalent experience gained in the public, private, academic, voluntary or arm's-length body sectors will be fully considered.

Candidates should not be deterred from applying solely because their career background or job titles differ from those used within the Northern Ireland Civil Service, provided they can demonstrate comparable senior leadership experience and professional standing.

Applicants must, by the closing date for applications:

1. Possess a degree in Forestry or another educational qualification* that meets the minimum requirement of 5 points as assessed by the Institute of Chartered Foresters (ICF).

Note: Applicants can access the current list of ICF assessed qualifications via this link ([ICF PME Guidance Notes](#)) OR request ICF confirmation that their qualification meets this standard.

*These qualifications may include those acquired outside the UK.

AND

2. (a) Hold current membership of a recognised professional forestry body such as ICF, Society of Irish Foresters or another professional

body considered by the competition panel to be of equal standing.

OR

- (b) Be in a position to achieve membership within 12 months from appointment.

AND

3. (a) Have either at least 3 years' experience of strategic decision making and policy development **in a forestry or forestry-related context** at a senior management level** within a medium sized complex organisation***.

OR

- (b) Have at least 3 years' experience in successfully leading and directing a range of work programmes **in a forestry or forestry-related context**, involving strategic decision making and a diverse range of senior management level** stakeholders and staff, within a medium sized complex organisation***.

Definitions

****Senior management** – defined as experience gained at the top management levels of an organisation; reporting directly to a Chief Executive or the Board of an organisation; a member of the senior management board of an organisation; in the Northern Ireland Civil Service, working at Grade 7 level and above.

*****Medium sized complex organisation** is defined as having the following features:

- A mix of professional and administrative staff.
- An annual budget of at least £1 million.
- Multiple stakeholders with competing interests.

Relevant or equivalent qualifications: give the type of qualification and date awarded (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 the panel with details of modules studied etc so that a well-informed decision can be made.

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent

to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications/professional membership at interview so please ensure you have these readily available.

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.

Shortlisting Criteria

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the depth and breadth of information provided by candidates in response to eligibility criterion 3. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for



the role they have applied for, are offered an interview. Further information on the GIS can be found at [Information for Disabled Applicants](#).

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable 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.

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 to participate in the selection process, please note this in the box provided on your application form and 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.

To ensure you are fully supported in the process, you may provide relevant supporting information regarding your adjustment request – for example, an Occupational Psychologist report or a GP's medical statement.

Information to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application but no later than the competition closing date **Friday 13th November 2026**. Please mark your correspondence with the competition reference number **IRC331266** and title it 'Supporting information for reasonable adjustment request'.

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.
- No additional information or evidence provided in support of your experience will be considered at any time after the closing date for applications.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk.



Assessment Process

The selection process will include the following stages:

1. A sift on eligibility criteria (including shortlisting if applicable)
2. A presentation
3. A competence based interview

NICS COMPETENCY FRAMEWORK

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

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

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

should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk.

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.

ELIGIBILITY SIFT

This is an assessment of the evidence provided in your application form against the eligibility criteria. Successful candidates at sift will progress to the next stage of selection.

PRESENTATION

As part of the interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. The presentation will be followed by 3 minutes of follow up questions from the panel. Candidates will be advised of presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought into the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted. Electronic devices are strictly prohibited.

The presentation will be used to assess the **Seeing the Big Picture** competence.

Marks available: 20

COMPETENCE BASED INTERVIEWS

The selection panel will design questions to test the applicant's knowledge and experience in each of the below areas with each having **20 marks available**.

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

1. Leading and Communicating

Marks Available: 20 **Minimum Standard: 12**

2. Collaborating and Partnering

Marks Available: 20 **Minimum Standard: 12**

3. Making Effective Decisions

Marks Available: 20

4. Delivering Value for Money

Marks Available: 20

5. Achieving outcomes through Delivery Partners

Marks Available: 20

Overall Pass Mark: 72 **Total Marks Available: 120**

INTERVIEWS

It is intended that interviews for this post will take place in **Clare House** during week commencing **14th December 2026**.

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

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

Please note:

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.

- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.



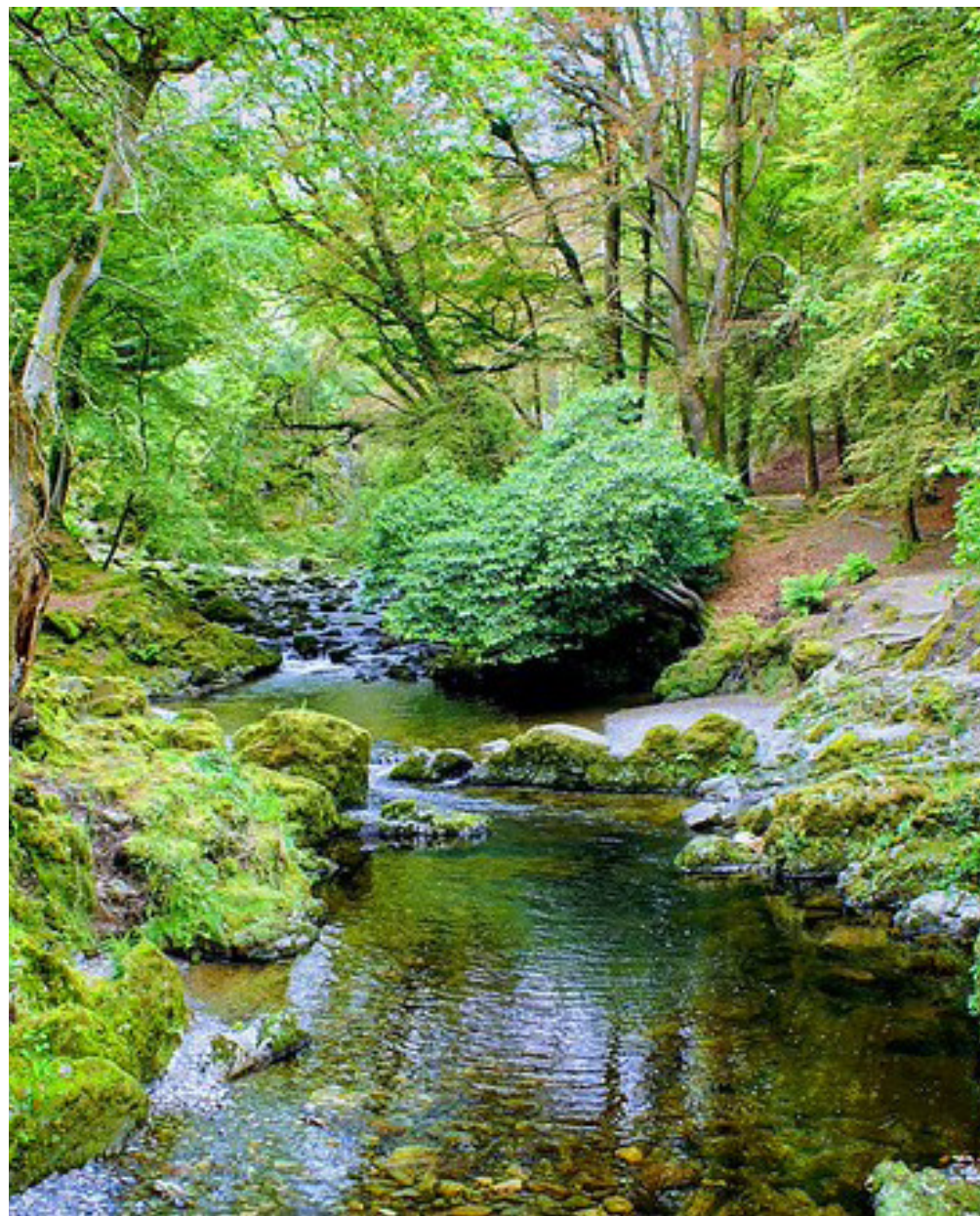
Help with making your application

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

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn. Please see our candidate guidance, via the link below for more information on appropriate and inappropriate use.

[Artificial Intelligence & Recruitment Guidance](#)



Interview Preparation

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience;
or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- **Situation** – briefly outline the situation;
- **Task** – what was your objective, what were you trying to achieve;
- **Action** – what did you actually do, what was your unique contribution;
- **Result** – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

General Information

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

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 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 Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up to date contact details for you.

If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

(Note for existing NICS staff – An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in contact details.)

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

Merit List

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

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. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of the Republic of Ireland; or
- (iii) National of a Commonwealth country; or
- (iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#); or
- (v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under [European Union Settlement Scheme \(EUSS\)](#).

(vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

(vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals.

ALL candidates are required to state their nationality and the category they are applying under in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of 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](#).

Failure to provide the requested information **WILL** result in your application being rejected.

[EU Settlement Scheme EU](#), other EEA, Swiss citizens and family members provides guidance on EUSS and certain family members.

Where a candidate has a Right to Work status which has a time limitation, ongoing checks will be in place to ensure the Right to Work is maintained.

Further guidance on Nationality requirements is available in the [Nationality Guidance](#) section of the NICS Recruitment website.

Security

1. 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:

- 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 Government baseline personnel security standard - [GOV.UK \(www.gov.uk\)](https://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. Further information regarding

policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

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.



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.

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

The Northern Ireland Civil Service is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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



Department of Agriculture, Environment and Rural Affairs | Forest Service Head of Forestry Division (Grade 6) - **Candidate Information Booklet**

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