

**Candidate  
Information  
Booklet**

**IRC189014**

**Programme Director – Unified Grade 5  
Northern Ireland Food Animal Information System  
(NIFAIS)**

**Department of Agriculture and Rural Development  
(DARD) - Veterinary Service**

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

**on**

***Friday 31<sup>st</sup> October 2014***

## ***Department of Agriculture and Rural Development***

**A thriving and sustainable rural economy, community and environment and to promote social and economic equality**

### **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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## FOREWORD

Thank you for your interest in the post of Programme Director for the Northern Ireland Food Animal Information System (NIFAIS) in the Department of Agriculture and Rural Development (DARD). Directors at Grade 5 level are members of the Senior Civil Service. This is an important and challenging post within Veterinary Service which will take forward a programme to replace the current Animal and Public Health Information System (APHIS).

The NIFAIS Programme has been set up to procure and implement a replacement for APHIS. As a business system, it will underpin the Department's regulatory role and support the wider industry through facilitating data capture, data sharing and data analysis, delivering the technical capability to support the Department and the broader agri-food sector on a wide and diverse range of food animal related business activities. It will also provide a platform for transforming the business model to further embrace digital delivery with twin goals of introducing efficiencies and improving customer service.

The post holder will be responsible for securing and managing the resources associated with a Departmental Programme for the procurement of a business critical ICT system. The securing of the funding for the Programme will take account of and address the existing affordability gap within a financial climate of austerity, future budget reductions and significant competing Departmental priorities for limited funding. This will necessitate the Programme Director finding alternative methods for funding the programme while maintaining supplier interest that will drive competitive tension and subsequently value for money. He/she will play a key role in advising the Minister and the Departmental Board on the development and delivery of this significant programme.

We are eager to attract an individual who will lead the Programme and the wider Veterinary Service through a process of significant business change and develop team capability and veterinary expertise in line with the NIFAIS objectives within DARD/Veterinary Service business plans and also with Veterinary Service's organisational vision.

I hope you will find this Candidate Information Booklet of assistance. It provides information about DARD, the specific role and responsibilities of this post and details of the selection process. If you would like to speak to someone about the post before deciding to apply, please contact Gary Corscadden via telephone at 02830 253244 or via email to [gary.corscadden@dardni.gov.uk](mailto:gary.corscadden@dardni.gov.uk) who will be happy to address any queries you may have.

Thank you again for your interest.

**Noel Lavery**  
**Permanent Secretary**  
**Department of Agriculture and Rural Development**

## **BACKGROUND**

The Department of Agriculture and Rural Development (DARD) is one of the largest of the twelve Departments in the Northern Ireland Civil Service. It is a multidisciplinary organisation employing approximately 3,000 people with a resource and capital allocation of £262 million in 2014/15. It also administers £280 million of European Funds under the Common Agricultural Policy (CAP).

The Minister with responsibility for DARD is Michelle O'Neill, MLA.

## **VISION**

A thriving and sustainable rural economy, community and environment and to promote social and economic equality.

## **AIM**

To be a Department that works with stakeholders, builds partnerships, tackles disadvantage and values its staff; strives to work efficiently, responds quickly to change and focuses on achieving sustainable outcomes.

## **STRATEGIC GOALS OF DARD**

In pursuit of this aim, DARD has established five strategic goals, namely:-

1. To help the agri-food industry prepare for future market opportunities and economic challenges;
2. To improve the lives of farmers and other rural dwellers, targeting resources where they are most needed;
3. To enhance animal, fish and plant health and animal welfare on an all Ireland basis;
4. To help deliver improved sustainable environmental outcomes; and
5. To manage our business and deliver services to our customers in a cost effective way.

## **DARD'S PROGRAMME FOR GOVERNMENT COMMITMENTS 2011 – 2015**

The Programme for Government (PfG) is a visible commitment by the NI Executive to provide the groundwork for economic and social recovery. There are 82 commitments for NICS and the following 4 relate specifically to DARD:

- To bring forward a £13m package to tackle rural poverty and social and economic isolation in the next 3 years;
- To eradicate brucellosis in cattle by March 2014;

- To develop a strategic plan for the Agri-Food sector; and
- To advance the relocation of the headquarters of the Department of Agriculture to a rural area by 2015.

There are currently four top management groups within DARD – Central Policy Group, Service Delivery Group, Veterinary Service and Central Services Group . (including Rivers Agency). The main areas of responsibility are farm, food and environmental policy; sea fisheries; scientific advice to Ministers; veterinary issues; further and higher education and lifelong learning; and management of the rural development programme and of rural payments.

DARD also has responsibility for forests as managed by the Forest Service. The Department also sponsors five Non-Departmental Public Bodies:-

- The Agri-Food and Biosciences Institute;
- The Agriculture Wages Board;
- The Northern Ireland Fishery Harbours Authority;
- The Livestock and Meat Commission;
- The Drainage Council,

and one North/South body:-

- The Foyle, Carlingford and Irish Lights Commission.

Further information on DARD can be found on the DARD website:

[www.dardni.gov.uk](http://www.dardni.gov.uk).

## **ABOUT VETERINARY SERVICE**

Veterinary Service is headed by a Chief Veterinary Officer, Unified Grade 3, and is currently assisted by two Deputy Chief Veterinary Officers (unified Grade 5s). A third Grade 5 will be appointed from this competition as Programme Director.

A detailed Veterinary Service organisational chart which outlines the areas of responsibility is provided on page 8.

Veterinary Service contributes to DARD's strategic goal three, "to enhance animal, fish and plant health, and animal welfare, on an all Ireland basis" and goal one "to help the agri-food industry prepare for future market opportunities and economic challenges." This is achieved by protecting the consumer, the public and animals through the application and enforcement of veterinary public health and animal health and welfare legislation. This ensures that the health standards of the farmed animal population are such that the Northern Ireland producers have the maximum access to overseas markets and that production costs associated with poor animal health and welfare are minimized.

## **STRATEGIC OBJECTIVES**

The key objectives for Veterinary Service reflect the significant challenges facing DARD. Veterinary Service's purpose is to implement policies that aim to prevent, control and/or eradicate animal diseases affecting livestock production and trade, to ensure that meat is safe and wholesome and that animal welfare requirements are observed.

This will help deliver the DARD vision of a thriving and sustainable rural economy, community and environment in Northern Ireland.

## **ORGANISATIONAL STRUCTURE**

Veterinary Service is one of four Groups within DARD. It is responsible for the provision of technical and veterinary advice to Central Policy Group in the development of policy and for the implementation and delivery of DARD policy in Animal Health and Welfare and service delivery of Veterinary Public Health for both DARD and the Food Standards Agency (FSA).

Veterinary Service comprises an Enzootic Disease and Animal Welfare Division, an Epizootic Disease and Veterinary Public Health Division and the NIFAIS Programme. Together they employ approximately 600 professional/technical and administrative staff. Their role is to control disease, inspect animal health, welfare and meat safety as well as supervising Northern Ireland imports and exports of animals and animal products.

## **PROGRAMME MANAGEMENT**

To give a better focus on the Department's capacity to manage animal disease, seven main technical programmes exist. Each is headed by a Senior Principal Veterinary Officer (Grade 6): Epizootic Disease and Trade; Brucellosis; Tuberculosis;

Animal Welfare; Food Animal Information; Veterinary Public Health and Northern Ireland Food Animal Information Programme.

The programmes sit in one or other of the three Veterinary Divisions. Many of the staff involved in technical programmes are located at DARD Headquarters in Dundonald House, near Stormont, Belfast. Candidates should be aware that the Minister has announced the relocation of DARD Headquarters to Ballykelly (see LOCATION on page 9). The programmes aim to support field operations by coordinating the implementation of new policy, by monitoring standards and by securing and distributing the resources needed to deliver Veterinary Service programmes. The programme structure also provides professional and technical advice to support policy development which is the responsibility of another Group within DARD, the Central Policy Group.

### **NIFAIS PROGRAMME**

Veterinary Service currently provides a central animal data repository to meet the needs of the Department and the Agri-food industry through the Animal and Public Health Information System (APHIS). The system has been operational from November 1998 and has been subject to on-going development to reflect changing Departmental and industry business priorities. APHIS is to be replaced and the new system is called the Northern Ireland Food Animal Information System (NIFAIS).

Further details on the NIFAIS Programme including the current position are included under Job Specification on page 12.

### **OPERATIONAL DELIVERY**

Operational staff are based in 12 regional offices, ports and airports and at slaughter plants and other meat processing premises throughout Northern Ireland.

### **BUSINESS MANAGEMENT BRANCH**

Business Management Branch provides central administrative support across Veterinary Service. The branch carries out a number of key functions including financial support, employee relations and business support.

Further information on Veterinary Service and DARD can be accessed on the DARD website [www.dardni.gov.uk](http://www.dardni.gov.uk)

**Chief Veterinary Officer**

**Deputy Chief Veterinary Officer**  
(Enzootic Disease & Animal Welfare)

**Deputy Chief Veterinary Officer**  
(Epizootic Disease & Veterinary Public Health)

**NIFAIS Programme Director**

Programme Delivery Manager  
TB & Procurement of Animal Disease Testing Programme (PADT)

Programme Delivery Manager  
Animal Welfare, Zoonoses & Field Operations North

Programme Delivery Manager  
Brucellosis, Epidemiology & Field Operations South

Programme Delivery Manager  
Epizootics, Compliance Portal & Enforcement

Programme Delivery Manager  
Trade Food Animal Information ICT

Programme Delivery Manager  
Veterinary Public Health Programme

Head of Veterinary Service Business Management Branch

NIFAIS Business Change Manager

**Branches**  
TB Programme Delivery  
TB Policy Advice  
PADT

**Branches**  
Ballymena DVO  
Coleraine DVO  
Mallusk DVO  
Londonderry DVO  
Omagh DVO  
Other Disease Animal Welfare Programme Delivery  
Zoonoses Cross Compliance Delivery

**Branches**  
Armagh DVO  
Dungannon DVO  
Enniskillen DVO  
Newtownards DVO  
Newry DVO  
Br Programme Delivery  
Br Policy Advice  
VEU

**Branches**  
Epizootics Portal operations  
CPED  
ABP  
TSEs  
VSEB  
Information & Comm's Unit

**Branches**  
Trade Food Animal Tech Advice Information  
APHIS & ICT  
Residues  
IRM  
AI/ABP/ Medicines/ TSE/Milk and Meat Exports

**Branches**  
VPHU  
WASK  
VPH admin

**Branches**  
Business Management including Finance, Health and Safety, Co-ordination and Training, Operational Management Unit, Industrial Relations, Resourcing, VS premises, VS senior management support

**Branches**  
NIFAIS



## TERMS AND CONDITIONS

### THE APPOINTMENT

This is a permanent full-time appointment at Grade 5 level to the Senior Civil Service (SCS), the Northern Ireland Civil Service (NICS) top leadership and management resource. The successful candidate will undertake the role of Programme Director for the duration of the NIFAIS programme.

A successful candidate who is an existing civil servant and not already a member of the SCS will, on appointment, become a member of the SCS. As a member of the SCS the postholder may be transferred to other posts at the same level.

The successful candidate will be an employee of the Department of Agriculture and Rural Development (DARD), although secondment from a current employer will be considered.

### SECONDMENT

This post may be filled by secondment of the successful candidate from his/her current post. The duration will be agreed by all parties at a later stage, prior to the start of any secondment for an initial period of two years with the possibility of extension. Any extension will be in accordance with the terms of the NICS Staff Handbook. Secondment would be on a candidate's current terms and conditions of service but within the salary band detailed below. It is advisable that candidates interested in secondment option make their employers aware that under the NICS secondment arrangements the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with DARD and the employer before a secondment arrangement commences.

"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.

### LOCATION

A Programme for Government commitment is to advance the relocation of the DARD Headquarters to a rural area. This follows the announcement of the Minister's decision that the new DARD Headquarters will be in Ballykelly. **It is currently planned that the first phase of this relocation, to include this post, will be effective by the end of 2017.** The postholder will be expected to transfer as necessary but will, in the interim, be based in Dundonald House, Stormont Estate, Upper Newtownards Road, Belfast.

## **SALARY**

Salary for the post will be within the Unified Grade 5 Band range (currently £63,994 - £78,275 (under review)) within which progression will be as per the NICS SCS pay policy.

The successful candidate should expect to be placed at the minimum of the range. Whilst a higher starting salary can be considered in order to secure the most suitably qualified candidate to a post where there are exceptional requirements for particular skills, qualifications or experience, this provision is used only in exceptional circumstances. If the successful candidate is an existing NICS civil servant, normal pay on promotion/regarding will apply if these are more favourable than recruitment terms.

In order to comply with Department of Finance and Personnel (DFP) guidance, we must disclose details of salary, including any taxable benefits in kind, and pension in the Department's annual accounts. Additional information may also have to be disclosed, should DFP guidance change. It is a condition of appointment to any SCS post that the successful candidate must agree to this disclosure.

## **PENSION**

The NICS offers all employees an attractive pensions package. Further details of this can be found on page **31** of this booklet.

## **ANNUAL LEAVE**

In addition to 12 public/privilege holidays, there is an annual leave allowance of 30 days.

## **TRAVEL REQUIREMENTS**

The post holder will be expected to travel throughout Northern Ireland and, on occasion, Great Britain, the Republic of Ireland and elsewhere. The successful candidate must therefore have access to a form of transport which will enable them to fulfil the responsibilities of the post and be prepared to travel throughout Northern Ireland and elsewhere, as required. This may include overnight stays.

## **TRAINING**

DARD is an accredited Investors in People organisation. We recognise that the skills of our people are our greatest asset and we will continually seek to train and develop them in line with our business goals.

Successful candidates will be expected to maintain their Continuous Professional Development (105 hours) over three years.

## **CONFLICT OF INTEREST**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties. The potential for conflict to arise is perhaps greater in Veterinary Service than in many other disciplines because of the close and quite legitimate links that many Veterinary Service staff have with the farming community, industry and business who are in essence their “customer”.

Conflict of Interest is not limited to the individual’s own private, financial or other interests arising, as family, friends and associates may also have dealings which affect the business of Veterinary Service 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.

## **FUTURE VACANCIES**

This competition may be used to fill further permanent appointments at this grade with similar duties and responsibilities that may arise again within one year from date of the merit list being established.

## **FURTHER INFORMATION**

Applicants wishing to learn more about the post before deciding to apply should contact Gary Corscadden via telephone at 02830 253244 or via email to [gary.corscadden@dardni.gov.uk](mailto:gary.corscadden@dardni.gov.uk)

If you have any queries about the competition process you should contact HRConnect on 0800 1 300 330, or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net).

## **JOB SPECIFICATION**

The NIFAIS Programme Director will have overall responsibility for:

- Leading and achieving the NIFAIS Programme vision, aim, purpose and objectives; and
- Ensuring the strategic direction of the programme is appropriate and in line with the Departmental goals including the current change agenda.

The Programme Director will be supported by the NIFAIS Programme Board and a team of staff including a Programme Management staffing resource established to progress the NIFAIS Programme through the procurement process, system development and implementation. The post-holder will be required to manage and respond to change effectively and promote best practice with particular emphasis on veterinary processes and procedures, while minimising the overall impact on business as usual for Veterinary Service and the wider Department by ensuring appropriate levels of communication, involvement and motivation.

Decisions by the Programme Director, or those decisions based on the recommendations of the Programme Director, will have an impact on a wide range of customers and stakeholders including Veterinary Service, DARD and the agri-food industry who increasingly rely on a robust and accessible food animal information system to continue to deliver their business system. There is therefore a degree of risk across the industry, a risk that must be continually considered and pro-actively managed by the Programme Director.

This process will require a significant level of influencing both within the Department and with the wider agri-food sector. The Programme Director will have to manage the expectation and needs of the various users within DARD and the industry in order to ensure that the solution delivered through the Competitive Dialogue process is capable of being implemented within the objectives laid down for the programme.

### **NIFAIS PROGRAMME – OBJECTIVES**

The NIFAIS Programme is one of the major change programmes currently being undertaken by the Department. It is categorised as 'High Risk' by the Gateway Risk Potential Assessment system and is a high risk undertaking for the Department. It is high risk because the user requirement is complex, the government procurement process is complicated, the financial resourcing runs over three Comprehensive Spending Review periods and expectations of both external and internal users is great.

Under the Public Contracts Regulations 2006 the NIFAIS procurement is deemed to fall into the category of 'Part A Services'. This means that it is subject to the full rigour of the European Directives and it must be advertised in the Official Journal of the European Union (OJEU) following the most appropriate procurement procedure. Because of the complexity of the system, a decision was taken to use the competitive dialogue procedure.

Competitive Dialogue is considered a new approach to procurement with limited examples of its application within the Northern Ireland Public Sector. The NIFAIS system will be the first procurement undertaken by this Department using this methodology.

## **Aim, Purpose, Vision and Objectives for NIFAIS**

### **The Aim:**

NIFAIS will be a flexible, innovative IT solution that supports efficient and effective delivery of current and future food animal information services. It will meet DARD and industry needs and be capable of adapting to ensure compliance with legislation, technological developments, NICS structures and standards.

### **The Purpose:**

- To meet the requirements under EU legislation for animal information and traceability which provides accurate and timely information to the full range of users within the constraints of legislation.
- To provide a rich repository of business data to support an efficient and effective supply chain.

### **The Vision:**

A business system which underpins the Department's regulatory role and supports the wider industry through facilitating data capture, data sharing and data analysis.

- It will be user friendly and flexible.
- The requirements of users and stakeholders will be central to its design and functionality.
- It will support the NICS Digital First principle.

### **The six key objectives/outcomes –**

1. To ensure the existing business scope and services of the current Animal and Public Health Information System can be provided from and beyond December 2017, in compliance with the Public Contracts Regulations 2006.
2. To provide the capability:
  - To deliver all required future food animal information services and systems in response to the needs of DARD and Veterinary Service and APHIS stakeholders;

- To facilitate meeting the requirements of the agri-industry in relation to food animal services and systems; and
  - From the go live date December 2017, in compliance with the Public Contracts Regulations 2006.
3. To ensure that the technology platform complies with the current NICS ICT strategy 2011 – 2013 and standards by December 2017 and that it facilitates third party interfacing, thereby ensuring the system functionality and infrastructure maintains parity with evolving stakeholder requirements and ICT opportunities.
  4. By December 2017, to enable the current and prospective needs for food animal information sharing with other keystone DARD services and systems, farm businesses, customers, and fields and lands owned/used.
  5. To have application development flexibility by ensuring:
    - DARD has full development rights in relation to future food animal services and systems from December 2017; and thereafter,
    - Responsibility for the delivery of any further functionality and associated services can be procured in the open market, without the need to replace the entire system.
  6. To undertake a formal business change stream impacting animal information services, systems and structures in Veterinary Service and DARD Direct to deliver a system with improved digitally enabled processes that will deliver improved efficiency.

### **Programme Sponsor**

The sponsor for the programme is the DARD Departmental Board (DB). Sponsorship involves the endorsement of the overall Business Case for the programme and commitment to the business changes introduced by the programme.

The Chief Veterinary Officer (CVO) is the NIFAIS Senior Responsible Officer (SRO) and a member of DB and Change Management Board (CMB), providing an update which is subject to scrutiny at each monthly CMB meeting.

The NIFAIS DCVO/Programme Director will also be responsible for providing updates and information to the SRO, the Programme Board, DB, the Departmental Risk Review Group, the Minister and the ARD Committee.

### **Programme Progress to date**

- The DARD Board decided in 2009 to replace the current APHIS system through open procurement. Following the approval of the Outline

Business Case in June 24<sup>th</sup> 2011 the NIFAIS Programme was established in July 2011.

- The Programme was established applying programme and project management methodologies and principles. An SRO and Programme Manager were put in place. A Programme Board was established in September 2011.
- Programme resources have been identified and will continue to be reviewed throughout the lifetime of the programme to ensure the resources numbers skills and experience required are secured.
- The Programme has secured the services of key experts covering a range of functions including ICT, legal, financial/commercial, procurement and business experts (Subject Matter Experts) from across DARD to provide input to the system specifications.
- Key documentation has been produced to provide the programme with a mandate to progress and to support the programme approach, the expected deliverables and benefits for the programme. These include the Programme Mandate, Programme Initiation Document, Programme Brief, Blueprint, stakeholder engagement strategy, benefits realisation plan and a procurement strategy.
- Governance structures have been defined and the gateway review process initiated based on a risk potential assessment (RPA) of high risk. The programme has undertaken three gateway reviews and has put in place actions to address the recommendations made by the Gateway review Teams. Gateway reviews will continue to be undertaken at key points within the programme lifecycle. The Programme has put in place a strategy for the identification, documentation and management of risks and issues. These risks and issues are actively managed and reviewed within the programme.
- An exit strategy/supplemental agreement for the current APHIS system has been agreed with the incumbent supplier. This is to provide a formal agreement to ensure continuity of service and to support the Department through transition to the NIFAIS system.
- The current Outline Business Case (OBC) has being reviewed to reflect the additional financial requirements within the APHIS Exit Strategy. In addition, the Programme has sought to update the document with all relevant changes and include the actual costs of the programme to date. The revision of the OBC was agreed by DFP June 2014.
- With the assistance of DARD Finance Division the capital spend has been re-profiled to address the difficult financial environment under which this substantial procurement is being undertaken. This has included the phasing of the development and the production of a paper indicating how NIFAIS may deliver savings through enabling improved efficiency in the

delivery of service, for example, through improved management information or through digital delivery.

- Work on the Statement of User Requirements (SOUR) has been ongoing from March 2012. There have been a number of versions produced and the current one is at the quality assurance stage. In addition, the programme has produced data models and a data dictionary to supplement the SOUR. Evaluation criteria have been produced to permit evaluation of proposed solutions.
- Key documentation required for commencing the procurement has been completed. This includes an 'OJEU notice' which was published during early July 2014, a Programme Information Memorandum and a Pre Qualification Questionnaire (PQQ). The PQQ is a series of legal, financial and technical questions which allows the Department to examine the experience of potential suppliers and rank the suppliers if required.
- The programme conducted a pre-procurement market engagement exercise during June 2013, in line with Cabinet Office guidance. This allowed us to engage with suppliers outside the procurement process and assess our needs and the needs of suppliers going into the procurement process. This pre-market engagement was in addition to a market sounding exercise undertaken in May 2012 to assess the market appetite for participating in a procurement for the NIFAIS system.
- The NIFAIS programme continues to engage with internal and external stakeholders to communicate progress and gather their needs and views for the new NIFAIS system.



## MAIN DUTIES AND RESPONSIBILITIES

### The Role of Programme Director will include the following:

- Progressing a business change stream for the programme to ensure the system has digitally enabled efficient processes and provides the Department with the capability to transform their delivery of services in line with the Digital DARD strategy.
- Ensuring financial targets and programme benefits are established and realised in order to ensure the affordability of the programme and impact the future financial pressures facing the Department. Management of key strategic risks facing the programme
- Accountability for the Programme governance and reporting including ongoing reporting to the Sponsoring Group (DB), the Change Management Board and independent assurance groups (Internal Audit, Gateway review)
- Communicating, promoting and upholding the vision for the programme to validate direction and plans and authorise changes to those plans.
- Establishing and aligning the strategic objectives for the programme, with the Departmental goals and objectives including the Departmental change management agenda.
- Ensuring the processes supporting and flowing from the NIFAIS system are digitally enabled and efficient to realise significant monetary and non monetary benefits.
- Supporting the transformation of Departmental service delivery models through the delivery of a system that will provide capability to support fundamental business change for the Department, to meet future financial and non financial pressures.
- Overseeing the procurement and development of a system that can support future industry requirements as part of the Going for Growth agenda.
- Aligning NIFAIS capability with the needs of the Veterinary Service business and the wider agri-food industry.
- Securing the capital investment required to deliver the programme and fund the transition activities so that the desired benefits are realised.
- Ensuring appropriate programme governance processes are in place in line with accepted approaches to programme and project management.

- Providing a lead role in competitive dialogue with potential suppliers to represent the needs of the programme, stakeholders and customers and to make key legal, financial and technical decisions as part of the dialogue process to ensure an efficient and effective procurement process is followed.
- Maintaining the interface with key senior stakeholders, keeping them engaged and informed. Ensuring that the programme delivers a coherent capability, achieves its strategic outcomes and realises its benefits.
- Clearing obstacles and managing Departmental and industry wide issues affecting the successful outcome required.
- Leading the delivery of an integrated suite of animal information services, transitioning seamlessly from APHIS to NIFAIS whilst maximising opportunities for digital delivery of DARD services.

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, provide evidence in their application form which demonstrates that they personally satisfy the following eligibility criteria:

- 1a. A fellow or a member of the Royal College of Veterinary Surgeons (RCVS).

**OR**

- 1b. Eligible to seek and obtain membership of the Royal College of Veterinary Surgeons (RCVS).\*

**AND**

2. A thorough working knowledge of the veterinary and animal health sectors with the ability to apply professional judgement to take decisions and reach workable solutions.
3. At least 2 years' experience of having successfully discharged senior management\* level responsibilities in a large and complex\*\* public, private or voluntary sector organisation.
4. A proven track record in effective change management using strong business transformation skills.
5. The ability, gained at executive\*\*\* level, to achieve value for money services and meet challenging objectives within constrained budgets and timescales to ensure realisation of desired business objectives.
6. A proven track record of having significantly contributed to the development of a successful programme/project requiring an innovative approach to its delivery.
7. Highly developed communication, negotiation and influencing skills with a broad range of internal and external stakeholders in a team oriented, collaborative environment.

**\* Please note that the successful candidate, if not already fully registered with the RCVS, will be required to obtain registration in a timescale deemed reasonable by the Department and prior to taking up appointment, and must remain on the register while in the post.**

The following additional clarification is provided:

\* **“Senior management”** is defined as providing detailed advice on, or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working, either as an employee or advisor.

**\*\* “Large and complex organisation”** is defined as having the following features:

A mix of professional, technical and administrative staff (minimum 50 staff) with an operating budget in excess of £1 million.

**\*\*\*‘Executive level’** is defined as the corresponding level within an organisation which entails working and reporting directly to individuals at Board or Director level.

## **SHORTLISTING**

In addition, applicants should be aware that after the eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the panel will assess the breadth and depth of experience provided in each of the following eligibility criteria, in the order listed:

- Eligibility Criterion 2 - A thorough working knowledge of the veterinary and animal health sectors with the ability to apply professional judgement to take decisions and reach workable solutions.
- Eligibility Criterion 4 - A proven track record in effective change management using strong business transformation skills.

### **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.**
- **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.**
- **The selection panel may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.**

## PERSON SPECIFICATION

Candidates will be expected to evidence the skills and competencies set out under Eligibility Criteria above. In addition, they will also be required to evidence the skills and competencies set out in the NICS competency framework at Level 6.

### **What is the NICS competency framework?**

The 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 as set out below. 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.

### **How does the NICS framework look?**

The NICS competency framework is divided into the following separate but supporting areas:

1. **Strategic Cluster - Setting Direction** - This cluster of competences focuses on strategic issues including:
  - Seeing the big picture: This 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 and add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities;
  - Changing and improving: 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; and
  - Making effective 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.

2. **People Cluster - Engaging People** - Every civil servant needs certain core skills to work effectively with others. The key skills appropriate for this competency include:

- **Leading and Communicating:** At senior levels, this 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;
- **Collaborating and Partnering:** This is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers; and
- **Building Capacity for all:** At senior levels this is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

3. **Performance Cluster – Delivering Results** – Evidence of effectiveness in this area includes delivering operational excellence, often through partnership working whilst demonstrating value for money. The key competences required include:

- **Delivering Value for Money:** The ability to embed a culture of value for money within an area/ function, and working collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available;
- **Managing a Quality Service:** At a senior level, this is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services;
- **Delivering at Pace:** This is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly; and
- **Achieving Outcomes through Delivery Partners;** At a senior level, this 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.

Further information on the NICS competency framework as it applies to this post can be obtained by accessing:

[https://portal.hrconnect.nigov.net/portal/page/portal/NICS\\_PG/nics\\_hrhandbook/Policies/10.%20Performance%20Management/10.01%20Performance%20Management/NICS%20Competency%20Framework%20April%202014.pdf](https://portal.hrconnect.nigov.net/portal/page/portal/NICS_PG/nics_hrhandbook/Policies/10.%20Performance%20Management/10.01%20Performance%20Management/NICS%20Competency%20Framework%20April%202014.pdf)

If you have any queries related to accessing the NICS competency framework, contact HRConnect on 0800 1 300 330 or email [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

**It is important that all candidates familiarise themselves with the core competences of the role as listed on the above website and be aware that they will form the basis of the assessment / interview.**

## SELECTION PROCESS

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

### PRESENTATION

Before the competence based interview candidates will be required to deliver a presentation, lasting no more than 7 minutes.

Following the presentation, the panel may elect to ask clarification questions on the presentation. The presentation topic will be provided on the day of interview and 30 minutes preparation time will be given.

A flipchart and writing materials will be provided for candidates' use. No other materials or visual aids will be permitted unless required as a reasonable adjustment (see Disability Requirements on page 28).

No personal documentation may be brought in to the pre-interview room. The only materials candidates will be permitted to bring into the interview will be those prepared in the pre-interview room. The content of the presentation along with the follow up questions will be used to contribute to the assessment of the candidate's professional and communication skills.

### COMPETENCY BASED INTERVIEW

The selection panel will design questions to test the applicant's knowledge and experience in each of the areas below and award marks accordingly.

### INTERVIEW CRITERIA

At interview candidates will be expected to display the following qualities and skills, which will include testing on the eligibility criteria:

#### **1. Professional knowledge and skills –**

*Evidence of applying relevant expertise at a senior management level\* to key veterinary issues affecting the agri-food industry and rural communities.*

**\*Senior management level** ” is defined as providing detailed advice on, or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working, either as an employee or advisor.

#### **2. Changing and improving**

#### **3. Making effective decisions**

#### **4. Leading and communicating**

#### **5. Delivering value for money**

#### **6. Collaborating and partnering**

#### **7. Achieving outcomes through delivery partners**



The presentation and competencies will each be marked out of **20** with a minimum standard of **12** to be achieved against the presentation and professional knowledge and skills criteria.

To be deemed as successful, candidates must achieve both individual minimum standards and also achieve an overall pass mark of **96 out of 160**.

### **INTERVIEW DATES**

It is intended that interviews for this post will take place in Belfast during week commencing 8<sup>th</sup> December 2014.

## INTERVIEW GUIDANCE FOR APPLICANTS

**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 in relation to each of the competences. 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.

### **The Merit Principle**

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

Further information on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### **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. The order of merit is valid for one year.

## **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.

## **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/shortlisting criteria.

## **Guidance for Applicants**

- 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 application forms, unless it is specifically requested in the application form and candidate information booklet, eg an organisational chart.
- Should an organisational chart be required this must be submitted to HRConnect by the closing date for applications.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat 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. Write for the reader who may not know your employer, your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write “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.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out 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.

## **Application Form Submission**

- Please refer to the Candidate Information Booklet before completing an application.

- **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. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- 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 and any unsaved work will be lost.**
- Please do not attempt to reformat application forms as this will result in disqualification.

### **Changes in personal circumstances**

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

### **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

### **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.

## **Equal Opportunity Monitoring Form**

**Please note, this form is regarded as part of your application and failure to complete and return 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 **33**.

The Northern Ireland Civil Service is an equal opportunities employer.

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

### **Assessment Information**

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

### **Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Chief Veterinary Officer 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](http://www.ind.homeoffice.gov.uk).

### **Vetting Procedures**

#### 1. Baseline Personnel Security Standard

For appointment to this post 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](http://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 this post is;

### **Standard 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.

**PLEASE NOTE:** It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity.

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.

## GENERAL INFORMATION

### PENSIONS

New entrants who join the Northern Ireland Civil Service (NICS) are eligible to join the NICS pension scheme, the Principle Civil Service Pension Scheme (NI) [PCSPS(NI)] – NUVOS arrangement. Pension is an important part of the reward package for civil servants and, on average, employers pay more than 18% of pay towards pension costs. As well as providing you with an easy and secure way to help you provide for your retirement, the PCSPS(NI) also provides dependants and ill health benefits.

We offer all new employees the choice of either:

- **Nuvos** - a high quality, index-linked defined benefit pension scheme with a tiered member contribution rate. From 1 April 2012 an individual's contribution rate will be determined by their annual full-time equivalent rate of pensionable earnings. The table below shows the contributions payable.

Full-time pay range	Contribution rate 2012-13
Up to £15,000pa	3.5%
£15,001 - £21,000	4.1%
£21,001 - £30,000	4.7%
£30,001 - £50,000	5.1%
£50,001 - £60,000	5.5%
Over £60,000	5.9%

Your employing Department also makes contributions; or

- **Partnership** - a stakeholder type money purchase arrangement with an employer contribution. The employer basic contribution is based on your age, and this is paid regardless of whether you choose to contribute. You do not have to contribute if you do not wish to, but if you do your employing Department will match your contributions up to an additional 3% of pay. Your employing Department will also pay a further contribution, of 0.8% of pay, to the PCSPS(NI) to cover you for Death in Service benefits.

If you previously worked for an employer covered by the PCSPS(NI) arrangements, different conditions and contribution rates may apply. These can be viewed under the Questions and Answers document on the Civil Service Pensions website at:

[http://www.dfpni.gov.uk/civilservicepensionsni/employees\\_pension\\_notice\\_21\\_february\\_2012.pdf](http://www.dfpni.gov.uk/civilservicepensionsni/employees_pension_notice_21_february_2012.pdf)

If you already have a PCSPS(NI) pension in payment, you should be aware that the pension scheme rules prevent members from receiving more by way of pay and pension combined on re-employment than they were earning as salary before they retired. This is called “abatement”. If you want to know more about how this may affect you, please contact Civil Service Pensions at:

Waterside House,  
75 Duke Street,  
Londonderry,  
BT47 6FP;  
Tel: 028 7131 9000;  
Email: [cspensions.cpg@dfpni.gov.uk](mailto:cspensions.cpg@dfpni.gov.uk)

If you left the NICS with an early retirement, severance or redundancy package then your existing benefits may be affected if you accept this post. If your service was enhanced (increased) when you left then you will not be able to build up benefits in the defined benefit scheme during the period that is covered by the enhancement included in your existing benefits. If you opt to join the Partnership arrangement, employer contributions will not be payable for this enhancement period but you will be able to contribute if you wish. If you are receiving a pension or annual compensation payment then this may be reduced during your re-employment. If you received a top-up payment under the early severance temporary arrangements then your pay may be reduced during your re-employment. If you want to know more about this, please contact Civil Service Pensions.

You may be able to transfer a pension with your current or a previous employer into the PCSPS(NI). Information on Transfers In can be found in the New Entrant Pack which you should receive on taking up employment.

THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT



**Please return completed form to:**

**HRConnect Recruitment Team**

**Post:** HRConnect  
PO Box 1089  
2<sup>nd</sup> Floor  
The Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW

**NOTE:** Late applications or applications received by fax or by 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](mailto:Recruitment@HRConnect.nigov.net)

**Tel:** 0800 1 300 330

**Fax:** 028 9024 1665

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

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

'Family member of an EEA or swiss 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.

\*\*Croatian nationals who want to work in the UK must obtain authorisation prior to commencing employment. They require a certificate of sponsorship and must also apply for an accession worker card before they can commence employment. There are no provisions for Croatian nationals to take up low-skilled work. Further guidance on nationality can be obtained at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

## ANNEX B

### CIVIL SERVICE COMMISSIONERS

CSC NI

CIVIL SERVICE COMMISSIONERS  
FOR NORTHERN IRELAND

#### AN INTRODUCTION

Ensuring appointment on merit  
And safeguarding ethics

#### WHO ARE WE?

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

#### LOCATION

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

Stormont House  
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](http://www.nicscommissioners.org)



## Annex B CIVIL SERVICE COMMISSIONERS

### 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](http://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.