Complete Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 18th September 2015.
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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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 £205.9 million in 2015/16. The NI Executive agreed on 22 January 2015 that following the 2016 NI Assembly elections, the number of NI departments will reduce from 12 to 9. This agreement will see the creation of a new Department of Agriculture, Environment and Rural Affairs (DAERA), comprising most of DARD’s current functions, environmental functions from DOE, DCAL’s Inland Fisheries Group and OFMDFM’s Sustainability Strategy. The structure of the new department will be in place following the May 2016 Assembly elections.

VISION

A thriving and sustainable rural economy, community and environment 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 – 2016

As the current Programme for Government (PfG) is to extend to 31 March 2016, DARD’s priorities include delivering refreshed PfG commitments relating to:

- achieving Officially Brucellosis Free (OBF) status in 2015/16;
- Implementation of the strategic plan for the Agri-Food Sector (Including the specific actions falling to DARD);
• Continuing to roll out a package to tackle rural poverty and social and economic isolations in the four years to 2015/16;

• Advancing the relocation of the headquarters of the Department to rural locations; and

• Implementing the new common Agricultural Policy.

Other Key Priorities include:

• Completing key flood alleviation projects, including Beragh and East Belfast;

• Developing a joint Government/industry long term strategy to eradicate TB and Commence its implementation; and

• Launching the new Rural Development Programme (2014-2020).

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:

1. The Agri-Food and Biosciences Institute;
2. The Agriculture Wages Board;
3. The Northern Ireland Fishery Harbours Authority;
4. The Livestock and Meat Commission;
5. 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.
SERVICE DELIVERY GROUP

Service Delivery Group (SDG) is one of the four top management Groups within DARD. It has responsibility for the following programmes and services:

- Implementing Government Policy through inspection, enforcement, licensing, certification and guidance relating to agriculture, horticulture, food and countryside management.

- Delivering the Single Farm Payment. In support of this work, it undertakes inspections to ensure compliance with scheme rules and provides advice to the Central Policy Group within DARD.

- Delivering Education and Training Services to the Northern Ireland agri-food industry and rural community.

- Implementing the Rural Development Programme (currently delivering the 2007 – 2013 Rural Development Programme which encompasses farming measures such as modernisation, diversification and training and development, agri-environment schemes, rural business development, quality of life programmes, and village renewal).

- Implementing the current Interreg programmes and new Interreg IV.

- Tackling rural poverty and social isolation through a range of funding programmes.

- Implementing the remainder of the DARD Customer Service Improvement Programme (CSIP).

SDG is headed by a Deputy Secretary and managed through a Management Board consisting of the Deputy Secretary as chair, the Director of the College of Agriculture, Food and Rural Enterprise (CAFRE), the Director of Rural Development Division (RDD), and the Director of European Union Area-based Schemes Division (EUASD).

SDG has some 1,150 staff who work in a variety of locations including CAFRE’s Campuses, DARD regional offices, farms, horticultural businesses, open countryside and food and feed processing establishments.

College of Agriculture, Food and Rural Enterprise (CAFRE)

A large proportion of SDG’s technical staff work within CAFRE (hereafter referred to as “the College”). The College contributes to the DARD aim through the implementation of DARD policy in relation to the competence development of people in the Northern Ireland agri-food industry. This is achieved through the delivery of:

- Further and Higher Education programmes;
- Technology transfer and industry training programmes including “Lifelong Learning”;
• Technical support to DARD and other government departments;
• Community education programmes.

The College was formed in April 2004, following the merger of the three DARD Colleges into a single College, with campus sites at Greenmount, Enniskillen and Loughry.

**Greenmount Campus**

Greenmount Campus is situated 3 kilometres from Antrim. It is the centre for agricultural and horticultural education and training and technology programmes designed to meet the needs of the agri-food industry in Northern Ireland.

Greenmount delivers a Degree in Agricultural Technology, in partnership with Queen’s University, a range of Foundation Degrees and Diplomas in agriculture, horticulture, floristry, rural and countryside management and land-based technology. Courses leading to work based Diplomas are also delivered in agriculture, horticulture, service engineering, green keeping, sports turf and veterinary nursing. Short training courses are offered to cater for the needs of those already working in these sectors. There are approximately 1,100 students studying at the Campus with residential accommodation for around 200.

The Greenmount estate comprises several farms and units, which combine to form three Agricultural Centres and a Horticulture Centre.

**Enniskillen Campus**

Enniskillen Campus is situated 3 kilometres from Enniskillen and is responsible for the delivery of education and training programmes in equine management and part-time Further Education programmes in agriculture.

The Campus offers a wide range of full-time and part-time courses in equine management ranging from a Level 2 Diploma to an Honours Degree in Equine Management in association with the University of Ulster and provides education and training for 200 students each year, approximately 65 of whom are in residence. The Campus also delivers work based Diplomas in agriculture and industry training programmes in equine.

**Loughry Campus**

Loughry Campus is situated 3 kilometres from Cookstown and is responsible for the delivery of education and training and technology transfer programmes in food technology, food nutrition and marketing, food packaging, rural enterprise and business. Courses offered range from National Diploma to Masters Degree. There are approximately 450 full and part-time students studying at the campus.

Further information on CAFRE can be accessed on the website [www.cafre.ac.uk](http://www.cafre.ac.uk)
JOB DESCRIPTION

There is currently 1 full time permanent vacancy. The successful candidate will be an employee of the Department of Agriculture and Rural Development for Northern Ireland (DARD).

This competition may be used to fill further permanent and temporary vacancies that may arise within one year of the date of the interviews. Temporary vacancies will be for a maximum of 51 weeks.

Location

The successful candidate will be based at Loughry Campus, Cookstown but will be expected to work at all three CAFRE sites as required. The successful candidate may also be required to travel throughout Northern Ireland and on occasions travel within the British Isles and elsewhere.

Salary

Salary will be within the range £25,871 to £27,271, within which pay progression will be performance related.

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

Hours of Work

This is a full-time post and the successful candidate will be required to work 5 days each week (37 hours). In addition, the duties of the post will include some evening and weekend working both within normal conditioned working hours and occasionally as overtime.

Travel

As the post will require the successful candidate to travel on official duty, they must have access to a form of transport, which will enable them to fulfil their responsibilities.

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days.

Pre-Employment Checks

The successful candidate will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).
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.

The successful candidate will be expected to undertake appropriate training in line with the work area’s business needs and policies.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Pensions

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 21 of this booklet.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Sandra Witherspoon on 028 8676 8121 or email at sandra.witherspoon@dardni.gov.uk.

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net.
KEY RESPONSIBILITIES

The main duties and responsibilities of the post holder are to:

- Provide technical multimedia and digital support within Loughry campus ensuring that all related equipment used for presentations are in full working order and meets the requirements of users and visitors.

- Provide technical support to students completing their multimedia related projects in accordance with the standards of the course validating body/College requirements (QUB postgraduate and University of Ulster undergraduate) to include the final editing and production of material.

- Plan, organise and deliver training sessions related to the application of multimedia and digital interfaces, thereby meeting the educational needs of both undergraduate and postgraduate learners in line with required standards.

- Apply multimedia and digital skills to the work undertaken within Loughry campus, and develop the practical application of related software.

- Maintain appropriate stock and equipment records accurately and up-to-date.

- Ensure compliance with Health and Safety Codes of Practice and other College protocols at all times.

- Attend all meetings as required associated with the management of the course and provide feedback to programme managers as appropriate.

This list is not exhaustive and the successful candidate may be required to carry out other duties as required by management in line with the needs of CAFRE, SDG and DARD
ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Possess at least a recognised National Diploma Level 3 qualification /National Vocational Qualification (NVQ) Level 3 in any subject related to multimedia and digital production (only those qualifications with a multimedia and digital production content of 50% or more will be considered relevant).

AND

2. Have 1 years experience within the last 5 years of providing technical multimedia and digital support* within an organisation.

AND

3. Have experience of planning, organising and delivering training (not restricted to the multimedia and digital arena).

*Digital Support is defined as

1. Providing technical audio visual and multimedia support to ensure the appropriate audio visual hardware and software is functioning as required.
2. Providing technical support to the end users to ensure the users are proficient in using the appropriate audio visual hardware and software

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.

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.
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 following shortlisting criteria will be used in the order listed:

1. The qualification requirement at eligibility criterion 1 above will be increased to at least a Higher National Diploma / Foundation Degree.

2. The qualification requirement at eligibility criterion 1 above will be increased to at least a Pass degree.

3. The qualification requirement at eligibility criterion 1 above will be increased to at least a Honours degree.

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.
- Further information on the Core Competences for this grade can be accessed through [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)
COMPETENCY FRAMEWORK

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria and shortlisting criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 2 for the purposes of personal and professional development.

Multimedia & Digital Technician is analogous to Executive Officer 1 in the NICS.

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. 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 through www.nicsrecruitment.gov.uk

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the assessment / interview criteria as outlined below. You should refer to the behaviours listed under level 2 of the relevant competence areas.
INTERVIEW CRITERIA

Applicants will be expected to display the following qualities and skills at interview:

1. **Professional Knowledge and Skills**
The ability to plan, develop, deliver and evaluate multimedia and digital support services which meet the needs and expectations of students, the College and awarding bodies.

   **Marks available: 60**  **Minimum Standard: 36**

2. **Making Effective Decisions**
Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

   **Marks available: 20**

3. **Leading and Communicating**
At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

   **Marks available: 20**  **Minimum Standard: 12**

4. **Collaborating and Partnering**
People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

   **Marks available: 20**

5. **Building Capability for All**
Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

   **Marks available: 20**
6. Managing a Quality Service
Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 20

Total Marks Available: 160
Overall Pass Mark: 96

COMPETENCE BASED INTERVIEWS
Selection panels will design questions to test the applicant’s knowledge and experience in each of the above areas and award marks accordingly.

INTERVIEWS
It is intended that interviews for this post will take place in Loughry Campus, Cookstown during week commencing 19th October 2015.
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.
SELECTION PROCESS

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.

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 1st 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.

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.
Further appointments from this competition

Where a further position in the NICS is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

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 23.

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 and 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. This post is 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.

**Vetting Procedures**

1. Baseline Personnel Security Standard

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

a) Your passport **OR**
b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) **AND** your birth certificate which includes the names of your parents (long version).
c) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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

**Enhanced Disclosure Certificate**

**Barred List Checks**

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. 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. 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.
**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.
GENERAL INFORMATION

**Pensions:**

The NICS offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm

or

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

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

**Feedback**

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/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
Completed application forms should be sent to the HRConnect Recruitment Team:

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

NOTE: Late applications 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
Tel: 0800 1 300 330
Fax: 028 9024 1665
EQUALITY, DIVERSITY AND INCLUSION

Policy Statement

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. 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 where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

Inclusion – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

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.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

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 provided in the annual statutory monitoring the, 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 ages and age groups.

Community Background
The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

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
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, and social functioning.

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; ability to take part in normal social interaction and form social relationships; 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.

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.

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(s).

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
The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. 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.

Dependants Status
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 dependants and persons without.

Confidentiality of Monitoring Information

The following general principles will be applied to all individual monitoring information:-

• individual monitoring information will be afforded a high degree of confidentiality;
• misuse of monitoring information will be viewed as a disciplinary offence; and
• individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) 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 is used, for the purpose of monitoring under FETO.

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.
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:

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<th>Austria</th>
<th>Finland</th>
<th>Latvia</th>
<th>Portugal</th>
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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
WHO ARE WE?

Brian Rowntree, CBE (Chairperson)
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 9052 3599
- visit us at www.nicscommissioners.org
WHAT ARE WE HERE TO DO?

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

WHERE DO WE GET OUR AUTHORITY FROM?

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

HOW DO WE DO IT?

We do it by:

• making General Regulations.

• publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: www.nicscommissioners.org

• it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These ‘exceptions’ must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.

• auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners’ Annual Report.

• requiring Departments and Agencies to publish information about their recruitment activity.
approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.

hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI) Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the appeals received by the Commissioners are published each year in our Annual Report.

WHAT CAN WE DO FOR YOU?

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

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

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

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

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