Ref: IRC206961
Chief Executive
Northern Ireland Policing Board (NIPB)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 19th February 2016
To ensure for all the people of Northern Ireland the delivery of an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community by reducing crime and the fear of crime.

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FOREWORD

BY THE CHAIRPERSON OF THE POLICING BOARD

Thank you for your interest in this competition to fill the position of Chief Executive of the Northern Ireland Policing Board (the Board). This is a highly challenging post which supports Members of the Board in holding the Police Service of Northern Ireland (PSNI) to account through the Chief Constable.

The Board was established to serve the community by ensuring the delivery of an accountable, effective, efficient and impartial police service that meets the needs of the community. The successful post holder will require considerable leadership and management skills, particularly in relation to the management of change.

If after reading the Candidate Information Booklet, you would like to speak to someone before making an application please contact Edgar Jardine, Interim Chief Executive Officer on 02890 9040 8535 or by email Edgar.Jardine@nipolicingboard.org.uk

Thank you again for your interest in this competition.

Anne Connolly
Chair of the NI Policing Board
BACKGROUND

The creation of the Board was recommended in the Report of the Independent Commission on Policing for Northern Ireland (more commonly known as the Patten Report – after its Chair, Chris Patten). The Board was established on the 4\textsuperscript{th} November 2001.

The Board has 19 Members in total, including the Chair and Vice Chair. The current Chair is Anne Connolly and the Vice Chair is Debbie Watters. Ten are Members of the Northern Ireland Assembly appointed under the D'Hondt principles and 9 are Independent Members appointed by the Justice Minister for Northern Ireland. Board Members are appointed for an initial period of 3 or 4 years. The current Board was reconstituted in July 2015.

A full list of all 19 Board Members can be found on the Board’s website at www.nipolicingboard.org.uk.

What We Do

It is the role of the Board to independently oversee policing in Northern Ireland and to hold the PSNI to account through the Chief Constable for the delivery of effective, efficient and impartial policing. Its draws its legislation powers from the Police (Northern Ireland) Acts 2000 and 2003.

Within this task the role of the Board is:-

- to independently oversee policing in Northern Ireland; and
- to support the PSNI in providing effective, efficient and impartial policing and to hold the PSNI to account through the Chief Constable

Context

The Board has a statutory responsibility to hold the Chief Constable to account for his actions and those of the PSNI more generally. It does this principally through monthly meetings of the Board and through the Board’s Committees. There is a significant and complex legislative framework which determines the responsibilities of the Board, both in respect of the PSNI and those directly applicable to the Board. Key to these responsibilities is a duty to secure the maintenance of an effective and efficient police service.

The Board undertakes these duties by supporting the PSNI in securing the budget for policing and monitoring its expenditure; monitoring PSNI performance against the Policing Plan and key strategies; monitoring compliance with the Human Rights act; securing continuous improvement; and monitoring the use of resources. The Board is responsible for appointing the Chief Police Officers and Senior Civilian Personnel and is also the pensions administrator for the PSNI.

The Chief Executive’s role contributes positively to the reputation of the Board. For it to perform effectively the Chief Executive must ensure that the Board is managed effectively within budget, that the statutory duties are performed to a high standard and there is a corresponding positive public
perception of the Board. In addition, the Chief Executive needs to ensure that Board Members are confident in their role, have the skills and experience to undertake their duties, and constructive relationships are developed with key individuals and organisations.

**Current Organisational Structure**

A summary structure of the Board is shown below.
SUMMARY OF KEY TERMS & CONDITIONS

General

• There is one permanent appointment.

• Direct Recruits of the Board are employed under NICS terms & conditions but are not members of the Civil Service. Direct recruits enjoy the same terms & conditions as civil servants with the exception of movement across the wider NICS by way of access to NICS promotion boards, trawls, interest circulars or transfer.

• The successful applicant will be required to give 3 months notice in the event of their resignation from the post.

• The Department of Justice (DOJ) under the terms of the Financial Memorandum for NIPB must approve the appointment of the Chief Executive to the Board.

Salary

• The Chief Executive is graded at SCS pay band 1, £66,850 - £78,275.

Starting salary will normally be the minimum of the scale, but consideration may be given to a higher starting salary for applicants who demonstrate exceptional relevant experience.

• In order to comply with the Government Financial Reporting requirements, the Board must disclose details of the post-holder’s salary, including any taxable benefits in kind, and pension details in the Remuneration Report which is part of the Board’s Annual Reporting Accounts. It is a condition of employment that the successful applicant agrees to this disclosure.

Hours of Attendance

• The normal working hours will be contained in the letter of appointment.

Retention

• Retention is dependent upon good conduct and performance.

Holidays

• In addition to the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 30 days.
Pensions

- This is a pensionable appointment. Further information on the pension scheme is contained at page 24 of this Information Booklet.

Vetting

- The appointment will be dependent on the individual satisfying the security vetting requirements for the post. This is detailed on page 22 of this booklet.

Probation

- The successful applicant will be on probation for the first year of service and the appointment will not be confirmed at the end of that time unless he/she is confirmed in all respects including health, conduct, attendance and performance to carry out his/her duties.

Location

- The successful applicant will be based at the Board’s offices.

Transport

- The successful applicant will be required to travel to various meetings and events locally, nationally and on occasion, internationally. Applicants will be required to confirm they have access to a form of transport which permits them to meet the requirements of this post in full.

Sick Absence

- The Board provides a sick pay scheme should a staff member be unable to carry out their duties because of illness or injury. This scheme operates on trust and it is up to each staff member to comply with the spirit of the scheme as well as the detailed rules. Consequently, a satisfactory level of attendance is expected of all staff.

Further Information

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

The primary responsibility of the Chief Executive is to support the Board in its duty to ensure that the Police Service of Northern Ireland (PSNI) is an effective, efficient, accountable and impartial police service which will secure the confidence of the whole community.

The post-holder will be required to:-

- act as Accounting Officer for the Board’s budget;

- act as the Board’s principal adviser:-
  o providing independent, timely and professional advice in relation to its duties, powers and procedures;
  o identifying and progressing matters requiring decision, scrutiny or action; and
  o advising the Chair, Vice-Chair and other Board Members as required;

- support the Board, and lead the staff, in the development of its vision, strategies, policies and forward planning processes and to undertake corporate and operational planning to enable and assist it in fulfilling its functions and statutory duties effectively and efficiently;

- act as Secretary to the Board;

- assist the Chair in maintaining appropriate relationships with the Chief Constable, other members of the Senior Team and the PSNI in general to ensure that the Board fulfils its statutory duties;

- foster and maintain constructive working relationships with key stakeholders including the DOJ, PSNI, NCA and other organisations in the criminal justice field;

- support the role of the chair to ensure that the Board operates effective corporate governance and business arrangements, regularly reviewing systems to deliver continuous improvement;

- support the Board in responding to strategic issues affecting policing in Northern Ireland;

- advise the Board in response to new events that arise ensuring the Board can respond appropriately;

- facilitate the Board in negotiating on Board and PSNI budgets;
• support the board in ensuring that policing in Northern Ireland is accountable to local people through the development and implementation of effective communication, consultation and community engagement via Police and Community Safety Partnerships) and other relevant bodies;

• support the Board in its scrutiny of the operational performance of the PSNI, maximising the quality of service delivered to local people and supporting continuous improvement in the PSNI;

• represent the Board as delegated on working groups and at meetings with external stakeholders e.g. DOJ, Her Majesty’s Inspector of Constabulary, the Association of Police Authorities etc.;

• prepare papers for the Board, on a wide range of policy issues relating to policing and the wider criminal justice system;

• undertake overall management responsibility for all secretarial, administrative and financial functions of the Board;

• ensure that Members of the Board have effective and efficient support, and to advise them on their corporate and individual development; and

• undertake such other duties, commensurate with the nature and responsibilities of the post, as the Board may determine from time to time.

General Information:

• The Chief Executive is directly accountable to the Board, liaising regularly with the Chairperson and the Vice-Chairperson. The Chairperson, in consultation with the Vice-Chairperson, will set performance objectives for the Chief Executive and carry out performance reviews.

• The Chief Executive is directly responsible for managing the Senior Management Team. The Board currently has a complement of approximately 50 (FTE) staff.

• The job requires a considerable degree of commitment, flexibility and adaptability on the part of the post holder to meet quality standards and work deadlines. He/she will maintain at all times such availability and flexibility as is necessary to the pursuance of the job.
PERSON SPECIFICATION

ELIGIBILITY CRITERIA

Applicants must be able to demonstrate via evidence on their application form that, by the closing date for applications, they have:-

1. **EITHER**

   A Degree (in any discipline) or an equivalent qualification\(^1\) at a minimum pass mark and at least 3 years’ experience of successfully discharging senior management responsibilities\(^2\) (including strategic contribution to the corporate and business planning process) in at least a medium sized\(^3\) public, private or voluntary sector organisation.

   **OR**

   In the absence of a degree applicants must demonstrate 5 years’ experience of successfully discharging senior management responsibilities\(^2\) (including strategic contribution to the corporate and business planning process) in at least a medium sized\(^3\) public, private or voluntary sector organisation.

   The following clarification is provided:

   \(^1\) *Equivalent qualifications to a Degree are deemed those at Intermediate level or above in the Framework for Higher Education* (see [www.direct.gov.uk/en/index.htm](http://www.direct.gov.uk/en/index.htm) and search for Education and Learning for further information)

   \(^2\) *Senior management is defined as experience gained at the top management levels of the organisation e.g. reporting directly to a Chief Executive or a Senior Management Board or being an Executive Director and in the case of Civil Servants be at least Grade 7 or equivalent.*

   \(^3\) *Medium sized is defined as an organisation with over 40 employees.*

SHORTLISTING / ASSESSMENT CENTRE CRITERIA

Those candidates deemed to have met the eligibility criteria will be invited to undertake an online assessment and telephone interview with an Occupational Psychologist.

This assessment will be informed by the responses provided in the application form and the shortlisting criteria namely:

1. **Strong innovative leadership to achieve organisational objectives including the management of change;**

2. **Giving professional balanced advice to a Board and/or Committee on issues of significant importance to the organisation;**
3. Applying strategic financial planning and effective financial control to achieve value for money in delivering organisational objectives;

4. Developing and maintaining productive working relationships with political representatives and key stakeholder groups;

5. Resilience including the ability to maintain a professional approach when confronted with conflicting pressures.

Following the completion of the assessment and telephone interviews, a maximum of 6 top performing candidates will be invited to attend the next stage of the selection process.

Please note:

- You should ensure that you provide sufficient evidence of your experience in your application form - giving examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The Board 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.
- ONLY the details provided by you in the employment history and eligibility / shortlisting criteria sections of your application form will be provided to the selection panel.
ASSESSMENT PROCESS

Those candidates deemed to have met the eligibility criteria will be invited to undertake an online assessment and telephone interview with an Occupational Psychologist. This assessment will be informed by the shortlisting responses provided in the application form and the criteria outlined on pages 10 and 11 of this document.

The online assessment will consist of:
1. A general reasoning test.
2. A personality questionnaire.

Following the completion of the assessment and telephone interviews, a maximum of 6 top performing candidates will be invited to attend the next stage of the selection process.

This stage will consist of a scenario based assessment followed by an interview.

Scenario based assessment

Immediately prior to the interview, candidates will be provided with a scenario, the response to which will form part of the interview. The scenario will be provided to candidates when they report for interview and they will have 30 minutes to read through and prepare their response.

Paper and writing materials will be provided for candidates’ use in the preparation room. The only material candidates will be permitted to bring to the interview room will be written material prepared in the pre-interview room. No other materials or visual aids will be permitted.

The content of, and the skills demonstrated in response to the scenario, will be used to assess candidates.

Interview

The panel will design questions based on the shortlisting / assessment centre criteria as laid out on pages 10 and 11 of this document. These criterion based questions will also be set in the context of the Northern Ireland Civil Service (NICS) competency framework at Level 5.

Further information on the Northern Ireland Civil Service (NICS) competency framework can be found at: www.nicsrecruitment.gov.uk

It is the Boards policy that all applicants invited to attend for interview bring necessary documentation to satisfy the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for interview.

It is intended that scenario based assessments and interviews for this post will take place at the Board’s offices in Clarendon Dock, Belfast on the 18th April 2016.
The Board reserves the right to hold subsequent interviews if considered necessary.

**Order of Merit**

The selection panel will assess applicants against the criteria. Each interview criterion and the scenario based assessment will be marked out of 10 marks, with a minimum standard of 6 marks, the overall combined pass mark for the scenario and interview will be 39. Only candidates that meet each of the individual minimum standards and the overall combined pass mark will be deemed as appointable to this position.

The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The order of merit for this competition will be in place for 1 year.

**Candidate Endorsement**

DOJ under the terms of the Financial Memorandum for NIPB must approve the appointment of the Chief Executive to the Board.
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 fulfil the competencies 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 competencies. 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.
APPLICANT GUIDANCE

Making your application:

Please read the following guidelines carefully. The Board provides this information to help ensure applicants complete their application fully and to ensure equality of opportunity for all applicants. In making their application, applicants should observe the following points:-

- Applicants should ensure that they provide evidence of their experience in Part 2 of the application form, giving length of experience examples and dates as required.
- Applicants should not simply list their duties and responsibilities on their application form.
- The Board 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 applicants do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria in Part 2 of the application form, the selection panel will reject the application.
- The space available on the application form is the same for all applicants and must not be altered. Answers must be restricted to the space available on the application form.
- The Board will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either Typescript font size 12, or legible handwriting using black ink.
- Applicants must not reformat electronic application forms.
- HRConnect will not examine applications until after the closing deadline.
- Applicants should not use acronyms, complex technical detail etc; they should write for the reader who may not know the employer, the branch or the job. Applicants should include clear and concise examples
- Applicants should write down clearly their personal involvement in any experience they quote.
- Applicants should identify relevant examples – This is very important as the examples which are provided may be checked out at interview and applicants may need to be prepared to talk about these in detail, if invited to interview. It is the applicant’s unique role the panel are interested in, not that of the 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 but it is advisable to save more frequently. 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.

Disability Requirements

The Board will ask on the application form if applicants require any reasonable adjustments, due to disability, to enable them to attend interview and/or presentation. Details of any disability are only used for this purpose and do not form any part of the selection process. If an applicant has indicated on their application that they have a disability and are successful in the selection process and are being considered for appointment, they may be required to outline any adjustments they consider reasonable in order to take up an appointment. If an applicant wishes to discuss their disability requirements further then they should contact HRConnect.

Necessary Checks

An applicant will not be appointed unless they satisfy all aspects of the selection process, which will include relevant security clearance.
Equal Opportunities Statement

The Board is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, age, race, political opinion, marital status, sexual orientation or whether or not they have dependents. Appointments will be made strictly on merit.

Equal Opportunity 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 Board 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 the Boards 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.

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.

Marital Status & Dependents

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

It is the Boards policy that all applicants invited to attend for interview and/or presentation bring sufficient documentation to satisfy the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for interview and/or presentation.

You should ensure that these documents are readily available.

Nationality Requirements

The Board must ensure that you are legally entitled to work in the United Kingdom. The Chief Executive post is classified as Non-Public Service, therefore certain nationality requirements apply. Applicants must be either:
(i) A UK or Irish 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

There are different levels of vetting used in employment. They include:

1. Baseline Personnel Security Standard (BS)

For this check applicants will be required to provide the following:

a) His/her passport OR
b) A document verifying his/her permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND his/her birth certificate which includes the names of his/her 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.
e) His/her consent to the validation of their 3 years’ employment as outlined in your application form if they are placed sufficiently high in the order of merit (normally determined after interview) to be considered for appointment.

The Board will carry out a Criminal Record Check on all applicants. You should not be put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.
Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

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

3. **Security Check (SC)**: as point 2 plus credit reference check.

4. **Developed Vetting (DV)**: as point 3 plus subject interview and field investigation.

**The Chief Executive post is vetted to Security Clearance (SC) level.**
**GENERAL INFORMATION**

**Pensions:**

New entrants who join the Board on or after 30 July 2007 are eligible to join the Principal Civil Service Pension Scheme (PCSPS) (NI) arrangements. 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 Board 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. The Board is 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.

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