

**Candidate  
Information  
Booklet**

**IRC212472**

**Chief Industrial & Radiochemical Inspector  
(Senior Principal, Grade 6)**

**Northern Ireland Environment Agency  
(NIEA), Department of Agriculture  
Environment and Rural Affairs (DAERA)**

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

***Friday 11<sup>th</sup> November 2016***

**Department of Agriculture  
Environment and Rural Affairs**

**Creating opportunity, releasing  
potential, achieving excellence.**

**Communication between HRConnect and you**

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

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## **FOREWORD**

Thank you for your interest in this post of Chief Industrial & Radiochemical Inspector (Senior Principal, Grade 6) – Industrial Pollution & Radiochemical Inspectorate post with the Northern Ireland Environment Agency (NIEA) an Agency within The Department of Agriculture Environment and Rural Affairs.

The Agency's strategic objective is to create prosperity and well-being through effective environment and natural heritage management and regulation. An important element of our work involves co-operating with other Government departments and agencies to limit adverse impacts upon the environment.

The Agency has a wide range of scientific and professional skills and expertise among its staff. This skills and experience base allows us to manage and protect our landscapes and their wildlife, and to maintain a healthier environment. The Chief Industrial & Radiochemical Inspector will be responsible for leading one of the key areas within the agency and managing a multi-disciplined team of Inspectors to meet our business objectives.

If you believe you have the skills and experience to tackle this post, I would be delighted if you would take the next step and complete and submit the application form.

**David Small**  
**Chief Executive**  
**Northern Ireland Environment Agency**

## **DAERA BACKGROUND**

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland. The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA works closely with the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain on the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

## **DAERA VISION AND STRATEGIC GOALS**

### **Vision**

"A thriving and sustainable economy, environment and rural community"

### **Strategic Outcomes**

1. Sustainable agri-food, fisheries, forestry and industrial sectors.
2. A clean, healthy environment, benefiting people, nature and the economy.
3. A thriving rural economy, contributing to prosperity and wellbeing.

How we operate:

4. A well led, high performing organisation focused on outcomes.

### **DAERA Top Management Group comprises:-**

- Central Services and Rural Affairs Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group

### **DAERA has two Executive Agencies:**

- Northern Ireland Environment Agency (NIEA)
- Forest Service

The Department also sponsors a number of NDPBs including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Noel Lavery.

The Minister with current responsibility for DAERA is Michelle McIlveen MLA.

## **NORTHERN IRELAND ENVIRONMENT AGENCY**

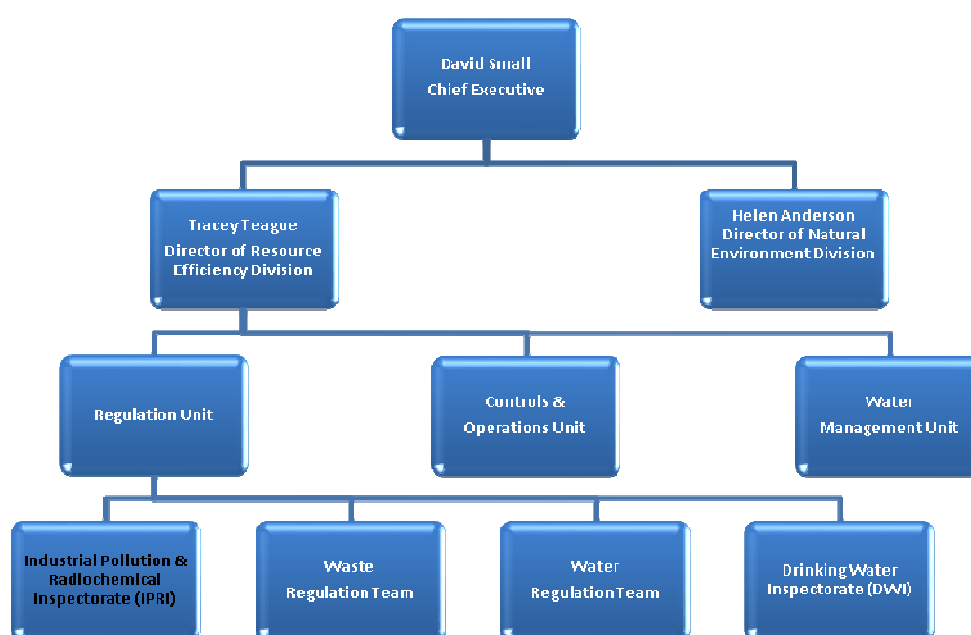
The Northern Ireland Environment Agency (NIEA) is an Executive Agency within the Department of Agriculture Environment and Rural Affairs. The NIEA has two Divisions – Resource Efficiency Division and Natural Environment Division.

The role of NIEA is to:

- promote both public awareness of environmental issues and action to deal with them;
- regulate adverse human impacts upon the environment;
- work in partnership with others to protect the environment;
- provide financial support to others to encourage action to protect the environment;
- manage our properties to promote public access to, and understanding of, the environment; and
- advise Government and other key sectors on environmental issues.

NIEA has over 440 staff, the greater percentage being scientific and technical staff, at its headquarter buildings in Belfast, and Lisburn and a number of regional locations.

Further information about NIEA can be obtained on the Internet at [www.daera-ni.gov.uk/northern-ireland-environment-agency](http://www.daera-ni.gov.uk/northern-ireland-environment-agency).



## **Resource Efficiency Division**

The Resource Efficiency Division is the largest Division within NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

### **The Regulation Unit**

The Regulation Unit brings together the majority of our regulation into one place and works closely with the Controls and Operations Unit. The Regulation Unit comprises of the Waste and Water Regulation Teams as well as Industrial Pollution and Radiochemical Inspectorate (IPRI) and the Drinking Water Inspectorate (DWI).

### **Industrial Pollution & Radiochemical Inspectorate (IP&RI)**

The Industrial Pollution & Radiochemical Inspectorate (IPRI) has responsibility for control of pollution and pollution risk from a range of prescribed industrial activities and for control of the use and disposal of radioactive substances. IPRI is headed by a Chief Industrial & Radiochemical Inspector (Senior Principal Scientific Officer) and supported by a team of Principal Inspectors, Inspectors, Scientists and a small administrative team.

### **Pollution Control at Regulated Installations**

There are 3 tiers of installations prescribed under the Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013 (the 2013 Regulations) – Part A, B and C installations. IPRI is responsible for regulation Part A and Part B installations. Part A installations are subject to integrated pollution prevention and control with a single permit covering releases to all environmental media. Additional environmental aspects for these installations such as energy use, noise, raw material use and site restoration are also controlled by the 2013 Regulations. For Part B regulations, the permit covers releases to air only. District Councils are responsible for regulating Part C installations. Part A activities include intensive rearing of livestock, food processing, slaughterhouses, rendering operations, incineration/power stations and cement production. Part B activities include some smaller metals, mineral and glass processes.

### **Control of Major Accident Hazards (COMAH)**

A new Directive on the control of major accident hazards involving dangerous substances known as Seveso III was published on 24 July 2012 by the European Commission. It amends and repeals the Seveso II Directive from 1<sup>st</sup> June 2015. On 1<sup>st</sup> June 2015 the Control of Major Accident Hazards

Regulations (Northern Ireland) 2015 were introduced which implement the majority of the Seveso III Directive.

NIEA and the Health and Safety Executive for Northern Ireland together make up the joint competent authority under these Regulations. Under the Regulations operators of high hazard sites are obliged to take all measures necessary to prevent major accidents and to limit their consequences to man and the environment. IPRI has particular responsibility for considering environmental aspects under the Regulations.

### **Control of Radioactive Materials**

IPRI is responsible under the Radioactive Substances Act 1993 for registering and authorising the keeping, accumulation and disposal of radioactive substances. This involves the regulation of hospitals, universities, research institutions and industry.

Transport of radioactive substances by road is controlled by IPRI under The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (NI) 2010 and IPRI acts as an agent for the Department of Health, Social Services and Public Safety in the enforcement of the Medicines Act 1968 and the Medicines (Administration of Radioactive Substances) Regulations 1978. IPRI also regulates the shipment of radioactive waste out of Northern Ireland and the shipment of radioactive substances between Northern Ireland and other parts of the EC.

IPRI assesses the impact of radioactive liquid discharges into the Irish Sea on the coastal environment of Northern Ireland.

IPRI co-ordinates radiological emergency planning in Northern Ireland as part of the UK National Plan and the Chief Industrial & Radiochemical Inspector chairs the Northern Ireland Technical Advisors Group (NITAG) which advises Departments and Ministers in respect of nuclear emergencies such as the Chernobyl Accident.

IPRI has a policy lead on Chemical, Biological, Radiological and Nuclear (CBRN) planning and preparedness.

### **Regulation of Greenhouse Gas emissions.**

The European Union Emissions Trading Scheme (EUETS) Directive came into effect in 2005 to reduce Carbon dioxide emissions from large industrial installations and the aviation sector. It is one of a number of measures used by the EU to reduce greenhouse gas emissions and combat the global threat of climate change. The requirements of the Directive are implemented through the Greenhouse Gas Emissions Trading Scheme Regulations 2012. It continues to be the main driver to reduce greenhouse gas emissions and the Chief Inspector is the regulator for NI.

The CRC (Carbon Reduction Commitment) Energy Efficiency scheme was first introduced into the UK in 2010 and reviewed in 2013. It is designed to

encourage large public and private sector organisations to reduce their carbon dioxide (CO<sub>2</sub>) emissions through energy efficiency. There are currently around 50 participants registered in NI.

The Energy Savings Opportunity Scheme (ESOS) was introduced in 2014, and is a mandatory scheme for large organisations in the UK. It requires organisations to undertake a regular assessment to identify cost effective energy saving measures, and must notify IPRI by specified deadlines.

IPRI's role in these scheme is to ensure compliance and to take enforcement action such as issuing civil penalties where required.



## **JOB DESCRIPTION**

There is currently 1 permanent, full time vacancy. Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

### **Location**

The post holder will be based in the Klondyke Building, Cromac Avenue, Lower Ormeau Road, Belfast, BT7 2JA

### **Salary**

Salary will be within the range £53,939 - £62,719 (under review) 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 civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Hours of Work**

The successful candidate will normally be required to work 37 hours per week however will be expected to work outside of conditioned hours as dictated by the requirements of the investigations. Hours worked will be in accordance with the EU Working Time Directive.

### **Travel**

The successful candidate will be expected to travel throughout Northern Ireland if required. Travel within GB, ROI and Europe may also be required. The successful candidate should have access to a form of transport which will enable them to meet the requirements of the post in full.

### **Holidays**

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

### **Pensions**

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 24 of this booklet.

### **Vetting Requirements**

The appointment will be dependent on the individual satisfying the Counter Terrorist Check security vetting requirements for the post.

## **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.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Mark Livingstone on 028 9056 9363 or email [Mark.Livingstone@daera-ni.gov.uk](mailto:Mark.Livingstone@daera-ni.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](mailto:recruitment@hrconnect.nigov.net)

## KEY RESPONSIBILITIES

The Chief Industrial & Radiochemical Inspector currently reports to the Head of Regulation Unit. The Chief Industrial & Radiochemical Inspector is responsible for managing a multi-disciplined team of Inspectors to meet his/her business plan obligations so as to ensure that the Inspectorate's key targets and objectives are achieved.

The post holder's main responsibilities will include the control of pollution and pollution risk from a wide range of industrial activities, the use and disposal of radioactive materials, the control of major accident hazards, the monitoring and reporting carbon dioxide emissions from industry and government and promotion of energy efficiency techniques.

The main duties and responsibilities of the post holder will include:

1. Provide professional leadership and strategic direction to the Industrial Pollution & Radiochemical Inspectorate, including input to the long term strategy for the Agency and developing workplans for the Inspectorate with a focus on outcomes and support for wider change initiatives;
2. Leading, managing and motivating staff in a changing environment to ensure they perform their duties to a high standard and that agreed objectives, as set out in Corporate, Business and Operational Plans are met;
3. Providing technical policy support to the NIEA Board, Ministers and the Department;
4. Representing NIEA by networking with other environmental protection organisations within UK and Europe;
5. Ensuring the Implementation and enforcement of the Pollution Prevention Control (Industrial Emissions) Regulations (NI) 2013;
6. Ensuring the Implementation and enforcement of the Radioactive Substances Act 1993 and associated legislation, and controlling the transport, by road, of radioactive materials under the Radioactive Substances (Carriage by Road) Regulations (NI) 1983;
7. Ensuring the Implementation and enforcement of legislation to reduce greenhouse gas emissions and improve energy efficiency within industry and government under the following regimes: The Greenhouse Gas Emissions Trading Scheme Regulations 2012; The CRC Energy Efficiency Scheme Order 2013; The Energy Savings Opportunity Scheme 2014; and The Emissions Performance Standard Regulations 2015;

8. Implementing the relevant provisions of the Control of Major Hazard Accident (COMAH) Regulations (NI) 2015;
9. Co-ordinate radiological emergency planning in Northern Ireland as part of the UK National Plan and chair the Northern Ireland Technical Advisors Group (NITAG) which advises Departments and Ministers in respect of nuclear emergencies;
10. Oversee the general management of the ISO 9001 quality management system, including the training of personnel, financial management and procurement needs for this system;
11. Ensuring that staff development needs are recognised and delivered;
12. The job will require staff to visit licensed sites throughout Northern Ireland in relation to compliance with their license conditions. Staff will also be required to meet with key stakeholders and partners throughout UK and RoI to discuss environmental issues and promote the Departments vision and key strategic goals.

## ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

1. A degree or equivalent qualification in a scientific subject such as chemistry, chemical engineering, agriculture, food science or environmental science.
2. At least 4 years' regulatory experience, gained within the last 7 years, in enforcing environmental legislation.
3. At least 3 years' practical post qualification experience in a relevant sector<sup>+</sup>.
4. At least 3 years' senior management\* experience in a leadership role, setting the direction of a Unit/Division/Branch and delivering business objectives.

\* Senior management is defined as experience gained at the top management levels of an organisation e.g. as a board member; reporting directly to a Chief Executive or a Board; or holding a post equivalent to that of a Grade 7/A within the Northern Ireland Civil Service/Northern Ireland Office.

<sup>+</sup> The following clarification is provided:-

- a) Practical experience referred to at point (3) above is defined as being employed directly in a relevant sector as one's main occupation or working in a radiological protection role in research or academic institution.
- b) Relevant sector at point (3) above means an activity prescribed for regulation under the Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013 or another industrial sector with potential for significant environmental impact or an establishment which is authorised to hold and dispose of radioactive materials under the Radioactive Substances Act 1993.

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 order:

1. Experience of leading an organisation or business unit through a period of significant change, including supporting and developing your team through this process and how you achieved this.
2. Experience of leading collaboration across boundaries within and outside your organization in order to successfully deliver your business objectives.
3. Experience in relation to emergency planning.

### **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)**

## PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competence framework at **Level 4** for the purposes of personal and professional development.

Chief Industrial & Radiochemical Inspector is analogous to Grade 6 in the NICS.

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

The competence 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 competence at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competence framework can be accessed through [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)

**It is important that all candidates familiarise themselves with the competence framework as this forms the basis of the assessment / interview criteria as outlined below.**

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

## **PRESENTATION**

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

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

A flipchart and writing materials will be provided for candidates' use. No other materials or visual aids will be permitted unless required as a reasonable adjustment. No personal documentation may be brought in to the pre-interview room. The only materials candidates will be permitted to bring into interview will be those prepared in the pre-interview room.

The presentation will be used to assess against the Seeing the Big Picture and Leading & Communicating competencies.

## **INTERVIEW CRITERIA**

In addition to satisfying the eligibility (and if appropriate shortlisting) criteria, applicants will also be expected to display the following selection criteria/competences at interview:

### **1. Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. It is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

**Marks Available: 30**

**Pass Mark: 18**

### **2. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

**Marks Available: 20**



### **3. Making Effective Decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

**Marks Available: 30**

**Pass Mark: 18**

### **4. 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: 30**

**Pass Mark: 18**

### **5. 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. 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**

### **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: 150**

**Overall pass mark: 90**

## **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.

## **INTERVIEW DATES**

It is intended that interviews will take place in Belfast during week commencing 5<sup>th</sup> December 2016.

## 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](http://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 1<sup>st</sup> class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- Please note - the session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- Please do not attempt to reformat application forms as this will result in disqualification.

### **Changes in personal circumstances**

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

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

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

### **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.

### **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 25.

**As women are currently known to be under represented at this grade across the NICS, applications from women would be particularly welcome.**

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**

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

### **Assessment Information**

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria (*if applicable*) 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](http://www.ind.homeoffice.gov.uk).

## **Vetting Procedures**

### 1. Baseline Personnel Security Standard

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

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

We will organise a Criminal Record Check on all applicants. 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.

## **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:

[www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

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@finance-ni.gov.uk](mailto:cspensions.cpg@finance-ni.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  
2<sup>nd</sup> Floor  
The Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW

**NOTE:** Late applications or applications received by fax or by email will not be accepted.

**Contact Details:**

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

**Email:** [Recruitment@HRConnect.nigov.net](mailto:Recruitment@HRConnect.nigov.net)  
**Tel:** 0800 1 300 330  
**Fax:** 028 9024 1665

## 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 carryout normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

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

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

### ***What sort of effect must there be?***

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

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

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

'Family member of an EEA or swiss national' means:

- (i) That national's spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc) of the EEA national or his/her spouse.

\*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students; family members are restricted to spouses and dependent children only.

\*\*Croatian nationals who want to work in the UK must obtain authorisation prior to commencing employment. They require a certificate of sponsorship and must also apply for an accession worker card before they can commence employment. There are no provisions for Croatian nationals to take up low-skilled work.

Further guidance on nationality can be obtained at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

**ANNEX B**  
**CIVIL SERVICE COMMISSIONERS**

**CSC NI**  
**CIVIL SERVICE COMMISSIONERS**  
**FOR NORTHERN IRELAND**

**AN INTRODUCTION**

**Ensuring appointment on merit**  
**And safeguarding ethics**

**WHO ARE WE?**

**Brian Rowntree, CBE (Chairperson)**  
**Sinead Burns**  
**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](http://www.nicscommissioners.org)**



## Annex B CIVIL SERVICE COMMISSIONERS

### WHAT ARE WE HERE TO DO?

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

### WHERE DO WE GET OUR AUTHORITY FROM?

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

### HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: [www.nicscommissioners.org](http://www.nicscommissioners.org)
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.

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

## **WHAT CAN WE DO FOR YOU?**

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

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

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

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

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