Candidate Information Booklet

IRC213429
Head of Corporate Services
Armagh Observatory and Planetarium

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday, 16th December 2016
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.

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>3</td>
</tr>
<tr>
<td>Background</td>
<td>4</td>
</tr>
<tr>
<td>Job Description</td>
<td>8</td>
</tr>
<tr>
<td>Person Specification</td>
<td>15</td>
</tr>
<tr>
<td>Selection Process</td>
<td>18</td>
</tr>
<tr>
<td>General Information</td>
<td>23</td>
</tr>
</tbody>
</table>
FOREWORD

Thank you for your interest in the post of Head of Corporate Services of Armagh Observatory and Planetarium (AOP).

This is a unique opportunity to work in one of the longest continuously operating astronomical research institutes in the world (a recognised leader in several specialist fields) and one of the world’s most advanced planetaria. Together, the Armagh Observatory and Planetarium deliver internationally-recognised research in astronomy and related sciences and vibrant educational and outreach programmes for all ages.

The Board of Governors is seeking to appoint an individual who can bring the right balance of strategic thinking, operational leadership and organisational change management and development skills to the Head of Corporate Services role. The successful candidate will be expected to support the Director of AOP as he develops and leads a programme of organisational change to deliver greater alignment between the research, educational, outreach and heritage aims of the Observatory and Planetarium and to ensure its long term sustainability and success. In particular, this role will underpin the Director’s Accounting Officer function and good governance requirements ensuring adherence to all rules and regulations required of public bodies in areas such as finance, employment, health & safety, etc.

The Candidate Information Booklet provides information about the Armagh Observatory and Planetarium, the responsibilities of the Head of Corporate Services post, the person specification and the selection process.

If, after reading the Candidate Information Booklet, you would like some further information about this post before making your application, please contact Diane Neill (dcn@arm.ac.uk), who will endeavour to answer any queries you may have.

Thank you again for your interest in the competition.

Professor Michael Burton
Director of the Armagh Observatory and Planetarium
BACKGROUND

Overview
The Armagh Observatory was established in 1790 by Archbishop Richard Robinson as part of his dream to see a university in the City of Armagh. It is the oldest scientific institution in Northern Ireland and the longest continuously operating astronomical research institute in the United Kingdom and Ireland. The Armagh Planetarium was founded in 1968 by Dr Eric Lindsay, the seventh Director of the Armagh Observatory. It was the first Planetarium in Ireland and has been the public face of astronomy in the north of Ireland for the past 40 years. The Observatory and Planetarium are located within approximately 14 acres of attractive, landscaped grounds, known as the Armagh Astropark, in close proximity to Armagh City. Together, the Armagh Observatory and Planetarium (AOP) deliver internationally-recognised research in astronomy and related sciences and vibrant educational and outreach programmes for all ages.

AOP’s mission statement is:

“To advance the knowledge and understanding of astronomy and related sciences through the execution, promotion and dissemination of astronomical research nationally and internationally in order to enrich the intellectual economic, social and cultural life of the community.”

Governance arrangements
AOP is a single statutory corporation (“The Governors of the Armagh Observatory and Planetarium”) that operates under the Armagh Observatory and Planetarium (Northern Ireland) Order 1995. It is grant-funded by the Northern Ireland Executive, with the Department for Communities (Northern Ireland) (DfC) acting as the sponsor department. It is classified as an executive Non-Departmental Public Body and has charitable status.

AOP is governed by an independent Board of Governors with a statutory remit to develop the knowledge, appreciation and practice of astronomy and related sciences. The Board of Governors is supported by a Management Committee which discharges the majority of functions relating to setting the strategic direction of the organisation, governance and accountability. There are historic links with the Church of Ireland, and the Archbishop of Armagh is Chair of both the Board of Governors and the supporting Management Committee.1

Budget, staff complement and organisational structure

1 The Board of Governors is made up of the Chair (Church of Ireland Archbishop of Armagh or his nominee); the Dean and Chapter of the Church of Ireland Cathedral of Armagh (9 persons); one nominee from the Department for Communities (Ministerial Appointee); one nominee from Queen’s University, Belfast (QUB); and up to three additional members nominated by the Armagh Observatory and Planetarium Board of Governors. The Management Committee consists of up to 13 members made up of the Chair (Church of Ireland Archbishop of Armagh or his nominee); three nominees from the Armagh Observatory and Planetarium Board of Governors; six nominees from the Department for Communities (Ministerial Appointees); one nominee from QUB; one nominee from Science and Technology Facilities Council (STFC); and one nominee from Dublin Institute for Advanced Studies (DIAS).
AOP’s resource budget for 2016/17 is £1.7m including core funding from DfC, grant funding for astronomical research from research funding bodies in the UK and Ireland and self-generated funding via theatre admissions, shop sales and outreach activity.

In April 2016, the Armagh Observatory and the Armagh Planetarium became one organisation, registered with the Charity Commission. Previously AOP had operated as two distinct institutions within a single statutory corporation. AOP operates under the direction of recently appointed Director, Professor Michael Burton. There is a staff complement of 25, comprising of a range of staff including scientific, educational and administrative personnel.

The Observatory also has an active visitors programme, each year hosting between 10 and 20 academic visitors.

**The Armagh Observatory**
The Vision of the Armagh Observatory is:

“To build on its position as a thriving astronomical research institute, and to continue to expand our understanding of the Universe and of our place in it.”

The principal function of the Armagh Observatory is to undertake original research of a world-class academic standard that broadens and expands our understanding of astronomy and related sciences. Important secondary functions include the organisation’s responsibilities to: promote, preserve and widen access to the heritage of astronomy at Armagh; maintain the continuity and precision of the unique more than 220-year long meteorological record at Armagh; and pursue a vibrant programme of Science in the Community in support of the Northern Ireland Executive’s Science, Technology, Engineering and Mathematics (STEM) Strategy and the strategic goals of DfC.

**Research and observation**
The Observatory carries out front-line astronomical research in several key areas of astrophysics, including: Solar Physics, the Solar System, exoplanets, stars and the galaxy. Staff regularly obtain telescope time on national and international facilities such as the ESO Very Large Telescope, the Southern African Large Telescope, various spacecraft missions (such as SoHO, SDO, Hinode, Stereo, Swift, XMM-Newton, and the Hubble Space Telescope). The Observatory is a member of several international projects such as GOTO and CTA. Complementing these international facilities, the Observatory has recently introduced optical monitoring from Armagh, using the new Armagh Robotic Telescope (see [http://star.arm.ac.uk/press/2011/art_opening_final.html](http://star.arm.ac.uk/press/2011/art_opening_final.html)) and new computer and camera technology to record data on meteors and other variable sky phenomena autonomously whenever the sky is clear. Further information regarding recent and current research interests of Armagh Observatory may be obtained from the Observatory web-site, at [http://star.arm.ac.uk/](http://star.arm.ac.uk/).

**Heritage**
The Observatory has an important responsibility to maintain and preserve the fabric of the historic buildings, the continuity and precision of the
meteorological archive, the library, historic books and other archives, and the collection of scientific instruments and artefacts built up over more than 225 years of continuous astronomical activity in Armagh. The main historic buildings of the Observatory have unique architectural features and house one of the most valuable collections of scientific books, instruments and archives in Northern Ireland. The Observatory’s heritage policy is to progressively restore the historic buildings, scientific instruments, and historic books and other archives in its possession, placing the restored material where possible on display or close to its original location in its principal Georgian Grade A listed building.

Outreach
In addition to their primary research activities and in line with ministerial priorities, Observatory staff participate in a vibrant and wide-ranging programme of Science in the Community through lectures, popular astronomy articles, supervision of school work-experience students and undergraduates, and interviews with the press, radio and television. The Observatory Demesne, Grounds and Astropark, have also been developed to include scale models of the Solar System and the Universe, two sundials, two historic telescopes, as well as telescope domes and a Human Orrery.

The Armagh Planetarium
The Vision of the Armagh Planetarium is:

“To advance and promote the knowledge and understanding of astronomy and related sciences.”

The principal function of the Planetarium is to promote public understanding of astronomy and science through its on-site educational programme of digital theatre shows, exhibits and interactive activities for schools and the wider public. The Planetarium’s educational programme has been developed to complement the core curriculum and, in particular, to support the Northern Ireland Executive’s Science, Technology, Engineering and Mathematics (STEM) Strategy.

The Planetarium uses Digistar 5 projection technology to deliver theatre shows for all age groups and abilities on a wide range of astronomical and scientific topics, including meteorite impacts, the planets, current astronomical phenomena and earth sciences. A number of the digital theatre shows have been designed and produced on site.

An important aim of the Planetarium is to contribute to the Minister for Communities’ Promoting Equality and Tackling Poverty and Social Exclusion agenda. The Planetarium seeks to enhance educational achievement amongst disadvantaged children and young people by delivering a curriculum based learning programme and direct interventions to schools in deprived areas. A mobile Planetarium is also used to deliver outreach activities in areas of high deprivation in Northern Ireland.
Finally, the Planetarium, by attracting around 40,000 visitors each year, plays an important role in promoting and enhancing tourism across the island of Ireland.

**Strategic direction**
The successful candidate will support the AOP Director through the current change process as he develops a long term strategic plan for AOP as a *single corporate entity* that will deliver greater alignment between the research, educational, outreach and heritage aims of the organisation and ensure its long term sustainability and success.

**Further information**
More information on Armagh Observatory and Planetarium can be found on our websites:  [star.arm.ac.uk](http://star.arm.ac.uk) and [www.armaghplanet.com](http://www.armaghplanet.com).
JOB DESCRIPTION

There is currently one permanent, full time Grade 7 vacancy.

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

Location

The post holder will be based at Armagh Observatory and Planetarium, which is located at College Hill, Armagh, Northern Ireland, BT61 9DB.

Salary

Salary will be within the range £46,141 to £51,816 (under review) within which pay progression will be performance related.

Starting salary will normally be at the minimum of the scale. If the successful candidate is an existing civil or public servant, normal pay on promotion/re-grading arrangements will apply.

Relocation

Where the successful candidate has to relocate home in order to take up the appointment, the reimbursement of reasonable expenses (in part or full) as a result of the relocation may be considered.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday. On occasion there will be a requirement to work evenings, weekends and public holidays.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibility duties of the post and will be required on occasion to travel nationally and internationally on official duty.

Holidays

In addition to public and privilege holidays, currently 11 days, the annual leave allowance will be 25 days (increasing by 1 day per year to a maximum of 30).

Pensions

The Post Holder is entitled to join the Northern Ireland Local Government Officers’ Superannuation Scheme (Full details available at www.nilgosc.org.uk). Further details of this can be found on page 23 of this booklet.
Vetting Requirements

The level of vetting required for this post is a Basic Check.

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 Diane Neill on +44 (0)28 37512968 or email dcn@arm.ac.uk

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

The Head of Corporate Services (HOCS) will be responsible for directing and managing all of the internal support services and activities of AOP in accordance with all relevant government financial and governance guidance and the policies, goals, and objectives set by the Director and the Management Committee (MC).

This is a key role that provides primary support to the Accounting Officer function carried out by the AOP Director and deputises for the Director, as required during periods of absence.

The main duties of the post include:

- **Leadership of AOP’s Support Business and Delivery Functions**

  Leadership of AOP’s support functions (finance; human resources; ICT; information assurance; information systems; office services and secretariat; estate, buildings, grounds and facilities management; health and safety, business planning and reporting, corporate governance, contract management & procurement and performance management) and continuously improving service delivery, focusing on quality, service integration, compliance and value for money.

  Ensuring that AOP’s support functions are developed and maintained in an innovative, collegiate and collaborative way making best use of all available resources.

  Ensuring that appropriate processes, policies and procedures are in place across the support service portfolio, and implement effective arrangements to ensure legal, regulatory and corporate compliance.

  Providing support to the Director on strategic planning and business planning and reporting and provide a secretariat function to the Board of Governors, the Management Committee, the Audit and Risk Assurance Committee (ARAC) and HR Committee.

  Leading on and taking forward the development of AOP’s IT strategy (in particular the IT for administration and management), HR Strategy, Archival Strategy and Corporate Strategy in partnership with the Senior Management Team (SMT).

- **Collaboration**

  Collaboration with all internal and external stakeholders to establish effective working relationships / partnerships. To include:

  Regular liaison with Department for Communities (DfC) to provide accurate Financial & Governance returns and ensure overall compliance with the Management Statement Financial Memorandum (MSFM).
Leading in the development of a comprehensive ICT strategy supported by robust ICT policies that meets the current and future needs of the governance functions of the organization.

Contributing to the development of a long term Archive and Collections Strategy for AOP in collaboration with the SMT.

Maintenance of the Astropark, in collaboration with the Head of Education and Community Outreach.

Participating in commercial and growth activities to support AOP’s overall business objectives and plans.

Contributing strategically and operationally to the major AOP Capital Development Programme planned over the next 3-5 years and work closely and collaborate with the capital redevelopment team on an ongoing basis.

Collaborating with other external stakeholders, including the local council, heritage partners and potential funders in helping to achieve AOP’s strategic objectives.

Working in partnership with other members of the SMT in regard of CSR, Monitoring Round Bids, Easements etc.

- **Governance**

  Ensuring and promoting good governance across AOP including but not limited to:

  Ensuring appropriate processes and procedures are in place across the support service portfolio, and implement effective arrangements to ensure legal and corporate compliance.

  Developing a “dashboard” of quantitative and qualitative metrics that is maintained and updated regularly in order to appraise and evaluate the results of AOP’s overall operations regularly and systematically, and report these results and subsequent actions to the AOP Director and, where appropriate, the Board, the Management Committee and ARAC.

  Responsibility for compliance with all tendering and procurement requirements.

  Managing and maintain AOP’s Risk Register, ensuring that appropriate and effective controls are in place for the management of risk.

  Completion of all assurance returns on a timely basis to verify compliance with standards.

  Co-ordinating the planning, procurement, project management and service planning and management of the ICT requirements with senior colleagues.
• **Strategic Leadership**

Providing strong and effective leadership for all staff working in the administrative support functions and serve as a member of the SMT.

Establishing a clear vision and direction for AOP's central operations activity, and lead the development of an innovative corporate services strategy to support this.

Line management for senior staff within the corporate support service functions.

• **Human Resources (HR)**

Responsibility for compliance with HR laws/regulations and payment of salaries to all staff.

Ensuring all relevant payments to Inland Revenue, pension companies and other payroll related organisations are made on time and that appropriate records are maintained.

Providing advice to the Director and MC on HR issues, tax issues, NIC, PAYE.

Taking a lead role in partnership with the HR Committee and the Director in drafting the new AOP Book of Policies and Procedures and in implementing the recommendations from the externally commissioned HR audit and strategy including any renegotiating / realigning of staff terms and conditions in line with this audit and strategy.

• **Corporate / Executive Leadership**

Contributing to the corporate leadership and management of AOP as a member of the Senior Management Team by promoting a culture of openness, transparency and accountability, including the development and monitoring of the business planning process and KPI measurement.

Deputising for the Director in their absence when required.
ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. a) A third level qualification/degree in a business, management, law, organisational development, personnel management/HR or finance related discipline

   AND

   b) At least 3 years’ experience, within the last 10 years, working at middle or senior management* level.

OR

2. At least 5 years experience within the last 10 years, in a similar role within an organisation with an annual turnover of £1 million.

The following additional clarification is provided:

*Middle or Senior management is defined as either Director or reporting to the Director (or equivalent position).

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 year awarded. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with sufficient details so that a well-informed decision can be made.

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used in the order listed:

1) Experience of delivering organisational development and the management of change while ensuring annual business objectives are met.

2) Experience of securing income streams, including research grants, commercial activity, fundraising or partnerships.

3) Demonstrate ability to work successfully and deliver positive results as a member of a management team

4) Previous experience of public sector financial structures and management.

5) Experience of working in a scientific or technical environment.
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 Competencies for this grade can be accessed through www.nicsrecruitment.gov.uk
PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria and shortlisting criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 7 for the purposes of personal and professional development.

The Head of Corporate Services of Armagh Observatory and Planetarium is analogous to Grade 7 in the NICS.

What is the NICS competency framework?

The competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results. Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

How does the NICS framework look?

The Northern Ireland Civil Service competency framework can be accessed through www.nicsrecruitment.gov.uk

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

INTERVIEW CRITERIA

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

PRESENTATION

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 10 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

Candidates should fully prepare their presentation in advance of the interview and no preparation time will be provided on the day of interview.

Following the presentation there will be an opportunity for the panel to ask questions based on the presentation.
Further details regarding the presentation will be provided to candidates in the invitation to interview letter.

The following six competencies will be assessed at interview. (The presentation will be marked against the Leading and Communicating competency.)

1. **Leading and Communicating**
   
   Marks available: 20  
   Minimum standard: 12  

2. **Managing a Quality Service**
   
   Marks available: 20  
   Minimum standard: 12  

3. **Seeing the Big Picture**
   
   Marks available: 20  
   Minimum standard: 12  

4. **Changing and Improving**
   
   Marks available: 20  
   Minimum standard: 12  

5. **Collaborating and Partnering**
   
   Marks available: 20  
   Minimum standard: 12  

6. **Achieving Outcomes through Delivery Partners**
   
   Marks available: 20  
   Minimum standard: 12  

**Total Marks Available: 120**

**Overall Pass Mark: 72**

**COMPETENCE BASED INTERVIEWS**

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

**INTERVIEWS**

It is intended that interviews for this post will take place in Armagh in early to mid February 2017.
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.
<p><strong>SELECTION PROCESS</strong></p>

<p><strong>The Merit Principle</strong></p>

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. The order of merit is valid for one year.

<p><strong>Making your application:</strong></p>

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.

<p><strong>Guidance for Applicants</strong></p>

- 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.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the ‘Save & Continue’ button. Once your application has been submitted the option to edit will no longer be available.
- Please note - the session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- Please do not attempt to reformat application forms as this will result in disqualification.
Changes in personal circumstances

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

Communication between HRConnect and you

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

Transgender Requirements

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

Further appointments from this competition

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

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Equal Opportunity Monitoring Form

Under Section 75 of the Northern Ireland Act 1998 public bodies are required to report on equal opportunity monitoring.

It is the policy of the Governors of the Armagh Observatory and Planetarium to ensure that all eligible persons have equal opportunities for employment and advancement in the Armagh Observatory and Planetarium on the basis of their ability, qualifications and aptitude. The Governors of the Armagh Observatory and Planetarium select those suitable for appointment solely on the basis of merit without regard to an individual’s religious belief, political
opinion, trade union membership, gender, marital status, sexual orientation, age, disability, race, colour or ethnic origin.

In order to ensure that the equal opportunity policy of the Governors of the Armagh Observatory and Planetarium is effectively implemented, the equal opportunity information provided on application forms will be monitored.

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

Assessment Information

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

You should ensure that these documents are readily available.

Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Head of Corporate Services posts are classified as Non-Public Service, therefore certain nationality requirements apply. Applicants must be either:

(i) A UK national; or
(ii) A Commonwealth citizen; or
(iii) A British Protected Person; or
(iv) An EEA national; or
(v) A Swiss National; or
(vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Vetting Procedures

1. Baseline Personnel Security Standard

The level of vetting required for this post is a Basic Check. 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).

Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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

**Basic Disclosure Certificate**

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

For more information, the address of the AccessNI website is: [http://www.accessni.gov.uk/](http://www.accessni.gov.uk/). Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form (or may be asked to initiate an equivalent check via their country of residence or the relevant Embassy in the UK). Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.

For more information, the address of the AccessNI website is: [http://www.accessni.gov.uk/](http://www.accessni.gov.uk/). Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.
GENERAL INFORMATION

Pensions:

The Post Holder is entitled to join the Northern Ireland Local Government Officers’ Superannuation Scheme (Full details available at www.nilgosc.org.uk).

If you are unable to access the website, please contact Northern Ireland Local Government Officers’ Superannuation Scheme as follows:

NILGOSC
Templeton House
411 Holywood Road
Belfast
Northern Ireland
BT4 2LP
Email: info@NILGOSC.org.uk

Feedback

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

THIS INFORMATION PACK DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT
Completed application forms should be sent to the HRConnect Recruitment Team:

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

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

Contact Details:

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

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665
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
- Switzerland
- 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