

**Candidate
Information
Booklet**

IRC213458
Head of Research
Armagh Observatory and Planetarium

**Completed Application Forms
must be returned to
HRConnect no later than 12
noon (UK time) on**
Friday 27th October 2017

Armagh Observatory and Planetarium

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

	Page
Foreword	3
Background	4
Job Description	8
Person Specification	15
Selection Process	18
General Information	22

FOREWORD

Thank you for your interest in the post of Head of Research at the 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. The Armagh Observatory and Planetarium delivers 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 scientific understanding, strategic thinking and research leadership. The successful candidate will be expected to support the Director of the 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. This role will lead on the research function in AOP and develop and deliver a strategy for its conduct. The person should be a respected researcher in any field related to astrophysics, including theory, observations, simulations and instrumentation.

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

If, after reading the Candidate Information Booklet, you would like 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 is the oldest operating Planetarium in the UK and Ireland and has been the public face of astronomy for the past 50 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.

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

AOP’s resource budget for 2017/18 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.

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 the Science and Technology Facilities Council (STFC); and one nominee from the Dublin Institute for Advanced Studies (DIAS).

AOP operates under the direction of recently appointed Director, Professor Michael Burton. There is a staff complement of 25, including scientific, educational and administrative personnel. Currently there are 6 tenured astronomers in addition to the Director, and a dozen post-doctoral fellows and PhD students.

There is an active visitors programme, and each year AOP hosts several academic visitors.

The Armagh Observatory and Planetarium

The Vision of the Armagh Observatory and Planetarium is:

“To advance the understanding of astronomy and related sciences through the execution, promotion and dissemination of astronomical research and scientific knowledge locally, nationally and internationally, in order to enrich the intellectual, economic, social and cultural life of all members of the community. The vision, as derived legislation, is to build on its position as a thriving astronomical research institute, and to continue to expand our understanding of the Universe and of humanity’s place in it.”

Research and Observation

The principal function of the 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 220-year 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 the Department for Communities (DfC).

Front-line astronomical research is carried in several key areas of astrophysics, including: Solar Physics, the Solar System, exo-planets, 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, IRIS, SDO, Hinode, Stereo, Swift, XMM-Newton, and the Hubble Space Telescope). The Observatory is a member of several international projects such as GOTO, I-LOFAR 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) 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/>.

Heritage

The AOP 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 organisation'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 Georgian Grade A-listed Observatory building.

Education and Outreach

In addition to research activities and in line with ministerial priorities, AOP staff and students 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 AOP 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 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 is to contribute to the Minister for Communities' Promoting Equality and Tackling Poverty and Social Exclusion agenda. AOP 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 50,000 visitors each year, plays an important role in promoting and enhancing tourism across the island of Ireland, and is a centre piece of the City of Armagh.

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 the Armagh Observatory and Planetarium can be found on our websites: star.arm.ac.uk and www.armaghplanet.com.

JOB DESCRIPTION

This is a permanent appointment.

Location

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

Reporting

The Post Holder will report to the Director of the AOP.

Salary

Salary will be within the range £56,252 to £63,346 (under review) within which there are 5 pay points (analogous to Grade 6 in the NICS pay scales). Pay progression will be performance related.

Applicants can expect to be placed at the minimum of the scale.

Re-location

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

This is a full-time post. Flexible working arrangements are available. In addition, on occasion there will be a requirement to work on evenings, weekends and public holidays.

Travel and Transport

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

Holidays

The Post Holder will have an annual leave allowance of 25 days (increasing by 1 day per year to a maximum of 30), plus 11 public and privilege holidays.

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 22 of this booklet.

Vetting Requirements

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

Referees

Applicants should provide in the application form the names, titles and contact details of at least three referees. Confidential reports will be sought for the successful candidate.

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 3751 2968 or email dcn@arm.ac.uk.

If you have any questions about the competition process, you should contact HRConnect on +44 (0)800 1 300 330 or email: recruitment@hrconnect.nigov.net

KEY RESPONSIBILITIES

The Head of Research (HoR) will be responsible for formulating AOP's research priorities and future opportunities and devise a medium to long-term astronomical research strategy. The Head of Research will play a key role in the future development of AOP, particularly through developing and raising funds for new research programmes and projects, establishing and developing industry linkages, and by working in collaboration with the other members of the Senior Management Team in developing and promoting education and outreach opportunities arising from the research being undertaken in AOP.

This is a key role that underpins essential activities of the AOP and provides peer leadership for the Research Astronomer group in its objective of carrying out research that is world-leading in terms of its originality, significance and rigour. The holder may, on occasion, be asked to deputise for the Director, as required, during periods of absence.

The main duties of the post include:

Strategic Leadership

Provide strong and effective leadership for the Research Astronomer group to formulate AOP's research priorities and future opportunities, to establish a clear vision and direction for the organisation's research activities and lead the development and implementation of an innovative and medium to long-term astronomical research strategy (5-10 years). Promote and protect the AOP's international standing and stature.

Line manage the Research Astronomer group developing individual, student and group performance, including the agreement of individual targets for bringing in funding for research and relevant education programmes. The Research Astronomers are all at Grade 7.

Research

Apply knowledge and understanding of methodologies for undertaking quantitative and pioneering scientific research, including presentation of findings that can command respect within academic communities nationally and internationally.

It is expected that the post holder will be actively engaged in, as well as take a lead role in driving forward, international-standard research.

Be able to apply the knowledge of that research to teaching at undergraduate and postgraduate levels to university students.

Collaboration

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

- The AOP's Senior Management Team, to develop AOP's community outreach and education activities, heritage, marketing, grounds &

facilities, archives & library, as well as in responding to requests for information from government departments and other official bodies;

- The staff and the stakeholders of the AOP, in order to ensure its success as a unified organisation able to fully-realise the synergies between the Observatory and the Planetarium, and its history and heritage.
- Industry and the wider sector, to exploit instrument building opportunities; industry and, in particular ESA/ESO/STFC/SFI-contract companies, locally as well as across the UK and Ireland; and
- Other institutions in the UK, Ireland and the rest of Europe, to bid for such work.

Generation of Grant Income

Increase research funding and grant income, including supporting the development of multi-institutional and collaborative research initiatives, and encouraging the Research Astronomers to pursue the full range of funding opportunities that are available across Northern Ireland, the UK, cross-border agencies with the Republic of Ireland and in Europe.

Governance

Ensure and promoting good governance across the Research Group including completion of all assurance returns on a timely basis to verify compliance with standards.

Corporate / Executive Leadership

Contribute 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.

General / Miscellaneous Duties

Ensure the maintenance and archiving of the meteorological record, the longest standing continuous record of this kind in the UK and Ireland.

Represent and champion AOP's profile and research accomplishments and work to maximise performance in any assessment of AOP's research excellence.

As required, to represent the interests of the organisation at scientific (or on occasion other) conferences, seminars, etc. nationally and internationally.

Act as required as a spokesperson on technical (or other) issues for the organisation to the media, etc.

In collaboration with the other members of the Senior Management Team, develop an ICT strategy for the research needs of the organisation, that is also cognisant of the ICT needs for the education, outreach and administrative activities of AOP.

Deputise for the AOP Director in their absence, when required.

This list is not meant to be exhaustive but to give a broad indication of the main duties relating to this post. The emphasis on specific duties will vary over time according to business needs.

ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

- 1) A PhD in Physics, Astrophysics or Astronomy (or related subject);

AND

- 2) At least 5 years' experience of leadership, management and supervision of researchers and PhD students;

AND

- 3) A demonstrated and substantive track record of publication in peer-review, high quality, international scientific journals;

AND

- 4) A proven track record of attracting research funding and of administering grants, with experience of relevant funding sources and grant application processes;

AND

- 5) Demonstrate the ability to communicate STEM-related subjects effectively to a broad range of audiences with varying levels of scientific knowledge.

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 the next stage of selection, the following shortlisting criteria will be applied. The shortlisting criteria will be applied incrementally and it may therefore not be necessary to use all listed below.

- 1) Demonstrate a track record of leading research projects and engagement in international research collaborations.
- 2) Demonstrable experience of developing and delivering educational and outreach programmes.

- 3) Demonstrate successful relationship and team building experience, with proven ability for partnership working and communicating with a broad range of internal and external stake holders.
- 4) Demonstrate organisational and people management skills with the ability to delegate appropriately in order to deliver objectives.

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.**

PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting criteria (if applicable)*. 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 4 for the purposes of personal and professional development.

The Head of Research of Armagh Observatory and Planetarium is analogous to Grade 6 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.org.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.

Further details regarding the presentation will be provided to candidates in the invitation to interview letter.

COMPETENCIES

The following six competencies will be assessed at interview. The presentation will be marked against the Seeing the Big Picture competency.

1. Seeing the Big Picture

Marks available: 20
Minimum standard: 12

2. Professional Knowledge and Skills

Marks available: 20
Minimum standard: 12

3. Leading and Communicating

Marks available: 20
Minimum standard: 8

4. Changing and Improving

Marks available: 20
Minimum standard: 8

5. Collaborating and Partnering

Marks available: 20
Minimum standard: 8

6. Achieving Outcomes through Delivery Partners

Marks available: 20
Minimum standard: 8

Total Marks Available: 120

Overall Pass Mark: 56

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 during week commencing 11th December 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.

SELECTION PROCESS

The Merit Principle

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.

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.

- Please note, in Part 1: Personal Details section, candidates who do not have a UK national insurance number are not required to complete this field. For international candidates, Town and Postcode can be interpreted as State and Zip code.
- 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. However, requests for hard copy application packs are accepted. All applications will be treated equally regardless of whether they are submitted 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 that 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

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 (*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

There are no nationality restrictions on this post: however, before an offer of appointment can be made to an overseas candidate, AOP will need to ensure that all UK visa and immigration requirements are met.

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

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

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/>. Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

Referees

Applicants should provide in the application form the names, titles and contact details of at least three referees. Confidential reports will be sought for the successful candidate.

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 THE
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