Candidate Information Booklet

IRC214379

YJA Residential Unqualified Care Worker Executive Officer II

Department of Justice (DOJ)
Youth Justice Agency (YJA)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 17th February 2017
Youth Justice Agency

Reduce youth crime and build confidence in the youth justice system

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></th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>3</td>
</tr>
<tr>
<td>Job Description</td>
<td>4</td>
</tr>
<tr>
<td>Interview Process</td>
<td>13</td>
</tr>
<tr>
<td>Selection Process</td>
<td>16</td>
</tr>
<tr>
<td>General Information</td>
<td>22</td>
</tr>
<tr>
<td>Annex A Nationality</td>
<td>29</td>
</tr>
<tr>
<td>Annex B Civil Service Commissioners</td>
<td>30</td>
</tr>
</tbody>
</table>
BACKGROUND

Youth Justice Agency

The Youth Justice Agency (YJA) was launched as an Executive Agency, as recommended in the Criminal Justice Review 2000, on 1 April 2003. It replaced the former Juvenile Justice Board.

The principal aim of the Agency is to reduce youth crime and to build confidence in the youth justice system. The Agency works with children aged 10-17 years who have offended or are at serious risk of offending. The Agency delivers a range of services, including diversionary interventions through a network of community based offices, youth conferencing (a restorative process in which victims have a say) and custody for the most serious offenders.

A Corporate Services directorate provides a range of support services to the operational strands of the Agency – including the management and delivery of personnel, finance, business planning and information technology functions on behalf of the Chief Executive.

The statutory aim of the youth justice system in Northern Ireland is to protect the public by preventing offending and re-offending by children. A child is defined as being anyone under the age of 18, although unless they are over 10 years of age (the age of criminal responsibility) they cannot be charged with an offence. If found guilty by a youth court (or sometimes for very serious offences, by the Crown Court), a child can be sentenced to any one of a range of options from conditional discharge or fines, through community sentences and to custody. The Youth Justice Agency is the lead agency in these matters in Northern Ireland.

Woodlands Juvenile Justice Centre

Woodlands Juvenile Justice Centre (JJC) is Northern Ireland’s only custodial unit for young people. It provides a safe, secure and stimulating environment for up to 48 boys and girls between the ages of 10 and 17 placed in custody.
**JOB DESCRIPTION**

There are currently 6 permanent, full time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

**Location**

The post holder will be based at Woodlands Juvenile Justice Centre, Rathgael Road, Bangor.

**Salary**

Salary will be within the range £23,428 - £24,728 (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 candidates will be required to work a rota that averages out at 37 hours per week. In addition, they will be required to work on evenings, weekends and public holidays. The successful candidates will be required to work two weekends out of every three.

**Travel**

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities.

**Holidays**

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, increasing to 30 days after 5 years service.

**Pensions**

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 22 of this booklet.

**Vetting Requirements**

For the Residential Unqualified Care Worker post in the NICS the level of vetting is an Enhanced AccessNI check. All applicants must be prepared to be submitted to these checks as part of the recruitment process.
Training

Successful candidates will be required to complete all mandatory training, including Minimising and Managing Physical Restraint (MMPR) training within their probation period.

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 Brenda McCrorry on 02890 520 252 or email Brenda.Mccorry@justice-ni.x.qsi.gov.uk

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

SUMMARY OF JOB:

The Residential Care Worker will work as a member of a residential care team providing effective care and supervision of young people in the Juvenile Justice Centre. This will involve working within a rostered shift system, which includes evening and weekend working and public holidays.

MAIN DUTIES AND RESPONSIBILITIES:

1. Residential Care Workers are members of a multi disciplinary team and as such are expected to maintain a ‘team approach’ to the care and treatment of young people. The worker will be expected to bring qualities and attributes which contribute to the overall effectiveness of the team.

2. Residential Care Workers will contribute to the provision of good quality physical, social and emotional care for all young people. This will include participating in practical and domestic tasks within the unit and to contribute to the health, hygiene, safety and security of the Centre.

3. Residential Care Workers will participate in the effective day to day operational running of the unit and the Centre – this will be working in line with Woodlands Operational Policies and Procedures.

4. To actively plan, implement and deliver individual and group work programmes, and constructive activities for young people in Woodlands, in accordance with their care needs.

5. Residential Care Workers will complete the required documentation, risk assessments and individual crisis management plan on admission of young people to the JJC and ensure these are shared with all professionals.

6. Work will be allocated and supervised in accordance with the qualifications, experience and skills of individual Residential Care Workers. The allocation of work and the level of supervision will be determined by management in light of these factors.

7. Residential Care Workers will be expected to be active in their supervising duties and in carrying out specific instructions as directed regarding the supervision and monitoring of young people to ensure their safety. They must ensure the delivery of mandatory and enhanced observations of young people in line with operational policy and procedures.

8. Residential Care Workers will promote and assist the practice of working in partnership with young people, their families and other agencies in order to meet the needs of young people, ensuring relevant information is communicated, shared and recorded as required.
Residential Care Workers will receive information regarding young people and will be expected to adhere to our Policy on Confidentiality.

9. To complete all relevant records / reports in line with Agency Policy and Woodlands Operational Policy and Procedures eg daily logs, case files, update reports, risk assessments etc. To attend and participate in planning meetings, case reviews, discharge meetings etc.

10. Residential Care Workers will report any Child Protection concerns to their Line Manager without delay. It is therefore essential that staff are familiar with relevant safeguarding legislation and YJA Child Protection Policies and Procedures.

11. To participate in handover meetings, team meetings etc.

12. To actively participate in appropriate training, supervision and the performance management process.

13. To take responsibility to ensure that JJC Policy and Procedures are understood and implemented and to take responsibility to keep abreast of good practice in order to develop skills, knowledge and experience in secure custody and care.

14. Residential Care Workers will manage, lead and participate in all situations that may arise in the Centre. This may involve participating in the management of critical incidents and potentially dangerous situations, the use of physical intervention techniques and the notification of management and or emergency services. All Residential Care Workers will record and report any serious incidents in line with Agency procedures.

15. To undertake any other duties as required.

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.
PERSON SPECIFICATION

COMMUNICATION
Applicants must be capable of communicating with a range of people about difficult matters or in difficult situations. They will play a key role in the information management and communication of critical incidents or serious events. They must be competent maintaining accurate and complete written records consistent with legislation and YJA policy and procedures.

PERSONAL AND PEOPLE DEVELOPMENT
Applicants must take responsibility for their own personal development by identifying learning needs, participating in training opportunities and making good use of professional supervision and informal support networks. They will also be expected to play a key role in developing the JJC as a learning environment for other staff and colleagues.

HEALTH, SAFETY AND SECURITY
Applicants must work in a way that minimises risks to their own and others safety and security. This includes the completion of all health and safety training and restraint training deemed appropriate by the agency. They must also provide leadership, support, advice and guidance to others in maintaining health, safety and security.

QUALITY AND SERVICE IMPROVEMENT
Applicants must be capable of maintaining high quality standards in their own work and encourage others to do likewise. Applicants also have a key responsibility to promote ongoing development and improvement in services offered by the Centre.

EQUALITY OF DIVERSITY
Candidates must at all times support equality and value diversity. They must act in ways that recognise people’s rights, expressed beliefs and values. They must also take account of how their behaviour can affect others.

RISK ASSESSMENT AND CARE PLANNING
Applicants have a key role in contributing to ongoing risk assessment and planning for young people. They must also be capable of evaluating the effectiveness of such planning in relation to the needs of young people.

PROTECTION OF HEALTH AND WELL-BEING
Applicants must be able to assess situations of risk when the potential exists of young people suffering harm or abuse. A sound knowledge of Child Protection Procedures is therefore essential.

SKILLS AND ABILITIES
Applicants should demonstrate the following:

- Good interpersonal skills, with an ability to support colleagues, young people and families
- Ability to form lasting professional relationships
• The ability to cope with demanding and stressful situations and the expression of challenging behaviour, including verbal and physical abuse
• Set, promote and role model appropriate expectations of behaviour for young people in your care
• Demonstrate a clear understanding of personal and professional boundaries
• Demonstrate creativity and a drive to see things through
• Flexibility and capable of performing a wide variety of tasks
• Ability to reflect on practice, to want to learn and to learn from others
• Ability to fully apply physical restraint and control techniques including use of Personal Protection Equipment (PPE).
ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. GCSE Maths & English Language Grade C or equivalent;

AND

2. Demonstrable experience of working with young people who display challenging behaviour.

AND

3. Current registration or be eligible for registration with the Northern Ireland Social Care Council. (Continuing employment will be dependant on the successful registration).

AND

4. Provide full education and employment history. *See explanatory notes on page 12 for further details. As you are providing your employment history in this section, there is no requirement for you to complete the Employment History on Part 2 of the application form;

AND

5. Provide the names and addresses of two referees, one of which should be your current / most recent employer. (Referees should not be relatives, GP’s or current employees of the Youth Justice Agency.)

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.

Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. Applicants must also show how the qualifications they have provided contain an equivalent Maths and English Language content to at least GCSE Level.
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.

1. Demonstrable experience of having delivered individual or group activities for young people.

2. Demonstrable experience of working with people in a challenging 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 Competences for this grade can be accessed through www.nicsrecruitment.gov.uk
EXPLANATORY NOTES FOR ELIGIBILITY CRITERION 4

Applications must provide a full education and employment history on their application form. Please provide these details in chronological order starting with the most recent.

Please note that should there be and gaps in your employment / education history your application may be rejected.

For periods of education applicants must provide:

Date From: Month Year
Date To: Month Year
Name of School / College / University:
Course Studied:
Qualification obtained:
Date Qualification obtained: Month Year

For periods of employment applicants must provide:

Date From: Month Year
Date To: Month Year
Job Title:
Name of Employer:
Address of Employer:
Phone number of employer:
E-mail address of employer:
Reason for leaving:

For periods where applicants where not in education or employment:
Date From: Month Year
Date To: Month Year
Reason for not being in education or employment.
INTERVIEW PROCESS

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

Residential Unqualified Care Worker is analogous to Executive Officer II 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:

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. For all staff, 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:20
2. **Making Effective Decisions**

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

**Marks available: 20**

3. **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**

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: 20**

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. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks available: 20**

**Total Marks Available: 100**

**Overall Pass Mark: 60**
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 Woodlands JJC, Bangor during week commencing 3rd April 2017.

Requests for reschedules will only be considered in exceptional circumstances.

PERSONAL INTERVIEWS

Candidates who are successful in the competence based interview may be subject to a Personal Interview. Following interview, candidates will be ranked in merit order according to their interview score and will be invited to attend a Personal Interview, in merit order, until all initial posts have been filled.

Personal interviews were recommended by the Warner report "Choosing with care", which made recommendations relating to the recruitment of people who wanted to work with vulnerable children. The personal interview will, amongst other things, examine the full employment history of candidates exploring any gaps, their motivation for applying to work with difficult or vulnerable children and their attitudes and value.

This is an important part of the process and candidates must be prepared to openly discuss the above. Failure to do so will mean exclusion from the competition.

It is intended that Warner interviews for this post will take place in Woodlands JJC, Bangor on the 13\textsuperscript{th} and 14\textsuperscript{th} April 2017.

Requests for reschedules will only be considered in exceptional circumstances.
INTERVIEW GUIDANCE FOR APPLICANTS

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.
SELECTION PROCESS

The Merit Principle

In accordance with the Office of the Civil Service Commissioners’ Recruitment Code, appointments to the NICS are made under the ‘merit principle’, where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

Making your application:

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet, eg an organisational chart.
- Should an organisational chart be required this must be submitted to HRConnect by the closing date for applications.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
Application Form Submission

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

Changes in personal circumstances

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

Communication between HRConnect and you

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

Transgender Requirements

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

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

Disability Requirements

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

Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 24.

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. The Residential Unqualified Care Worker 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

For Residential Unqualified Care Worker posts in the NICS the level of vetting is an Enhanced 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;

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

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

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity.

For more information, the address of the AccessNI website is: http://www.accessni.gov.uk/. Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.
Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

**Order of Merit**

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.
GENERAL INFORMATION

Pensions:

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

https://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/new-members

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

Feedback

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

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

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

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

**Contact Details:**

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

**Email:** [Recruitment@HRConnect.nigov.net](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 carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

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

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

What sort of effect must there be?
The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?
Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.
Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:
- Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;
- Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and
- People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:
- Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);
- Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;
- Tendency to set fires, or steal, or physically or sexually abuse other persons;
- Exhibitionism and voyeurism;
- Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies
information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

**Marital Status**
The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status.

**Dependants Status**
Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions in NI, to have due regard to the need to promote equality of opportunity between persons with dependants and persons without.

**Confidentiality of Monitoring Information**

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

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

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.
ANNEX A

**Nationality**

(i) ‘UK National’ means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man), a British subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

(ii) ‘Commonwealth Citizen’ means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the ‘UK Nationality’ definition above. This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

(iii) ‘British Protected Person’ means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

(iv) ‘EEA National’ means a national of one of the following countries:

<table>
<thead>
<tr>
<th>Austria</th>
<th>Finland</th>
<th>Latvia</th>
<th>Portugal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>France</td>
<td>Liechtenstein</td>
<td>Romania</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Germany</td>
<td>Lithuania</td>
<td>Slovakia</td>
</tr>
<tr>
<td><strong>Croatia</strong></td>
<td>Greece</td>
<td>Luxembourg</td>
<td>Slovenia</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Hungary</td>
<td>Malta</td>
<td>Spain</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Iceland</td>
<td>Netherlands</td>
<td>Sweden</td>
</tr>
<tr>
<td>Denmark</td>
<td>Ireland</td>
<td>Norway</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Estonia</td>
<td>Italy</td>
<td>Poland</td>
<td></td>
</tr>
</tbody>
</table>

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

‘Family member of an EEA or swiss national’ means:

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

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

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

Further guidance on nationality can be obtained at www.ind.homeoffice.gov.uk
WHO ARE WE?

Brian Rowntree, CBE (Chairperson)
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
WHAT ARE WE HERE TO DO?

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

WHERE DO WE GET OUR AUTHORITY FROM?

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

HOW DO WE DO IT?

We do it by:

- making General Regulations.

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

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

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

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

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

WHAT CAN WE DO FOR YOU?

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

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

• is illegal, improper or unethical;

• is in breach of constitutional convention or a professional code;

• may involve a possible maladministration; or

• is otherwise inconsistent with the Code

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

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