

**Candidate  
Information  
Booklet**

**IRC214503**

**Chief Survey Officer NI (Grade 6)**

**Land & Property Services  
(Department of Finance)**

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

***Friday 24<sup>th</sup> February 2017***

## ***Land & Property Services (Department of Finance)***

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

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

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## FOREWORD

Thank you for your interest in this competition to fill the position of Chief Survey Officer (Grade 6) in the Ordnance Survey Land Registry (OSLR) Directorate of Land & Property Services (LPS). The successful candidate will be head of the Mapping and Charting profession within the Northern Ireland Civil Service and will report to the Director of Ordnance Survey Land Registry (OSLR) to ensure the effective provision of mapping services in Northern Ireland.

LPS' vision is to deliver excellence and innovation in the provision of all our services. Over the past number of years we have built on our traditional mapping expertise to become a leading organisation delivering online geospatial services.

Each year our Ordnance Survey mapping service supports important public services by updating Northern Ireland mapping using latest digital aerial images, carries out field boundary changes to allow farm subsidy payments and provides public sector location data via Spatial NI. In 2015/16 Ordnance Survey contributed to improving our service to customers through the production of an intelligent digital map base and the alignment of over 40,000 addresses in Northern Ireland.

In a climate of continuing financial restraint and high expectations from customers and stakeholders, LPS is seeking an experienced, dynamic and committed person who will play a key role in supporting and encouraging creativity and innovation to ensure OSLR remains a leader within this fast moving industry. The Chief Survey Officer will play a key strategic role in transforming the mapping service with a focus on continuous improvement of mapping products and services. The postholder will need to exploit commercial opportunities to fully optimise and take advantage of the rich technology and mapping data collected and processed by the organisation. It is vital that the postholder has a proven track record of working at a strategic level with customers, delivering quality services which represent value for money, and managing change.

More information about LPS and the work of our organisation is contained at [www.finance-ni.gov.uk/lps](http://www.finance-ni.gov.uk/lps). If you are interested in and wish to find out more about this interesting and challenging post which provides an excellent opportunity to deliver results that will make a real difference to Northern Ireland please contact Chris Smart at 02890 336105 (Ext: 56105) or at [Chris.smart@finance-ni.gov.uk](mailto:Chris.smart@finance-ni.gov.uk)

**Colum Boyle**

**Chief Executive Land & Property Services**

## **BACKGROUND**

Land & Property Services (LPS) is a division within the Department of Finance (DoF) that delivers an integrated range of functions on behalf of the Northern Ireland Civil Service (NICS), in support of its commitment to economic and social development in Northern Ireland. LPS' vision is that "together we will deliver excellence and innovation in the provision of Land and Property Services upon which our customers can rely". LPS has a total gross annual budget of c£60M and 1,075 staff who are based in six locations across the province. The successful candidate will support the Director of OSLR in leading mapping within the Ordnance Survey Land Registration directorate.

The postholder will manage approximately 150 Ordnance Survey staff, the majority of whom are in the Mapping and Charting discipline, and an operating budget of circa £10 million.

## **ORDNANCE SURVEY LAND REGISTRATION**

LPS OSLR Directorate provides Ordnance Survey mapping services which are used widely across the public and private sectors to inform policy development and enhance service delivery, and a registration service for recording legal interests in land and providing land information for conveyancing purposes.

This post covers the Ordnance Survey remit of OSLR which creates, maintains and disseminates consistent, definitive and authoritative geospatial and cartographic data products and services for Northern Ireland. This data is used and relied upon by government, business and individuals and is essential to the maintenance, improvement and extension of the national infrastructure and for contingency purposes. Effectively Ordnance Survey helps government and the private sector to optimize the value derived from geographical data. It underpins many decisions that are taken in both the public and private sectors and has a significant impact on the daily life of the citizen whether it is from maps in mobile devices or obtaining a farm subsidy payment.

Key activities include:

- Large Scale Map revision;
- Small Scale Map revision/production;
- developing and implementing the Geographical Information Strategy for Northern Ireland;
- providing Ordnance Survey data to the public and private sectors;
- maintaining the National Grid, Geodetic and Height Networks for Northern Ireland and linking these to international Systems;

- determining Statutory Boundaries and delineating these on mapping;
- building and maintaining professional networks with counterparts in UK, Ireland and Europe.

Each year OSLR (mapping) updates Northern Ireland mapping using latest digital aerial images and GPS technology to capture over 30,000 changes, maintain 850,000 Northern Ireland addresses and carry out 450,000 field boundary changes to allow farm subsidy payments by the Department of Agriculture, Environment and Rural Affairs (DAERA). Data produced by mapping underpins operational activities in other parts of LPS and this contributes to the achievement of the corporate and strategic objectives of other Directorates and LPS as a whole. LPS mapping data is also released under Open Government Licence (OGL). Last year, LPS released 170 mapping data sets as open data, and is committed to working alongside the NI Open Data team in support of this important initiative.

A critical priority for the organisation is to further enhance its data management processes to ensure optimal efficiencies in modelling the real-world and the creation of derived geospatial products and services. Plans are in place to use the latest mapping technology to publish LPS information in the most accessible format to meet customer needs. As a partner in a 3-way agreement, OSLR is also working closely with counterparts in Great Britain and Ireland to improve access and availability of Ordnance Survey mapping services for customers and government users operating across the UK and Ireland. In addition, LPS is a member of EuroGeographics, which enables mutual sharing and networking with senior leaders of mapping organisations throughout Europe.

## **JOB DESCRIPTION**

This competition will be used to fill the permanent full-time Chief Survey Officer (Grade 6) post within Land & Property Services.

This appointment offers an exceptional opportunity to lead and direct the provision and delivery of Ordnance Survey mapping services in Northern Ireland. As a member of the LPS Management Board and the LPS Digital Transformation Programme Board the successful candidate will contribute to the strategic direction of the organisation by providing professional guidance and leadership. The successful candidate will be an employee of the Department of Finance.

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

### **Location**

The post is based in Lanyon Plaza, 7 Lanyon Place, Belfast, BT1 3LP.

### **Salary**

Salary will be within the range £56,252 - £63,346 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 normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday. Most offices work flexi-time.

### **Travel**

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities. Occasional travel in Great Britain, Republic of Ireland and Europe may also be required.

### **Holidays**

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

### **Pensions**

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

## **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.

## **Condition of Appointment**

This appointment is subject to the successful candidate having achieved or committing to achieve full professional membership of a professional surveying body such as the Royal Institution of Chartered Surveyors (RICS) or the Chartered Institution of Civil Engineering Surveyors (CICES). Where the successful candidate has yet to attain professional membership of a professional surveying organisation they will be required to do so within three years from the date of appointment. Candidates must clearly set out in the application form how they meet this requirement. Failure to attain this within the three year period will lead to the employment being terminated or, where the individual has been employed as an NICS staff member prior to their appointment, to them reverting to their previous grade and discipline.

## **Further Information**

More information about LPS and the work of our organisation is contained at [www.finance-ni.gov.uk/lps](http://www.finance-ni.gov.uk/lps). If you are interested in and wish to find out more about this interesting and challenging post which provides an excellent opportunity to deliver results that will make a real difference to Northern Ireland please contact Chris Smart at 02890 336105 (Ext: 56105) or at [Chris.smart@finance-ni.gov.uk](mailto:Chris.smart@finance-ni.gov.uk)

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## **KEY RESPONSIBILITIES**

The Chief Survey Officer (Grade 6) will be the head of the Mapping and Charting profession for the Northern Ireland Civil Service and will lead and drive the provision and delivery of mapping services. The role requires an individual who possesses a high level of technical and specialist knowledge of Topographical Surveying, Cartography, Global Navigational Satellite Systems use within surveying and mapping, Photogrammetry, Geodesy, Geographic Information Systems; Spatial Data Infrastructures; standards, policies and legislation relating to Geographic Information and a knowledge of current and future trends within the industry. The individual must also have proven business, project management and leadership and management skills. The main duties and responsibilities include:

### **Leadership and Management**

- As a member of the LPS Management Board, providing leadership, management and direction, particularly for OSLR (Mapping) but also across the wider organisation;
- Determining the strategy and direction for Ordnance Survey in association with the Director of OSLR and LPS Management Board;
- Defining and agreeing OSLR (Mapping) performance objectives and financial allocations with the Director of OSLR;
- Ensuring that OSLR (Mapping) delivers the required performance (financial and non-financial) as agreed by the OSLR Director and LPS Management Board as part of the annual business planning process;
- Contributing to the wider LPS Digital Transformation Programme activities as part of the LPS senior leadership team;

### **Professional and Technical**

- Performing the role of NICS Head of Mapping and Charting (and Geographic Information) Profession;
- Overseeing Large/Small Scale Mapping Revision and boundary changes on mapping;
- Leading the portfolio of Ordnance Survey related products and services across the organisation;
- Delivering LPS elements of the NI Geographic Information Strategy;
- Maintaining and supporting Spatial NI, the Northern Ireland portal for Geographic Information;
- Exercising the delegated authority to lead work associated with the Northern Ireland requirements of the EU INSPIRE Directive;

- Acting as an Assessor to the NI Boundary Commission;
- Providing Geographic Information advice and associated products to the Department of Agriculture, Environment and Rural Affairs (DAERA);
- Ensuring that the surveying and mapping business area keeps abreast of technological advances, is aware of developments within the industry and in other national and commercial mapping organisations and understands its customer requirements;
- Working with the Director of OSLR and LPS Chief Executive to provide professional and technical advice on mapping, surveying, Geographic Information (GI) and related advice;
- Preparing and presenting briefing papers and attending briefing sessions with the Minister, Departments, Local Government Authorities, public utilities, the private sector, the general public and foreign institutions as requested;
- Maintaining the National Grid, Geodetic and Height Networks for Northern Ireland and linking these to International Systems;

### **Commercial**

- Creating and developing innovative spatial services and products to meet the needs of citizens, business and government.
- Providing, under licence, OSNI mapping and related data to the public and private sectors. This includes Managing OSLR (Mapping) income generating activities, through the Northern Ireland Mapping Agreement, Cameo e-commerce, and delivering OSLR (Mapping) Customer Information Mapping and Channel Development;
- Exercising the delegated authority to manage Crown intellectual property in Northern Ireland (including Information Fair Trader Status);

### **Representational**

- Representing OSLR (Mapping) as the National Mapping Organisation of Northern Ireland;
- Being an active member of various working groups and panels e.g. UK Location Council; EuroGeographics and European Location Framework; Geological Survey of NI Advisory Panel; NICS Open Data Sub-Group; NI Civil Contingency Group;

## **Governance**

- Ensuring OSLR (Mapping) meets governance and accountability requirements and adhere to risk management, data protection and other security policies;
- Acting as the Information Management/Information Asset Owner for OSLR reporting to LPS Senior Information Asset Owner.
- Managing delegated OSLR (Mapping) budget and staffing responsibilities and account to the Director of OSLR for all expenditure;

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 and as determined by the Director of OSLR.

## ELIGIBILITY CRITERIA

**Applicants must, by the closing date for applications have either:**

- 1a. Full professional membership of a professional surveying organisation e.g. Royal Institution of Chartered Surveyors (RICS), Chartered Institution of Civil Engineering Surveyors (CICES), or equivalent.

**OR**

- 1b. Hold a 3<sup>rd</sup> level qualification in a relevant subject which permits the holder to obtain full professional membership of a professional surveying organisation within 3 years\*.

**AND**

2. Have at least 3 years **operational** experience, gained within the last 7 years, in at least 4 of the following areas:
  - Geodesy;
  - Land surveying;
  - Engineering surveying;
  - Geographic information systems;
  - Spatial data capture and presentation (cartography);
  - Remote Sensing and photogrammetry;
  - Spatial data and metadata management, interpretation and manipulation:

**AND**

3. Have occupied a Senior Management\*\* position in an organisation within the public, private or voluntary sector, with significant responsibility and input into budget management, staff management and stakeholder engagement.

**The following clarification is provided:**

\* Applicants who do not possess full professional membership of a professional surveying organisation will still be considered but will be expected to achieve appropriate full professional membership within three years from the date of appointment. Failure to attain this within the three year period will lead to the employment being terminated or, where the individual has been employed as an NICS staff member prior to their appointment, to them reverting to their previous grade and discipline.

\*\*Senior management is defined as providing detailed advice on, or being party to decisions affecting strategic issues concerning the corporate body or organisation with which an individual is working, either as an employee or advisor.

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.

**Equivalent** professional memberships: give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership 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 used;

1. Have detailed **strategic** experience in at least 4 of the areas listed at eligibility criterion 2.

#### **Please note:**

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- **ONLY** the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
- Further information on the Core Competences for this grade can be accessed through [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)

## PERSON SPECIFICATION

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

Chief Survey Officer 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.gov.uk](http://www.nicsrecruitment.gov.uk)

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

## INTERVIEW CRITERIA

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

### **PRESENTATION**

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. This will be followed by questions from a member of the panel. Candidates will be advised of the presentation topic when they report for interview and 30 minutes preparation time will be given. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

Writing materials will be available to assist with preparations. No personal documentation or electronic devices or materials may be brought into the

pre-interview room and you will not be permitted to provide any handout or other materials to the panel. The only materials candidates will be permitted to bring into the interview will be those prepared in the pre-interview room.

The presentation will be used to assess the 'Seeing the Big Picture' competency.

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: 40**

**Minimum Standard: 24**

### **1. Changing and Improving**

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

**Marks available: 20**

**Minimum Standard: 12**

### **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**

**Minimum Standard: 12**

### **4. 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**

**Minimum Standard: 12**

### **5. 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**

**Minimum Standard: 12**

## **6. 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**

**Minimum Standard: 12**

**Total Marks Available: 140**

**Overall Pass Mark: 84 (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.

## **INTERVIEW DATES**

It is intended that interviews for this post will take place in Belfast on the 21<sup>st</sup> and 23<sup>rd</sup> March 2017.

## **AVAILABILITY**

Precise dates for the interviews will be arranged shortly. Please note that this competition is being run to a very tight schedule and changes to the timetable will only be made 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](http://www.nicscommissioners.org).

### **Making your application:**

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

### **Guidance for Applicants**

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

## **Application Form Submission**

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

## **Changes in personal circumstances**

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

## **Communication between HRConnect and you**

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

## **Transgender Requirements**

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

## **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.**

**As Roman Catholics and women are currently known to be under represented in this occupational group across the NICS, applications from Roman Catholics and women would be particularly welcome.**

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 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 Chief Survey Officer 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](http://www.ind.homeoffice.gov.uk).

### **Vetting Procedures**

#### 1. Baseline Personnel Security Standard

For Chief Survey Officer posts in the NICS the level of vetting is a Baseline 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](http://www.ind.homeoffice.gov.uk).
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

We will organise a Criminal Record Check on all applicants 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.

## **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](mailto:cspensions.cpg@finance-ni.gov.uk)

### **Feedback**

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

THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT

**Completed application forms should be sent to the HRConnect Recruitment Team:**

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

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

**Contact Details:**

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

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

## **Equality, Diversity and Inclusion**

### **Policy Statement**

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

**Equality** – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

**Diversity** – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

**Inclusion** – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

## **Equal Opportunities Monitoring**

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

### **Legislative Context**

This section explains the reasons for gathering this information by setting out the legislative background.

#### **Gender**

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

#### **Age**

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different ages and age groups.

#### **Community Background**

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality

Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

### **Disability**

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

**Physical Impairment:** this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

**Mental Impairment:** this includes mental ill health and what is commonly known as learning disability, and social functioning.

**Substantial:** put simply, this means the effect of the physical or mental impairment on ability to carryout normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

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

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

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

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

### ***What happens if the effects are reduced by medication or other treatment?***

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

***Are there any types of condition covered by special provisions in the DDA?***

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

***Are any conditions not covered?***

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

***What if someone has recovered from a disability?***

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

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

**Race**

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

**Sexual Orientation**

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies

information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

### **Marital Status**

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

### **Dependants Status**

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

### **Confidentiality of Monitoring Information**

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

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

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

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

## ANNEX A

### Nationality

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

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

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

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

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

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

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

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

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

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

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

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

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

**AN INTRODUCTION**

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

**WHO ARE WE?**

**Brian Rowntree, CBE (Chairperson)**  
**Sinead Burns**  
**James Scholes**

**LOCATION**

**Our Office is in Stormont House.**  
**The full address is:**

**Stormont House**  
**Room 105**  
**Stormont Estate**  
**Belfast**  
**BT4 3SH**

**OPENING HOURS**

**The Office is open from 9.00am to 5.00pm,**  
**Monday to Friday, except Public and Bank Holidays.**

**How to contact us**

- **write to us at the address at the top of the page**
- **telephone us on **028 9052 3599****
- **visit us at [www.nicscommissioners.org](http://www.nicscommissioners.org)**

## Annex B CIVIL SERVICE COMMISSIONERS

### WHAT ARE WE HERE TO DO?

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

### WHERE DO WE GET OUR AUTHORITY FROM?

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

### HOW DO WE DO IT?

We do it by:

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

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

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

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

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

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

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

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