

**Candidate  
Information  
Booklet**

**IRC216237  
Northern Ireland Executive  
ICT Placement Students**

**Northern Ireland Civil Service (NICS)  
Northern Ireland Assembly (NIA)  
Police Service of Northern Ireland (PSNI)**

**Completed Application Forms  
must be returned to  
HRConnect no later than 12  
noon (UK time) on  
**Friday 31<sup>st</sup> March 2017****

## **Northern Ireland Executive**

**Northern Ireland Civil Service (NICS)  
Northern Ireland Assembly (NIA)  
Police Service of Northern Ireland (PSNI)**

### **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 an ICT student placement supporting the work of the Northern Ireland Executive. If you are a career minded individual who is studying towards a technology focused qualification and are keen to gain and/or expand your technical abilities, then hopefully this booklet will inspire you to take that interest further and take the time to complete and submit an application form.

If you follow the news you will be aware of the very tight budgetary restrictions on the public sector moving forward. It is generally recognised that IT will be invaluable in helping us deal with this difficult situation.

This year three organisations are offering placements through this competition:

**Northern Ireland Civil Service (NICS)**  
**Northern Ireland Assembly (NIA)**  
**Police Service of Northern Ireland (PSNI)**

We all share one broad objective: To use technology to do our business better and to provide the best possible service to our “customers”.

We all believe that the employment of committed, professional staff is essential to helping us achieve this and we make a substantial investment to ensure that this is the case. Consequently, we are looking for IT students who are keen to contribute to the design, development and delivery of robust, cost effective and secure business solutions for our organisations, or to contribute to the support of the underlying ICT infrastructure and ICT services. If you are successful you will join a team of IT Professionals responsible for delivering unique or specific ICT support and services in one of the Departments or Agencies in the NICS or within the NI Assembly or PSNI.

We look forward to welcoming you on-board!

**Caron Alexander**

Director of Digital Shared Services and NICS ICT Head of Profession

## **BACKGROUND**

### **Northern Ireland Executive**

IT is a vital component of practically every aspect of work in the Northern Ireland Executive. From the delivery of services to the public and other stakeholders, to the management of internal resources, the work of the NICS, NI Assembly and PSNI touches on aspects of life for the people who live and do business in Northern Ireland.

As IT continues to develop rapidly, there are new opportunities to strengthen IT provisions to ensure both internal and external customers benefit fully from modern technology and best practice. Ultimately we all want to continuously improve how we engage with citizens and stakeholders to develop better policies, deliver better services and to overhaul business processes. In order to achieve this, we are committed to exploring how departments might take full advantage of emerging technologies to transform and modernise processes and services. By exploiting technology wherever possible to help reduce costs we aim to ensure that maximum value for money is extracted from any expenditure on ICT itself.

We all believe that the employment of highly skilled and committed IT Professionals is essential to helping us achieve this and we all make a substantial investment to ensure this is the case. For example IT Professionals have access to a range of tutor-led, mentored and computer based training to ensure they have the necessary knowledge and skills to drive ICT forward. Indeed, many of our staff are accredited to the highest levels within their areas of expertise. In addition, we are increasingly focusing on developing a broad spectrum of skills in particular business, leadership, financial, project management and of course people skills.

## **Northern Ireland Civil Service (NICS)**

The NICS continuously looks to strengthen ICT provisions in all departments to ensure both internal and external customers benefit fully from modern technology and best practice. As ICT continues to develop rapidly, there are new opportunities to improve how the NICS engages with its citizens and stakeholders to develop better policies, deliver better services and to overhaul business processes. In order to achieve this, the NICS is committed to exploring how departments might take full advantage of exploiting technology, wherever possible to help reduce costs and ensure that maximum value for money is extracted from any expenditure on ICT itself. As a result, a number of departments are strengthening their ICT provision and are seeking ICT students to join their teams.

There are currently nine Government Departments in Northern Ireland, all with specific remits and ICT Professionals are employed in each to help make the best use of technology where possible.

The Northern Ireland Departments are:-

The Executive Office  
Department of Agriculture, Environment & Rural Affairs  
Department for Communities  
Department of Education  
Department for the Economy  
Department of Finance  
Department for Infrastructure  
Department of Health  
Department of Justice

Further information on the Northern Ireland Departments can be obtained on the NI Direct website:

<http://www.nidirect.gov.uk/northern-ireland-government-departments>

## **NICS ICT Profession**

The NICS ICT Profession is primarily engaged in service delivery in the following areas:

- Enterprise Shared Services
- Departmental Line of Business ICT Services

### **Enterprise Shared Services (ESS)**

The primary function of ESS is to deliver efficient and effective customer focused services primarily to the NICS. A number of services are also provided to the wider public sector.

Enterprise Shared Services (ESS) is a directorate within the Department of Finance (DoF). ESS brings together responsibility for HR, IT and Finance Shared Services, Properties Division and Digital Transformation Service (including NI Direct) into a single organisation within DoF.

### **Digital Shared Services**

The aim of Digital Shared Services (DSS) is to make Northern Ireland an exemplar for digital shared services.

The mission of the Digital Shared Services is to work with the public sector as a trusted partner and supplier and support the transformation and delivery of digital shared services by:-

- Providing quality compliant services in a way that meets the needs and expectations of customers;
- Innovating and investing in technology aligned to Public Sector needs;
- Demonstrating the value of investing in digital to support transformation within organisations and across traditional boundaries; and
- Developing people to lead the transformation and delivery of digital shared services.

DSS is responsible for the NI Government citizen portal [www.nidirect.gov.uk](http://www.nidirect.gov.uk) (including indirect contact centre services). nidirect brings together lots of information from government departments and agencies and aims to make it easier to access government information and services. It does this by working closely with Northern Ireland departments and other public bodies to collate key information based on users' needs. Examples of subjects nidirect can help you with include booking your driving test, finding a job and finding local health services, for example doctor, dentist or optician.

Digital Shared Services has three business areas:

- Service Operations
- Digital Transformation
- Policy and Strategy

### Service Operations

The primary function of IT Assist is the provision of common IT infrastructure services to approximately 21,000 customers in NICS Departments, Agencies and more than 40 Non Departmental Public Bodies. Its customer base has also extended to the wider public service for reasons of enhanced service quality and value for money. This service covers the supply and maintenance of desktop computing, network infrastructure, internet protocol, telephony, data centre storage facilities, server hosting/support and helpdesk function; all via an Information Technology Information Library (ITIL) based industry standard best practice model.

### Digital Transformation

The Digital Transformation Team (DTS) is responsible for delivering the NICS Digital Transformation Programme and provides support and guidance to NICS Departments and other public sector organisations to ensure citizen facing services are transformed in a way which improves and simplifies government services. The team is working towards 'Digital First' which means new or redesigned services must be designed with online services as the primary way for citizens to interact with government. DTS is delivering a programme of projects which will increase the numbers of online transactions in line with Programme for Government targets.

### Policy and Strategy

The Open Data Team leads and promotes the implementation of the Open Data Strategy for Northern Ireland 2015-18, which has been endorsed by the NI Executive. The team manages and maintains Northern Ireland's Public Sector Open Data web portal – OpenDataNI <https://www.opendatani.gov.uk/> The portal facilitates publication of Public Sector data in non-proprietary machine-readable formats, free to re-use by the public (including for commercial applications). The team is also tasked with driving engagement with open data in Northern Ireland.

The Information Management team provides a central role in relation to advice and guidance on compliance with legislation relating to the management of records and all aspects of holding, use and disclosure of data within the NICS and on occasions the wider public sector. The team sets policy and best practice strategies to ensure good working practices in respect of records and data management.

The Information Assurance and Cyber Security Branch have responsibility for supporting the NICS in all areas of Information Assurance and Cyber Security

for Digital Transformation, including developing a framework for all departments in the NI Public Sector. The framework will provide a common language for understanding, managing, and expressing cyber security risk. It will help identify and prioritise actions for reducing cyber security risk. The team will develop a tool for aligning policy, business, and technological approaches to managing that risk. The platform can be used to manage cyber security risk across the organisation.

### **Departmental Line of Business ICT Services (LOB)**

Departmental Line of Business ICT Services teams are responsible for supplying departmental specific ICT services and products to meet business needs. This includes the full range of activities from analysis, specification, development, testing, operation through to maintenance and support of applications and systems. Other activities undertaken by these teams include IS/IT/ICT advice and guidance and contract management services on behalf of their parent department.

LOB systems are defined as unique to a department and can be either bespoke, commercial off the shelf or in some cases a mixture of both.

LOB systems typically consist of those which have been developed in-house and those which have been sourced from a third party. Many of these are business critical providing key support for departmental service delivery. These systems have been developed using a variety of technologies e.g. Visual Basic, .net, C#, SQL, Oracle etc.

Departmental Line of Business ICT Services teams are also involved in the strategic work of the NICS and provide a relationship management function between IT Assist and the customer department. The successful partnership working between IT Assist and the departmental ICT services, has led to increased cost efficiencies, improved levels of service availability, greater resilience within the ICT systems, an improved responsiveness to business change and a better balance between innovation, reliability and security. In short, more ICT is delivered for less money, without adversely affecting stakeholder confidence or end-user satisfaction.

ICT students are normally employed in the various business areas across Digital Shared Services and in a number of Government Departments including Department of Agriculture, Environment & Rural Affairs, Department for Communities, Department of Finance and Department for Infrastructure.

## **The NICS ICT Technical Environment**

The NICS uses a secure, resilient and flexible infrastructure which includes Tier 3 data centres, a single, dedicated, high-speed, network service connecting all NICS locations, robust local networks and virtualised server farms. Access devices include PCs, encrypted laptops, tablet devices and smart phones. Many “best of breed” products and technologies are used from vendors such as Microsoft, Eir, BT, Cisco, HP, Sopra Steria and Dell etc.

The NICS uses a mix of industry standard and bespoke applications, with many of the latter being developed in-house. Programming development languages include: C#, Visual Basic, ANSI C, C++, Java, PHP, Visual Studio, and JavaScript.

Database environments include Oracle, Oracle Forms/Reports, SAP, MSSQL and MySQL.

There is an extensive range of Web Design tools/ languages in use including HTML, Sass, CSS, Javascript, ASP.NET, Visual Studio, ASP.net, PHP, Vagrant, Git, SharePoint and Drupal.

## PSNI Technical Architecture

Information and Communications Services (ICS) within the Police Service of Northern Ireland (PSNI) is responsible for information and communication technology systems that support the delivery of the PSNI's aim of Keeping People Safe. The services provided by ICS also support the delivery of the targets set in the Northern Ireland Policing Plan. ICS has responsibility for:

- Desktop and mobile computing services;
- Fixed and mobile telephony;
- Provision of radio communications to the Emergency Services in Northern Ireland;
- CCTV services;
- Delivery of new services and software applications via the PSNI's ICT Strategy.

Although many of the technologies in use within NICS are also common to PSNI, the PSNI technical architecture differs in scale, complexity and security.

The technical architecture defines the hardware, software and network technologies that are the building blocks for all ICT services delivered within PSNI. Seven architectural principles shape the PSNI Technical Architecture and associated blueprints define the standardisation of these components.

1. **Common User Interface** – provides a similar look and feel across policing applications.
2. **Data Sharing** – permits police applications to share data and allows new capability to be introduced by joining together features from different applications.
3. **Centralised Auditing** – ensures that the requirements for security and integrity of PSNI systems are met.
4. **Common Software and Databases** – allows rapid deployment at lower cost and ensures maximum utilisation of software licences whilst controlling software sprawl.
5. **Infrastructure as a Service (IaaS)** – provides hardware and operating systems, allowing rapid deployment at lower cost.
6. **Optimised Network** – provides cost effective and secure bandwidth with reliability that matches the needs of the business.
7. **Security and Authentication** – strong security measures are required to protect classified data to the specific needs of PSNI, whilst authentication measures ensure data is only available to those who have a business need to access it.

As a 24/7 emergency service, PSNI's ICT must remain operational and available even in the most severe and challenging of conditions. As such, the Service's ICT portfolio is one of the most varied and extensive available in any UK public sector organisation.

Further information can be obtained on the PSNI website at:

<https://www.psnipolice.uk/>

<https://www.psnipolice.uk/inside-psni/our-departments/finance-and-support-services/information-and-communications-services/>

[https://www.psnipolice.uk/globalassets/inside-the-psni/our-departments/finance-and-support-services/documents/ict\\_strategy\\_2014\\_15custom.pdf](https://www.psnipolice.uk/globalassets/inside-the-psni/our-departments/finance-and-support-services/documents/ict_strategy_2014_15custom.pdf)

**Please note that prospective PSNI employees are subject to a substance misuse test.**

## **NI Assembly Information Systems Office**

The NI Assembly Information Systems (IS) Office provides centralised ICT services to all Assembly Members, their staff, – including staff in Constituency Offices – political party support staff and Assembly Secretariat staff. The service is provided by in-house IS/IT specialists and is supplemented by contracts with the private sector and 3rd party services as the need arises.

The IS Office is made up of 16 staff, delivering services in three main areas:

1. **Service Desk** – provision of advice and assistance to MLAs and staff in Parliament Buildings and Constituency Offices. The Service Desk provides users with an effective first point of contact for any problems or queries on all aspects of IT.
2. **Infrastructure** – maintenance, configuration and support for all server and network facilities. Infrastructure team manage the virtualised server environment utilising Microsoft Hyper V platform. The network is based on a Cisco campus design.
3. **Application development** – provides all aspects of the software design lifecycle including database design, administration and support. Creation of bespoke web and windows applications developed principally using the Microsoft .NET environment. Support of the NI Assembly website content management system (EpiServer).

In each area, staff are involved in research and development projects, such as Windows 10 deployment, server virtualisation, MS SharePoint and cloud technologies.

Further information can be obtained on the NI Assembly website at:  
<http://www.niassembly.gov.uk>

## JOB DESCRIPTION

There will be opportunities for ICT Placement Students (ICT Level 1) for the 2017/ 2018 academic year within several of the Northern Ireland Civil Service Departments, Agencies, the NI Assembly and PSNI.

These are temporary full time positions for students who have not yet graduated but are working towards a relevant qualification.

The placements are designed for students on sandwich courses\* and are open to all individuals who meet the criteria set out on page 18.

\* Sandwich courses are usually courses which include a year of work experience 'sandwiched' between two or three years of concentrated study. During this year the student usually goes on relevant work experience with an employer or organisation.

**Applications will not be accepted from students who have completed or will complete their qualification in 2017.**

## COMPETITION TIMETABLE

It is anticipated that the following timetable will apply:

Closing date for applications	31 <sup>st</sup> March 2017
Invites to interview issued	14 <sup>th</sup> April 2017
Interviews	15 <sup>th</sup> May – 2 <sup>nd</sup> June 2017
Interview results issued	6 <sup>th</sup> June 2017
Start date	July 2017

**This competition is being run to a very tight schedule. Candidates should therefore make themselves available for their specified interview time as changes to the timetable will only be made in exceptional circumstances.**

\*Correspondence will be issued to your email address as provided on your application form. You should therefore check your email account (including junk mail folder) to make sure that you don't miss any important communications in relation to this competition.

## **NI EXECUTIVE ORGANISATION PREFERENCES**

As there are three organisations offering placements, you will be asked on your application to indicate your order of preference from the options below. While every effort will be made to allocate successful candidates to their preference this may not always be possible. Any organisation not selected on the application form will mean a candidate will not be considered for that organisation.

NI Executive organisations:

1. Northern Ireland Civil Service (NICS)
2. Northern Ireland Assembly (NI Assembly)
3. Police Service of Northern Ireland (PSNI)
4. No preference

## **NUMBER OF POSITIONS**

It is anticipated that there will be a number of posts to be filled by this competition; this may change depending on the level of demands from Departments.

## **LENGTH OF EMPLOYMENT**

These placement student positions are temporary appointments which will last for a period of up to 51 weeks. It is anticipated that employment will commence from July 2017.

## **SALARY**

£17,352 per annum.

## **ANNUAL LEAVE AND PRIVILEGE HOLIDAYS**

The annual leave allowance is 25 days per annum; in addition there are 12 public and privilege holidays.

## **WORKING PATTERN**

Subject to business requirements, a flexi-time system is in operation and this provides employees with flexibility over when they start and end their working day within core periods. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi leave in addition to the annual leave and the public and privilege holiday entitlement.

Normal hours of work are full-time: 37 hours per week, Monday to Friday. We expect that most vacancies will follow this work pattern.

## **LOCATION**

Most posts are based in the Belfast area, for example Stormont Estate, the City Centre, Greater Belfast and the Harbour Estate, Belfast.

There is also currently one post in Antrim. There may also be a limited number of posts elsewhere in Northern Ireland.

Applicants should detail in their application the location in which they would prefer to work. While every effort will be made to allocate successful candidates to their preferred location, this may not always be possible.

## **FURTHER INFORMATION**

Applicants wishing to learn more about the posts before deciding to apply may contact Pat Garland on 028 90163128 or [Pat.Garland@finance-ni.gov.uk](mailto:Pat.Garland@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**

### **TYPES OF WORK:**

The following, whilst not exhaustive, will give you an idea of the variety of functions and range of roles, which depending on circumstances an ICT Student will be required to perform. This could be either in a single role or a combination of one or more of the following:

### **INFRASTRUCTURE AND SERVICE MANAGEMENT**

ICT Professionals working in this area are predominantly based in IT Assist in the NICS, however some business areas also offer an alternative bespoke service to their customers.

#### **Service Operation**

##### **Service desk and incident management**

Service Desk ICT Professionals provide a single point of contact for users to make requests, raise queries, report incidents or log complaints relating to ICT services. Service Desk staff are responsible for the processing and coordination of appropriate and timely responses to these incident reports. As an ICT student your duties may include receiving and handling requests for support and promptly allocating calls as appropriate. As the IT help desk is at the frontline of service delivery and is ITIL-compliant you will be given the necessary support to ensure the agreed procedures are followed and that relevant records are maintained. As you progress and gain experience additional duties will include keeping customers informed and ultimately attempting to resolve a high proportion of queries during the first contact.

##### **IT Operations**

ICT Professionals delivering desktop services are responsible for the operation of the IT infrastructure, which includes installation and support of hardware and software (e.g. PCs, laptops, printers, MS Office, Outlook etc). The Desktop Services team also carry out routine systems refresh and equipment disposal and are responsible for identifying and handling operational incidents/problems and contributing to their resolution. Other services include preparation for new or changed service requests passed from the Service Desk. As an ICT student you will contribute, under instruction, to the maintenance, installation and problem resolution and systems operation. You will be given the necessary support to ensure agreed operational procedures are followed.

PSNI may also assign students to teams that support external ICT infrastructure. One example is the maintenance, repair and inspection of hilltop sites, which support the emergency service radio network. These sites are positioned on high terrain across the entire province.

## **Application Support**

ICT Professionals are responsible for the provision of application maintenance and support services. Support can be provided to users of the systems and to service delivery functions, and takes the form of investigating and resolving issues. ICT students will assist in the investigation and resolution of issues relating to applications.

## **Network control and operation**

This includes the day-to-day operation and control of all equipment within the wide and local area network infrastructure. ICT students will learn how to carry out agreed network configuration, installation and maintenance. Standard procedures and tools will be used to carry out defined system backups, responsibilities also include restoring data where necessary and using management tools to collect and report on network load and performance statistics.

## **Network Support**

This involves the provision of network maintenance and support services. Support may be provided both to the users of the systems and to service delivery functions. ICT students assist in investigation and resolution of network problems and assist with specified maintenance procedures.

## **SOLUTION DEVELOPMENT AND IMPLEMENTATION**

ICT Professionals working in this area are spread throughout the various government departments, the nature of their work means they provide ICT services which can be specific to their departmental business needs. Services include the provision of web-based applications, the development, maintenance and support of legacy, static and content managed websites.

### **Systems Development**

#### **Programming/software development**

ICT professionals are responsible for the design, creation, testing and documenting of new and amended programs, many of which are web based .NET applications using agreed standards and meet best practice security standards. As an ICT student you may be involved in designing, coding, testing, correcting and documenting simple programs. You may also assist in the implementation of software.

#### **Information Content Authoring**

This involves the planning, design and creation of textual information, supported where necessary by graphical content, which may be delivered electronically. ICT students may assist in helping to determine the documentation needs of users and design documentation accordingly. In collaboration with users, students may also design, create and test the

content and appearance of complex information deliverables (e.g. web pages) to ensure well-engineered outcomes.

### **Database/repository design**

ICT professionals are involved in the specification and design of databases to support business needs. ICT students will develop their capability by assisting in database management system support activities. This can include translating and implementing simple development project requirements into physical database structures and assessing and implementing proposed changes.

### **Database administration**

ICT students will assist in database support activities; this can include the installation, configuration, upgrade, administration, monitoring and maintenance of databases.

### **Systems design**

ICT professionals working in this area are responsible for the specification and design of information systems and their components to meet defined business needs. ICT students will undertake design of simple applications using standard templates and tools. As part of the team, students will also assist in designing components of larger systems and websites which will include web graphics.

### **Testing**

This includes the concurrent lifecycle process to measure and improve the quality of the software being tested. Working to the specifications provided, ICT students will assist in defining test requirements, creating test scripts and supporting data. Students will learn how to interpret, execute and record simple test cases in accordance with established plans. Other duties may include analysing and reporting test activities and results and identifying and reporting issues and risks.

## **PERSONAL DEVELOPMENT**

### **HELPING YOU IN YOUR JOB AND FUTURE CAREER**

#### **What will happen during the year**

The NI Executive is committed to ensuring that ICT Professionals are equipped to deliver in full the Government's agenda, meet the demands of Modernising Government and develop their own careers and skills to the highest possible standards.

As a team member, you will be given guidance and support to help you do your work and also to develop a fuller awareness of the ICT business environment and how it meets the requirements of customers and as members of the general public. We also want you to enjoy your experience so that you leave feeling you have really experienced some core personal development.

#### **Starting work**

At the beginning of your placement, you will agree specific objectives with your line manager and identify subsequent development needs. The setting of these clear objectives will help you, your manager and your team to align your actions to the strategic priorities and values of your department.

Throughout your placement you will be concentrating on the achievement of these objectives and will be given the necessary support to help you understand your job. Your line manager will play a key role in helping you grow as an ICT Professional.

The NI Executive is fully committed to the training and development of its staff in line with business needs and as an ICT student you will have the opportunity to partake in a range of learning and development activities.

On completion, these activities should be discussed with your line manager to ensure your needs were met.

#### **Measuring how far you have come**

Towards the end of your placement, you and your manager will assess your achievements against these targets to evaluate your individual contribution, and perhaps identify areas of focus that will help you in your future career.

#### **What have you learnt?**

When you look back at your time in the NI Executive we hope that you will recognise you had meaningful goals and have a sense of personal satisfaction that you developed new competencies which will further your career growth.

## ELIGIBILITY CRITERIA

The placements are designed for students on sandwich courses\* and are open to all individuals who meet the criteria set out below.

\* Sandwich courses are usually courses which include a year of work experience 'sandwiched' between two or three years of concentrated study. During this year the student usually goes on relevant work experience with an employer or organisation.

Applicants must, by the closing date for applications:

1. **Be students currently studying** for either:

A Degree in Computing;

**OR**

Higher National Diploma in Computing;

**OR**

Other discipline relevant to Information Communication Technology.

**(only those courses with a computing content of 50% or more will be considered relevant).**

**AND**

2. Have the opportunity to undertake a one year ICT placement for the 2017 / 2018 academic year.

**We are unable to accept applications from students who have completed or will complete their qualification in 2017.**

**Candidates will only be appointed if confirmation is obtained from the college/university that they are required to return and complete their course.**

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.

**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 1 for the purposes of personal and professional development.

ICT Student Placements (ICT level 1) is analogous to Administrative Assistant 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)

Direct link:

<https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf>

**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**

In addition to satisfying the eligibility criteria and shortlisting criteria, the following competences will be tested at interview. Applicants will be expected to display the following qualities and skills at interview:

### **Strategic Cluster – Setting Direction**

#### **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: 25

### **People Cluster – Engaging People**

#### **2. 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: 25                      Minimum standard: 15

#### **3. Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 25

### **Performance Cluster - Delivering Results**

#### **4. 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: 25

**TOTAL MARKS AVAILABLE: 100**

**OVERALL PASS MARK: 60**

### **COMPETENCE BASED INTERVIEWS**

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

### **INTERVIEWS**

It is intended that interviews will take place in Belfast from 15<sup>th</sup> May to 2<sup>nd</sup> June 2017.

As indicated on page 11, invites to interview will be issued on 14<sup>th</sup> April 2017, if at any stage you are not able to attend please contact HRConnect on 0800 1 300 330 or email [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

**This competition is being run to a very tight schedule. Candidates should therefore make themselves available on the date specified; changes to the timetable will only be made in exceptional circumstances.**

Correspondence will be issued to your email address as provided on your application form. You should therefore check your email account (including junk mail folder) to make sure that you don't miss any important communications in relation to this competition.

## 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 NI Executive 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 34.

**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 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 ICT Placement Student 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 ICT Placement Student posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

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

We will organise a Criminal Record Check on all applicants 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.

## **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.

## **Applicants appointed to NI Assembly and PSNI**

For applicants appointed to NI Assembly:

HR Connect will be responsible for carrying out the steps indicated above, once confirmed, NI Assembly HR will be responsible for issuing the offer of employment letter to the successful applicants.

For applicants appointed to PSNI:

PSNI HR will be responsible for carrying out all the vetting procedures and issuing the offer of employment letter to the successful applicants.

PSNI applicants require, as a minimum, Baseline Personnel Security Standard and a Counter Terrorism Check. Similar documentation is required as listed above. Once in post, a smaller number of students may require higher clearance.

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

Prospective PSNI employees are also subject to a substance misuse test.

**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)  
Dr Raymond Mullan, OBE  
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.