Candidate Information Booklet

IRC219204
Deputy Chief Medical Officer
(Public Health – including Health Protection)
Department of Health (DoH)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Monday 11th September 2017
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.
Thank you for your interest in this post.

This is an important and exciting post providing the post holder with the opportunity to be at the forefront of influencing Northern Ireland’s strategic direction on public health initiatives, to improve and protect population health and wellbeing and reduce health inequalities through implementation of the public health framework ‘Making Life Better’ and supporting public health legislation, policies and strategies. The post holder will have the opportunity to be at the forefront of leading Northern Ireland’s response to global public health initiatives including the introduction of new screening and vaccination programmes; and, public health emergencies such as pandemic influenza and emerging infections. The impact of communicable diseases can have a profound effect upon the economic and social well being of countries and as such the reach of this post extends well beyond the health sector.

The Department in its wider role ensures the provision of appropriate health and social care services, both in clinical settings such as hospitals and GP surgeries, and in the community through nursing, social work and other professional services. It also leads a major programme of cross-government action to improve the health and well-being of the population and reduce health inequalities. This includes interventions involving health promotion and education to encourage people to adopt activities, behaviours and attitudes which lead to better health and well-being.

The appointee to the post of Deputy Chief Medical Officer – Public Health will play an important part in enabling and supporting the Department of Health (DoH) to meet its objectives. The Deputy Chief Medical Officer will report to the Chief Medical Officer and will support the Chief Medical Officer, CMO Group and other colleagues across the Department on relevant issues. The post is located in Belfast, but involves occasional travel within the UK and Republic of Ireland.

The post provides an excellent opportunity to deliver results that will make a real difference to people’s lives, and offers significant job satisfaction.

If, after reading this candidate information pack, you would like to speak to someone before making an application, we would encourage you to contact Paddy Woods by telephone on 028 90765756 or email paddy.woods@health-ni.gov.uk.

With thanks for your interest in this competition.

Dr Michael McBride
Chief Medical Officer
Department of Health
BACKGROUND

The Department of Health is one of the nine Departments of the Northern Ireland Executive. The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

STRATEGIC PLANNING

The Department’s mission is to improve the health and social well-being of the people of Northern Ireland. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. It also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

The Department is currently responsible for a budget of around £5 billion a year and a capital investment programme which, whilst varying from year to year, is usually in excess of £200 million a year. The Department’s core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The functions within the Department may be subject to review and change in the future.
HEALTH AND SOCIAL CARE ORGANISATIONAL STRUCTURES

*Agencies = Special Agencies:
Northern Ireland Blood Transfusion Service
Northern Ireland Medical and Dental Training Agency
Northern Ireland Guardian ad Litem Agency
and Non-Departmental Public Bodies:
Northern Ireland Social Care Council (NISCC)
Northern Ireland Practice and Education Council (NIPEC)
Chief Medical Officer's Group

The Chief Medical Group comprises the parties with direct reporting responsibility to the Chief Medical Officer (See Chart Below).

The responsibilities of the Chief Medical Officer’s Group within the Department of Health are:

1) to monitor the state of health of the public in Northern Ireland and to advise Northern Ireland Government Departments on matters relating to the protection and improvement of public health, including emergency planning arrangements;

2) to improve the safety and quality of Health and Social Care services through the development of policies and the development and monitoring of standards; and

3) to provide advice on public health and health services to the Department, the Minister and, where appropriate, other Departments and Ministers

These responsibilities are discharged through the advice and leadership of the Professional Officers (covering medical, pharmaceutical and dental disciplines) and through two directorates – Population Health Directorate and Safety, Quality, Standards and Medical Policy Directorate.
TERMS AND CONDITIONS

THE APPOINTMENT

This is a permanent appointment at Grade 5 level to the Senior Civil Service (SCS).

The successful candidate will be an employee of the Department of Health and report to the Chief Medical Officer (CMO).

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

SECONDMENT

This post may be filled by secondment of the successful candidate from his/her current employer. The duration will be agreed by all parties at a later stage, prior to the start of any secondment. Secondment would be on a candidate’s current terms and conditions of service.

It is advisable that candidates interested in secondment option make their employers aware that under the NICS secondment arrangements the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with DoH and the employer before a secondment arrangement commences.

“Secondment” means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

SALARY

Salary will be within the range £68,961 - £79,058 within which pay progression will be performance related. Should the successful candidate wish to take up employment on a part-time basis (minimum 30 hours per week – see ‘hours of work’ section below) the salary range will be pro-rata.

The successful candidate should expect to be placed at the minimum of the range. Whilst a higher starting salary can be considered in order to secure the most suitably qualified candidate to a post where there are exceptional requirements for particular skills, qualifications or experience, this provision is used only in exceptional circumstances.

If the successful candidate is an existing NICS civil servant, normal pay on promotion/regrading will apply if these are more favourable than recruitment terms.

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It
is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

If the successful candidate is on a secondment basis, salary would be on the candidate’s current terms and conditions of service, with limited scope for the Department to consider offering an enhanced salary.

**PENSION**

The NICS offers all employees an attractive pensions package. Further details of this can be found on page 25 of this booklet.

**HOURS OF WORK**

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday. However consideration would be given to an appointment working at least 30 hours per week, this would necessitate an adjustment of the role and the salary would be pro-rata. In common with all SCS appointments, the post holder will be required to work outside their normal conditioned hours, where it is necessary, to fulfil the demands of the post.

**LOCATION**

The successful candidate will be based at Castle Buildings, Stormont, Belfast, but will be required to travel throughout Northern Ireland and beyond to attend meetings/conferences as necessary. The successful candidate must, therefore, have access to a form of transport which will enable them to fulfil the responsibilities of the post and be prepared to travel throughout Northern Ireland and elsewhere, as required, which may include overnight stays.

**RELOCATION**

The Department will consider any request for re-location expenses, deemed reasonable by the Department, should the successful candidate be required to relocate to take up this post (in line with NICS policy).

**PROBATION PERIOD**

The successful candidate will be required to serve a one year probationary period. 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.

**HOLIDAYS**

In addition to the 12 days’ public and privilege holidays, there is an annual leave allowance of 30 days. Should the post be taken at less than a full time basis the annual leave allowance would be pro-rata.

**FURTHER INFORMATION**

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

The main duties of the post will include:-

- strategically managing, leading and shaping a programme of public health action including policy development and monitoring performance and outcomes of regional public health programmes;

- providing medical advice and support to the Chief Medical Officer (CMO), CMO Group and Policy Colleagues;

- ensuring that all necessary action is taken to protect public health and learn lessons from outbreaks, incidents and inquiries;

- ensuring assessments and communication of health protection risks, in conjunction with the Chief Medical Officer, Permanent Secretary, Minister, HSC professionals and the media;

- working with others to ensure agreed strategic public health priorities are translated into action and delivery of key public health outcomes focusing in particular on those areas and communities with greatest health and social care need;

- providing leadership for public health across Government and driving the interdepartmental agenda, in particular, through the development of a new cross-cutting Public Health Framework and supporting public health legislation, policies and strategies.

- enhancing the protection of public health through the introduction of new screening and immunization programmes and further development of existing programmes e.g. the extension of the Bowel Screening programme.

- ensuring that appropriate legislative frameworks and adequate resources are available to enable the delivery of improved health and well-being outcomes;

- communicating effectively with health care professionals, a range of stakeholders and the public;

- engaging with colleagues in the department to progress and develop planning for Exercise Cygnus to respond to influenza pandemic;

- maintaining effective networks and keeping abreast of national and international public health best practice;

- working closely with other government departments in the UK and networking with other relevant organizations on a UK basis e.g. Faculty of Public Health, Public Health England, NICE;
• representing department on internal, regional and national groups and North / South bodies. Providing Senior Civil Service input to, and preparing papers and dealing with, correspondence, Assembly and media questions on issues arising in areas of responsibility; including providing evidence to the health committee as necessary;

• developing policy on development and maintenance of a multidisciplinary public health capacity in Northern Ireland;

• ensuring that the public health perspective effectively informs and supports policy and service developments across the range of Departmental responsibilities;

• ensuring that an effective public health contribution is made to Strategic Needs Assessment and to the development of long-term population targets and outcomes and to the Department’s role in driving performance management;

• facilitating development of policy and strategic direction in relation to public health knowledge management in order to minimize the significant gaps in information for decision making that currently exist, including the development of performance indicators;

• maintaining professional knowledge, skills and competences to enable effective and efficient discharge of responsibilities; this includes a commitment to Continuing Professional Development (CPD), fulfilling the requirements of the Faculty of Public Health (FPH) or equivalent and undertaking appraisal and revalidation as required by the General Medical Council (GMC).

• co-ordinating the Department’s role as sponsor of the Public Health Agency;

• co-ordinating the Department’s role as sponsor of the North/South Food Safety Promotion Board (FSPB);

• co-ordinating the Department’s role as sponsor of the Institute of Public Health in Ireland (IPHI);

• leading and contributing to Departmental and other working groups, including interdepartmental, HSC task forces and multi-disciplinary teams, impacted upon by the public health agenda;

• co-ordinating development of policy and legislation with respect to HSC Research and Development ;

• deputising on behalf of, and undertaking delegated tasks and responsibilities from the Chief Medical Officer.
Relationships

The postholder(s) will be required to build strong and positive relationships with key stakeholders, both internal and external, including:

- Minister;
- Departmental colleagues including chief professional officers;
- the Northern Ireland Assembly’s Health Committee;
- service users and representatives on groups/organisations;
- Public Health colleagues, in particular consultants in public health/health protection in the Public Health Agency;
- Senior managers in Health and Social Care (HSC) Board;
- Senior managers and clinicians in Health and Social Care Trusts;
- Senior management within the Independent Healthcare Sector;
- Royal Colleges, recognised Trade Unions and other professional associations;
- Public Health colleagues in health protection in other UK Health Departments, and in other relevant jurisdictions; and in relevant public authorities, including Public Health England, Health Protection Scotland, National Public Health Service of Wales, European Centre for Disease Control;
- UK and RoI Public Health colleagues;
- the Regulation and Quality Improvement Authority (RQIA);
- the National Institute for Health and Care Excellence (NICE)
- the World Health Organisation;
- the Northern Ireland Practice and Education Council (NIPEC);
- Northern Ireland Medical and Dental Training Agency (NIMDTA); and
- Academic contacts in research and universities.
ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Hold, or be entitled to hold, full registration and a licence to practise with the General Medical Council (GMC)*;

2. Be on the GMC specialist register for Public Health Medicine;

3. Be a member or fellow of the Faculty of Public Health

Or

Possess a higher medical qualification deemed relevant** by the Selection Panel and recognised by the GMC;

4. Have a total of at least 5 years’ experience made up of experience in one or more of the following areas:-
   - clinical practice (defined as having at least 1 session, or programmed activity of direct clinical care duties per week), or
   - public health, or
   - health services management, or
   - academic medicine

5. Have worked at a ‘senior level’*** within a Health Service or related organisation for at least 1 year out of the last 5

The following additional clarification is provided:

*please note that any appointment will be subject to the successful candidate holding full registration with the GMC by the date on which he/she will be required to take up appointment. The post-holder must remain on the register and maintain a licence to practise while in post.

**Relevant qualifications: Applicants should 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 relevant to the role, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

***'senior level' is defined as having held a position equivalent to that of consultant grade in Health Service/Public Health/Academic medicine; or as a GP principal; or as a professional medical adviser at SCS level or equivalent. This could include someone working as a senior medical manager. Applicants should provide an organisation chart to show their position in the organisation with which they have been working.
ORGANISATION CHART

To support Eligibility Criteria 5, applicants must submit a copy of a relevant organisational chart demonstrating their position within their organisation by the closing date.

The chart should be marked with the relevant competition reference number and your full name. Please remove the identity of other individuals on the chart but make sure your role is easily identifiable.

PLEASE NOTE: Where an organisational chart is not provided by the closing date, the application form will be treated as incomplete, and will not be forwarded to the selection panel for consideration.

Unfortunately it is not possible to attach your organisation chart via the online application therefore applicants must submit a copy of their organisational chart to:

Email: orgcharts@hrconnect.nigov.net

or via post to:

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

Applicants will receive an acknowledgement of receipt of their organisational chart.
SHORTLISTING CRITERIA

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

1. 1 year’s experience of working in policy and/or practice of health protection or communicable disease epidemiology at a senior level (i.e. Consultant or level deemed equivalent*** by the Selection Panel).

***Equivalent: Applicants should give the type of their experience. If you believe your experience is equivalent, the onus is on you to provide the panel with sufficient details 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.org.uk
PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility and shortlisting criteria. In addition, at interview they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 5 for the purposes of personal and professional development.

Deputy Chief Medical Officer is analogous to Grade 5 in the NICS.

What is the NICS competency framework?

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

How does the NICS framework look?

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

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

The selection process will include a presentation and a competence based interview.

PRESENTATION

Before the competence based interview, candidates will be required to deliver a presentation, lasting no more than 7 minutes.

Following the presentation, the panel may elect to ask clarification questions on the presentation. The presentation topic will be provided on the day of interview and 30 minutes preparation time will be given.

A flipchart and writing materials will be provided for candidates’ use. No other materials or visual aids will be permitted unless required as a reasonable adjustment (see Disability Requirements on page 22).

No personal documentation may be brought into the pre-interview room. The only materials candidates will be permitted to bring into interview will be those prepared in the pre-interview room.

The presentation will be used to assess against the Seeing the Big Picture and Leading & Communicating competencies,

INTERVIEW CRITERIA

At interview candidates will be expected to display the following qualities and skills, which will include testing on the eligibility criteria:

1. Leading and Communicating

At senior levels, this is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the Civil Service.

Marks Available: 30

2. Making Effective Decisions

At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks Available: 20
3. Seeing the Big Picture

This is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities and add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive’s priorities.

**Marks Available: 30**

4. Delivering Value for Money

The ability to embed a culture of value for money within an area/function, and working collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

**Marks Available: 20**

5. Collaborating and Partnering

This is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across the departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

**Marks Available: 20**

6. Delivering at Pace

This is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly;

**Marks Available: 20**

**Total Marks Available: 140**

**Overall Pass Mark: 84**

**COMPETENCE BASED INTERVIEWS**

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

**INTERVIEWS**

It is intended that interviews for this post will take place in Belfast during week commencing 9th October 2017.

**Requests for interview rescheduling will only be considered in exceptional circumstances.**
INTERVIEW GUIDANCE FOR APPLICANTS

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

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

A competence-based interview does however require you to:

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

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

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

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

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

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

Making your application:

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

Guidance for Applicants

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

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

Changes in personal circumstances

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

Communication between HRConnect and you

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

Transgender Requirements

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

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

Merit List Extensions

It is presently intended that the merit list for this competition should remain extant for a period of one year. However the Department would wish to alert candidates to the possibility, however remote, that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise in the future.

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 28.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

All applications for employment are considered strictly on the basis of merit

Assessment Information

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

You should ensure that these documents are readily available.
Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Deputy Chief Medical 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.

Vetting Procedures

1. Baseline Personnel Security Standard

For Deputy Chief Medical Officer posts in the NICS the level of vetting is a Security Clearance 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.
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;

Standard Disclosure Certificate

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

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

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

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


**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:

http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@finance-ni.gov.uk

Feedback

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

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

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

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

Contact Details:

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

Email:  Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665
Equality, Diversity and Inclusion

Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.
Disability
The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

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

This definition is interpreted as follows:-

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

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

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

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

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

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

What happens if the effects are reduced by medication or other treatment?
Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.
Are there any types of condition covered by special provisions in the DDA?
Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:
Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;
Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and
People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

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

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

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

Race
The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).
Sexual Orientation
The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

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

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

Confidentiality of Monitoring Information
The following general principles will be applied to all individual monitoring information:-

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

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

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

Nationality

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

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

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

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

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

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

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

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

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

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

Brian Rowntree, CBE (Chairperson)
Sinead Burns
James Scholes

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

Stormont House
Room 105
Stormont Estate
Belfast
BT4 3SH

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

How to contact us

- write to us at the address at the top of the page
- telephone us on 028 9052 3599
- visit us at www.nicscommissioners.org
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

• 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.