

**Candidate  
Information  
Booklet**

**IRC226987**

**Chief Executive**

**Northern Ireland Judicial  
Appointments Commission (NIJAC)**

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

**on**

***Wednesday 28<sup>th</sup> February 2018***

# Northern Ireland Judicial Appointments Commission (NIJAC)

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Selecting the best applicants and  
promoting diversity.

## Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, 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. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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## BACKGROUND

The Northern Ireland Judicial Appointments Commission (NIJAC) was established on 15 June 2005 as an independent public body under the Justice (Northern Ireland) Act 2002 as amended. The Commission consists of 13 members who are known as 'Commissioners'. They are drawn from the judiciary, legal profession and other walks of life.

Following devolution of policing and justice on 12 April 2010, NIJAC's statutory duties extended, from selecting and making recommendations for Crown appointments (up to and including High Court Judge), to include acting as an appointing body, selecting, appointing and re-appointing to non-crown Judicial Offices (i.e. mainly fee paid offices in various courts and tribunals).

NIJAC is also now responsible for the terms and conditions<sup>1</sup> of those judicial offices whose terms are not set by the Lord Chancellor and also has responsibility to determine, with the agreement of Department of Justice (DoJ), the judicial complement.

Devolution also meant that NIJAC's sponsoring department changed from the Northern Ireland Courts and Tribunals Service (NICTS) to the Office of the First Minister and Deputy First Minister (OFMDFM), now The Executive Office (TEO), to whom it is accountable for its financial and governance arrangements.

NIJAC's core business is running recruitment schemes for judicial office. It selects people for judicial office on merit through fair and open competition and by selecting from the widest possible range of applicants. NIJAC has five key roles:

- To conduct the appointments process and select and appoint, or select and make recommendations for appointment, in respect of all listed judicial appointments up to, and including, High Court Judge.
- To recommend individuals solely on the basis of merit.
- To engage in a programme of action to secure, so far as it is reasonably practicable to do so, that appointments or recommendations for appointment to judicial office are reflective of the community in Northern Ireland.
- To engage in a programme of action to secure, so far as it is reasonably practicable to do so, that a range of persons reflective of the community in Northern Ireland is available for consideration by the

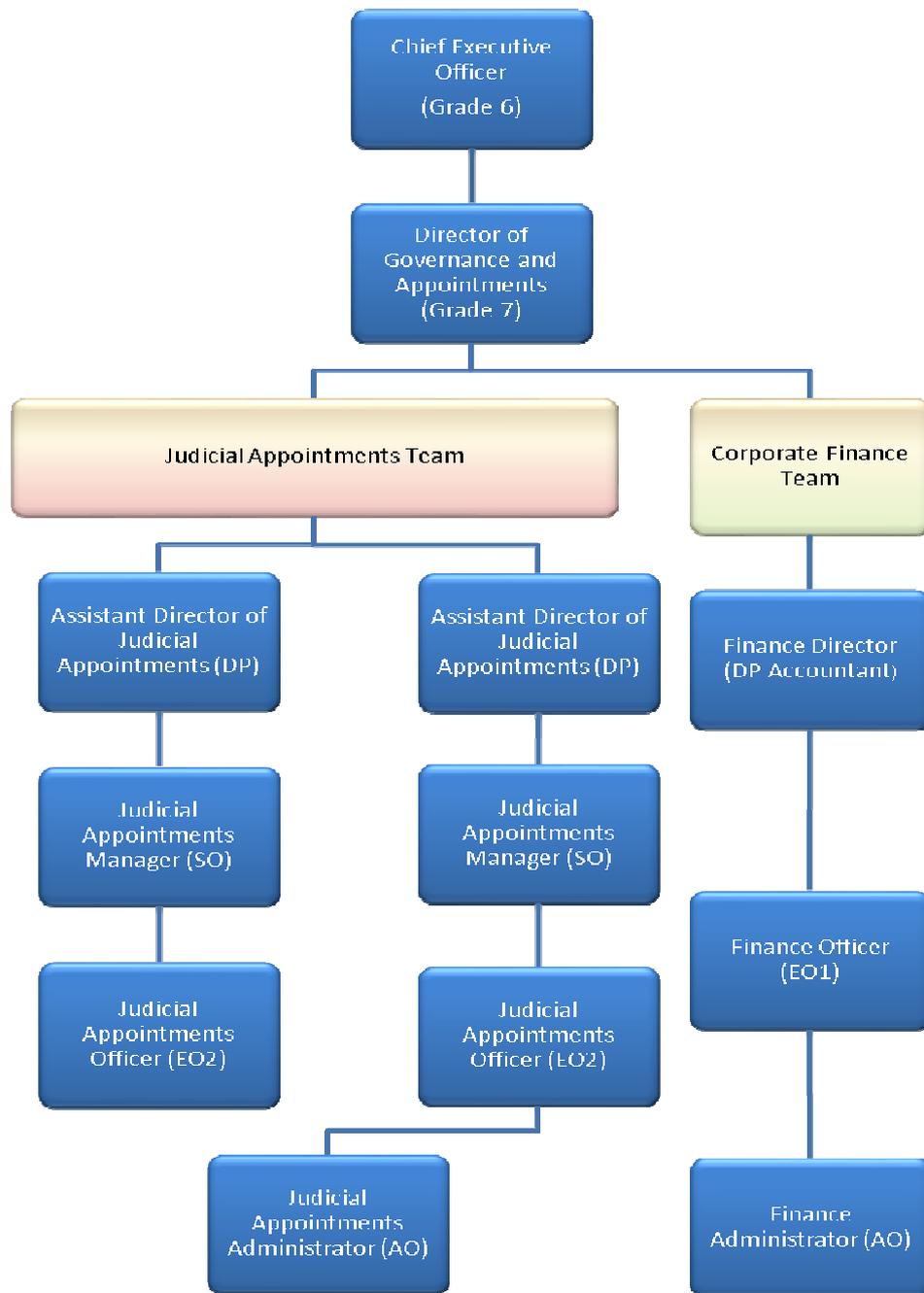
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<sup>1</sup> Pecuniary aspects remain a responsibility of the relevant Department

Commission whenever it is required to appoint a person, or recommend a person for appointment, to a listed judicial office.

- To publish an annual report setting out the activities and accounts for the past year.

### Organisational Structure



**KEY**

<b>DP</b>	Deputy Principal
<b>SO</b>	Staff Officer
<b>EO1</b>	Executive Officer 1
<b>EO2</b>	Executive Officer 2
<b>AO</b>	Administrative Officer

## Overall Job Purpose

The Chief Executive (CE) reports to the Chairman of the Commission, the Lord Chief Justice of Northern Ireland, and is responsible for formulating and successfully implementing NIJAC's policy in a highly sensitive area. The CE is also responsible for developing strategic operating plans that reflect NIJAC's longer term objectives and for leading the Executive Team (ET) and staff in a way that ensures the required outcomes are delivered.

The CE is designated as the Commission's Accounting Officer and is therefore personally responsible for ensuring that NIJAC has a robust corporate governance framework which ensures propriety, regularity, value for money and the safeguarding of public funds (c£1m). The Accounting Officer responsibilities include ensuring NIJAC has in place an effective suite of governance systems and arrangements in areas such as financial management, procurement, corporate and business planning, performance management and reporting, human resource management, risk management, information assurance, security, asset management and internal audit, which inform his/her Annual Statement on Internal Control. Further details of Accounting Officer responsibilities can be found at <https://www.finance-ni.gov.uk/publications/managing-public-money-ni-chapter-3-and-associated-annex>. The CE is personally responsible for ensuring the Annual Report and Accounts are prepared, audited and signed and the terms of the Management Statement and Financial Memorandum (MS/FM) are fully met.

The CE is expected to exercise judgement when providing professional advice and guidance to the Commission on the discharge of its responsibilities and on any other issue which may impact on its work. He/she represents the Commission at local and national levels, building stakeholder relationships and influencing external opinion to advance the aims of the Commission.

NIJAC's organisational structure is set out on page 4.

## Main Job Activities

Key elements of the CE role are:

- Accountability and Governance
- Exercising Judgment
- Influencing Others
- Managing People and
- Professional Competence

## Accountability

As the most senior executive in the Commission the CE's role is pivotal to the effective running of NIJAC and the achievement of its strategic and operational objectives.

As Accounting Officer the CE is responsible for ensuring that the organisation is fit for purpose and that a robust corporate governance framework is in place, which provides sufficient assurance to the Commission and the Departmental Accounting Officer that allows them to have confidence in the effectiveness of NIJAC's systems of internal control. The CE provides advice on a range of governance, policy and performance issues to the Commission and its Committees and is responsible for ensuring that the Commission properly discharges its statutory duties and at all times acts in a manner appropriate to a public body and in compliance with its MS/FM and Managing Public Money Northern Ireland (MPMNI).

The CE is responsible for the final approval of all operational matters at the Commission, and for advising Commissioners on policy and expenditure matters. They are expected to use discretion in making decisions where no protocols or precedents exist and to ensure value for money is achieved. This may include challenging a sponsor department on the need for or timing of a recruitment scheme and the substance of a business case before it is submitted to Commissioners for consideration.

Due to the high standards expected of those holding judicial office there are also a number of sensitive situations the handling of which is the responsibility of the CE. The CE is directly responsible for ensuring the reputation of the Commission and consequently the process for judicial appointment is not damaged.

The CE will personally support Commissioners with any matters that are likely to be sensitive or controversial, advising Commissioners as appropriate, in order to minimise the risk of reputational damage to the Commission. As the main point of contact between the Commission and the Judicial Appointments Ombudsman the CE is required to personally manage the Commission's engagement and response to any investigations by the Ombudsman.

### **Exercising Judgement**

The CE assumes full accountability to the Commission for all operations; they also assume responsibility for providing final advice to Commissioners on policy matters and issues of sensitivity. In addition the CE has the final say on all executive day to day management decisions, makes decisions on work priorities and resource issues, often where there are competing priorities. The CE is also responsible for ensuring that business cases are appropriate and proportionate and post project evaluations are effectively completed; the CE is also responsible for deciding on any proposed single tender actions.

The CE will advise Commissioners on complex and sensitive issues where no protocols or precedents exist, applying reasoning and experience to situations in order to form a sound judgement. Some guidance exists to inform policy however judicial appointment is a unique area within Northern Ireland and while there are counterparts in other jurisdictions different contexts and legislation apply in each. The relevant Northern Ireland legislation is complex,

reflecting a political settlement, and the CE is required to exercise judgment and make decisions based on their analysis of the relevant circumstances.

In accordance with the Standing Orders responsibility for making a decision where an urgent matter arises is vested in the CE, who is required to act and seek appropriate ratification. In relation to those involved in the recruitment and selection process the CE has responsibility for initially considering whether actual, potential or perceived conflicts of interest arise in accordance with the Conflict of Interest Policy and as the Qualified Person the CE makes decisions relating to the release of documents in response to Freedom of Information requests.

It is a requirement for the CE to recognise the risks inherent in taking different courses of action and balance those risks in making the most appropriate decision. As is the case in all matters pertaining to judicial appointment the CE is required to demonstrate the highest levels of integrity and ensure the reputation of NIJAC, applicants for judicial office and members of the judiciary are protected.

### **Influencing Others**

The CE is relied upon to consistently build credibility and demonstrate personal effectiveness. The CE routinely influences and persuades the Chairman and Commissioners through the presentation of papers at meetings, meeting with committee chairmen or discussing issues with individual Commissioners. The Commissioners represent varied backgrounds and individual perspectives and conflicting views may exist; the CE is required to persuade through negotiation and discussion to minimise areas of difference and foster a collegiate approach.

There are a range of stakeholders with whom the CE regularly engages, including the most senior representatives of the judiciary, the Chief Executive and Presidents of the legal professions (Bar Council and Law Society) and the senior representatives of sponsoring Departments, particularly the Department of Justice (DoJ). There is also regular engagement with the Northern Ireland Courts and Tribunals Service (NICTS) and the Office of the Lord Chief Justice (OLCJ). There may be conflicting views that can impact on positive interaction with stakeholders, the CE is required to represent the Commission and negotiate agreement to approaches that sufficiently meet the Commission's objectives while addressing stakeholder's mixed expectations. The CE also acts as an adviser to the Chairman and ensures there is no conflict with his role as Lord Chief Justice.

The CE is required to develop and maintain cooperative relationships with key stakeholders in a way that strengthens relationships and helps to progress key issues. This has included for example addressing female underrepresentation in the higher courts, which is an important issue and of interest to government and European Union. The CE is responsible for working in consultation with all stakeholders to develop and implement workable policies to tackle underrepresentation.

More generally the CE will have regular contact and communication with colleagues in other jurisdictions including the Chief Executives of the Judicial Appointments Commission, England and Wales (JAC), the Judicial Appointments Board, Scotland (JABS) and the United Kingdom Supreme Court.

### **Managing People**

The CE has direct responsibility for the management of the Commission's staff in the context of a challenging financial and political setting. They are also required to provide strategic leadership in a highly sensitive and pressurised environment while creating a culture of high performance that acknowledges and recognises achievement.

The CE is autonomous and expected to act without reference to the Chairman or Commissioners when managing the Commission's staff. It is the responsibility of the CE to ensure a stable and effective approach to staffing within the Commission. In fulfilling their role the CE should ensure sufficient contingency planning minimises the impact of loss of valuable skills and experience and potential service disruption in the event of unexpected change.

The CE is responsible for building and maintaining an effective team and ensuring the staffing complement and staffing structures are effectively embedded and reviewed.

The CE is required to communicate regularly and openly with staff to ensure there is no ambiguity and that service delivery is managed smoothly. They will also engage in a staff development process which will include directing and supporting staff through necessary changes and development of services, ensuring they have the capacity and capability to meet their objectives in a changing and challenging environment.

### **Professional competence**

While desirable the CE is not required to be professionally qualified. The CE is supported by those with expertise in accountancy and HR. They are however expected to have a minimum of three years' experience at a senior management level (that is working to Board level). Experience in recruitment and selection and of working in the justice system is beneficial.

## **JOB DESCRIPTION**

There is currently one permanent, full time vacancy.

This position is for direct employment with NIJAC.

A reserve list will be drawn up but will only be used should this post become vacant again within the lifetime of the competition which is for one year.

### **Location**

The post holder will be based at Headline Building, 10-14 Victoria Street, Belfast BT1 3GG.

### **Salary**

The salary band for this post is £56,252 - £63,346 (under review) equivalent to the Northern Ireland Civil Service (NICS) Grade 6 Band. Pay progression will be in accordance with current Northern Ireland Civil Service (NICS) pay policy.

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 or experience, this provision is used only in exceptional circumstances.

### **Hours of Work**

The post holder will be required to work 42 hours over a 5 day week (including meal breaks). However, the Chief Executive (CE) will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of the duties. Attendance at regular meetings in the late afternoon which may extend into early evening will be required.

The job requires a considerable degree of commitment, flexibility and adaptability on the part of the post holder to meet quality standards and work deadlines. He/she will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job. Working outside normal office hours may be required from time to time. This is a full time post and would not be suitable for a flexible working arrangement.

### **Holidays**

In addition to the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 25 days, increasing to 30 days after 5 years of service.

## **Travel**

The post is based in Belfast but there may be a requirement to travel to various locations that may occasionally require overnight stays.

## **Transport**

Applicants will be required to have access to a form of transport which permits them to meet the requirements of this post in full.

## **Vetting Procedures**

The successful applicant will be required to be cleared to Counter Terrorist Check (CTC) level.

## **Pension**

The Commission offers all employees an attractive pension package. Further details of this can be found on page 24 of this booklet.

## **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory appointment may be terminated. An appointee will be expected to demonstrate a track record of effective service within this period.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Mandy Kilpatrick on 028 90724614 or email [mandy.kilpatrick@courtsni.gov.uk](mailto:mandy.kilpatrick@courtsni.gov.uk)

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

## KEY RESPONSIBILITIES

The Chief Executive (CE) is the Accounting Officer (AO) for NIJAC, a Non Departmental Public Body (NDPB) and is therefore responsible for the discharge of NIJAC's responsibilities. The AO is also responsible for promoting the efficient, economic and effective use of staff and other resources.

The AO has overall responsibility for ensuring NIJAC applies high standards of corporate governance, including effective support for the Commission's performance and management of risks, to ensure it is well placed to deliver its objectives, and is sufficiently robust to face challenges that it encounters; for maintaining a sound system of internal control that supports the achievement of NIJAC's policies, aims and objectives, whilst safeguarding the public funds and assets for which the AO is personally responsible.

It is important that the AO takes personal responsibility for ensuring that he or she manages and delivers to the standards contained in Managing Public Money Northern Ireland (MPMNI) and the Management Statement/Financial Memorandum (MS/FM). In particular, the AO must personally sign NIJAC's Annual Report & Accounts, specifically the Strategic Report, the Director's Report, the Remuneration Report and the Governance Statement contained within the Annual Report.

The Management Statement makes the CE responsible for directing and maintaining administrative structures which enable the Commission to discharge its statutory responsibilities efficiently and effectively and for ensuring that all legitimate decisions of NIJAC are implemented. The CE is required to challenge any action that would infringe the principles of MPMNI.

The CE is responsible for:

- a) Developing, delivering and reviewing where necessary NIJAC's Corporate Governance Framework to the standards set out in the relevant legislation and following documents:
  - the Justice (Northern Ireland) Act 2002, as amended
  - the Commission's Code of Conduct, Standing Orders and Scheme of Delegation.
  - other guidance and regulations applying to NDPB, including the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b) Planning and monitoring the work of the Commission in pursuance of its statutory functions and wider strategic aims.
- c) Ensuring that risks and resources are managed and the records management policies and procedures underpinning Corporate Governance reflect best practice at all times.

- d) Providing assistance, advice and support to the Chair of the Commission, Chairs of Committees and Commissioners, on the discharge of NIJAC's responsibilities.
- e) Advising and guiding the Commission on the Corporate Governance aspect of the Commission's business.

In addition the CE acts as NIJAC's Consolidation Officer for the purposes of Whole of Government Accounts, as Principal Point of Contact for Northern Ireland Judicial Appointments Ombudsman cases and as the Qualified Person for NIJAC in accordance with Section 36 of the Freedom of Information Act 2000. Also as Senior Information Risk Owner, the CE acts as NIJAC's Security Officer and IT Security Officer for the purposes of security and information assurance.

The CE is supported by an Executive Team (ET) which consists of a principal and deputy principal staff, who will assist the CE, as NIJAC's AO, in directing all aspects of NIJAC's business in order to achieve the objectives and performance measures in the Corporate and Business Plans.

**The nature of the job will change over time as the needs of the Commission change. It is a requirement to contribute to the development of the post and to reflect these changing needs.**

## **ELIGIBILITY CRITERIA**

Applicants must, by the closing date for applications have:

1. A minimum of 3 years' senior management\* experience in the private, public or voluntary sectors requiring the management of resources, both human and financial, together with the application of current best practice in relation to governance, accountability, business planning, risk management, audit and financial management.

### **AND**

2. A minimum of 3 years' senior management\* experience in the private, public or voluntary sector providing detailed advice and guidance on strategic issues concerning the organisation with which an individual is working.

\***Senior management** level includes providing detailed advice to a Board and its committees or equivalent or taking decisions with particular emphasis on governance, accountability, financial management and providing strategic advice and guidance.

## **SHORTLISTING CRITERIA**

In addition applicants should be aware that after eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used. The shortlisting criterion will be applied incrementally and it may therefore not be necessary to use all listed:

1. Experience in recruitment and selection.
2. Experience of working in the Justice field.

**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](http://www.nicsrecruitment.org.uk)**

## PERSON SPECIFICATION

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

Chief Executive Northern Ireland Judicial Appointments Commission is analogous to Grade 6 in the NICS.

### **What is the NICS competency framework?**

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

### **How does the NICS framework look?**

The Northern Ireland Civil Service competency framework can be accessed through [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

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

## INTERVIEW CRITERIA

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

### **PRESENTATION**

At the start of the interview, candidates will be required to deliver a short presentation lasting no longer than 7 minutes followed by questions by a member, or members, of the panel.

Candidates will be advised of the presentation topic 30 minutes before interview. A choice of writing materials and a flip-chart will be available to assist in their preparations. No personal documentation may be brought in to the pre-interview room. A flip chart stand will be available in the interview

room to enable candidates to present the information they have prepared. The only materials candidates will be permitted to bring into interview will be flip-chart sheets or written material prepared in the pre-interview room.

The presentation will be used to assess the Seeing the Big Picture and Leading and Communicating competences.

## **COMPETENCE BASED INTERVIEWS**

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

### **1. Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet NIJAC goals and deliver the greatest value. At senior levels, it 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 to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

Marks available: 30 (10 marks presentation)

### **2. Making Effective Decisions**

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

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens upholding the reputation of NIJAC. At senior levels, it 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 NIJAC.

Marks available: 30 (10 marks presentation)

#### **4. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NIJAC, 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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with key stakeholders.

Marks available: 20

#### **5. 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 to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks available: 20

#### **6. Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks available: 20

**Total Marks Available: 140**

**Overall Pass Mark: 84**

## **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast on the 28<sup>th</sup> and 29<sup>th</sup> March 2018.

## **AVAILABILITY**

Please note that this competition is being run to a very tight schedule and changes to the timetable will only be made in exceptional circumstances.

## **INTERVIEW GUIDANCE FOR APPLICANTS**

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

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

**A competence-based interview does however require you to:**

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

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

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

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

## SELECTION PROCESS

### The Merit Principle

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

### **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.

### **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**

A reserve list will be drawn up but will only be used should this post become vacant again within the lifetime of the competition which is for one year.

### **Merit List Extensions**

It is presently intended that the merit list for this competition should remain extant for a period of one year. However NIJAC 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 26.

**The Northern Ireland Judicial Appointments Commission 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**

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

## **Vetting Procedures**

### 1. Baseline Personnel Security Standard

For the Chief Executive post in the Northern Ireland Judicial Appointments Commission the level of vetting is a Counter Terrorist Check (CTC). 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;

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:**

NIJAC 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**

NIJAC 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, as adopted by NIJAC is set out below.

“NIJAC 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 NIJAC 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 a 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 (NI) NIJAC 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 NIJAC 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 NIJAC 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 annual statutory monitoring, 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 NIJAC 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 NIJAC.

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 NIJAC 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 NIJAC, 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 DPA. Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NIJAC 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.