

**Candidate
Information
Booklet**

IRC230657

**Electrical Engineering Assistant,
Higher Professional and Technical
Officer (HPTO)**

Department of Finance (DoF)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 7th December 2018***

**Please retain a copy of this
booklet for your reference
throughout the selection
process.**

Department of Finance

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, 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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FOREWORD

Central Procurement Directorate is a business area within the Department of Finance (DoF) in Northern Ireland. DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland Departments, comprising human resources, accounting, financial management, ICT, training, procurement, accommodation and legal services.

The Permanent Secretary for DoF is Sue Gray.

DoF incorporates eight business areas and has approximately 3400 staff.

The overall aim of DoF is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community.” In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by, DoF can be found on www.finance-ni.gov.uk

BACKGROUND

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF). It has three key roles, namely to:

- advise the Minister of Finance on public procurement matters and on issues relating to the construction industry;
- support the Procurement Board for Northern Ireland on the development and monitoring of public procurement policy and best practice; and
- provide a modern, professional procurement service to bodies covered by Northern Ireland Public Procurement Policy (NIPPP).

Every year NI Departments award many contracts to support the delivery of public services. Public procurement is an important element of the economy in NI. It is estimated that across the NI public sector some £3 billion is spent annually on procurement which represents 25% of the Northern Ireland block grant.

Public procurement today faces new challenges. The deficit in public finances means there is a need to increase efficiency and maximise the benefits gained from the use of public money. At the same time, there is also a growing demand for public procurement to contribute to the achievement of the NI Executive's overall objectives in terms of social, economic and environmental benefits.

About CPD

Central Procurement Directorate is made up of five Divisions:-

- Property Services Division
- Construction Division – Health Projects
- Policy and Performance Division
- Supplies and Services Division
- Construction Division

Property Services Division (PSD) provides a comprehensive property management service to the NICS and wider public sector, including a 24-hour emergency service, through a Branch structure as follows:

- Building Maintenance and Fire Safety Branch
- Building Services Branch (inc Supplies and Stores)
- Engineering Services and Energy Branch
- Cost and Contract Management Branch

The current vacancy is in Engineering Services and Energy Branch.

PSD work activity covers reactive maintenance, cyclical maintenance, minor works and general property related advice and surveys.

PSD has procured a comprehensive Property Management Contract to centralise maintenance contracting service provision across our client base. Our contracts are delivered in compliance with procurement legislation and Northern Ireland public procurement policy.

Currently PSD provides a Mechanical & Electrical (M & E) Building services minor work design function including participation in multi-discipline design projects and manages all periodic building services maintenance activity under statutory, health and safety, essential and desirable categories, including the following electrical building services:

- Fixed electrical wiring
- General & Emergency Lighting
- Fire alarm & associated fire safety systems
- Standby electrical power systems
- Passenger & other lift systems
- Electrical & electronic security systems

KEY RESPONSIBILITIES

The successful candidate will report to a Senior Professional & Technical Officer (SPTO) and manage / supervise a number of other staff within Property Services Division, in the provision of electrical building services minor works and maintenance projects for Government Departments, Agencies and the wider public sector.

The post holder will lead and otherwise assist M & E staff as a member of a multi-disciplinary team in a variety of activities such as:

- Design and implementation of the electrical building services in a wide range of minor works, building energy management and planned maintenance projects;
- Management of Staff;
- Advising clients on a variety of building services related issues including planned preventative maintenance, building energy management and sustainable development;
- Liaising with other professional and technical staff in the Division and with client representatives to effectively maintain the clients property estate to ensure satisfactory use for intended purpose and value for money;
- Maintaining unit performance and client delivery in compliance with all statutory, health and safety, policy, good practice requirements and associated guidance;
- Compliance with public sector procurement policy.

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

APPOINTMENT / TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy. This competition will be used to fill an Electrical Engineering Assistant Higher Professional & Technical Officer (HPTO) vacancy.

Vacancies may arise in other Branches within CPD.

Further Appointments

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

Location

The post holder will be based at Clare House, 303 Airport Road West, Belfast.

Salary

Salary will be within the range £30,149 - £31,760 within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday. Most offices work flexi-time.

Travel

As this post require the applicant to travel on official duty throughout Northern Ireland, the successful candidate must have access to a form of transport, which will enable them to fulfill their responsibilities.

Holidays

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

Medical Requirements

To ensure suitability to undertake the full range of duties of the post prior to being offered an appointment, the successful candidate will be required to undergo a Colour Vision Test Assessment.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Vetting Requirements

The appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic Access NI.

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 the appointment may be terminated.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Kevin McGinnity on 028 90816635 or email Kevin.McGinnity@finance-ni.gov.uk

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

ELIGIBILITY CRITERIA

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

1. A BTEC/Higher National Certificate in Building Services Engineering or Electrical Engineering with a minimum of 3 years post qualification experience, gained within the last 7 years in the design of electrical building services typically found in non-domestic buildings*;

OR

2. A Degree in Building Services Engineering or Electrical Engineering with a minimum of 2 years post qualification experience, gained within the last 7 years in the design of electrical building services typically found in non-domestic buildings*.

***Non-domestic buildings** are defined as; office accommodation; educational facilities; healthcare facilities or retail facilities.

Candidates must demonstrate on the application form how they meet either eligibility criterion 1 and 2 by providing details of their relevant qualification & experience in the box provided. This must include the type & title of qualification, awarding body, main modules*, result/ grade and date awarded (please note the date awarded is the date on which you were notified of your result by the official awarding body). Candidates must also provide details of their roles and responsibilities and show how these equate to the number of years specified in the criteria above; i.e. you must provide sufficient summary information of your role and responsibilities and the specific time period including date from and date to (month and year) so as to clearly demonstrate that you meet the criteria.

Only candidates who are providing qualifications not specifically mentioned in the above eligibility criteria should provide a list of modules.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored 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.
- 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.
- 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. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

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

SCENARIO BASED ASSESSMENT

Immediately prior to the interview, candidates will be provided with a scenario, the response to which will form part of the interview. The scenario will be provided to candidates when they report for interview and they will be given 15 minutes to read through and prepare their response (responses will **not** be in the form of a presentation).

Candidates will therefore be required to report for interview at least 30 minutes earlier than their scheduled interview to allow for preparation time.

Paper and writing materials will be provided for candidates' use in the preparation room. The only material candidates will be permitted to bring into the interview room will be the written material prepared in the pre-interview room. No other materials or visual aids will be permitted.

The content of, and the skills demonstrated in the responses to questions about the scenario will form part of the **Making Effective Decisions** competence.

Marks available: 20
Minimum standard: 14

1. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 20

2. 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. 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

3. Building Capability for All

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

Marks available: 20

4. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

5. Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

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.

No notes or personal documentation may be brought into the interview room.

INTERVIEWS

It is intended that interviews for this post will take place in Belfast in January 2019.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

The NICS 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.

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

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. 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. **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.

Please note:

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- 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.
- All applications must be received by the advertised closing date and time.
- 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.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- 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.
- 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.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgement email within 24 hrs.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

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 to demonstrate the range of behaviours associated with the competences being assessed. 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.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

GENERAL INFORMATION

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.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

Changes in personal circumstances and contact details

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

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.

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware 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.

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.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You will be required to bring documentary evidence of your qualifications to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. 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.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Security

1. Baseline Personnel Security Standard

For Electrical Engineering Assistant, Higher Professional and Technical Officer (HPTO) posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

Basic Disclosure Certificate

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

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

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.

Equal Opportunity Monitoring Form

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk

As women are currently known to be under represented in this occupation across Northern Ireland, applications from women would be particularly welcome.

The Northern Ireland Civil Service is an Equal Opportunities Employer.
All applications for employment are considered strictly on the basis of merit

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**