

**Candidate  
Information  
Booklet**

**IRC231274**

**Graduate Procurement Officer  
Trainee**

**Construction & Procurement Delivery  
(CPD)**

**Department of Finance (DoF)**

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

**Friday 15<sup>th</sup> February 2019**

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

# ***Department of Finance (DoF)***

## **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

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF).

More details on the role of, and services provided by, DoF can be found on [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)

CPD 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 modern, professional procurement and project management services to bodies covered by Northern Ireland Public Procurement Policy (NIPPP).

Every year NI Departments and their sponsored bodies award contracts to support the delivery of public services. 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. CPD plays an important part in this activity.

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.

Further information on public procurement in Northern Ireland is available at [www.finance-ni.gov.uk/topics/procurement](http://www.finance-ni.gov.uk/topics/procurement)

This recruitment for Graduate Procurement Officer Trainee will provide CPD with a pipeline of procurement professionals to ensure that government can continue to deliver efficient public services.

This is an exciting opportunity for graduates who will be involved in helping government establish contracts which will impact on the lives of citizens and help stimulate the Northern Ireland economy.

**Sharon Smyth FCIPS LLM**  
**Director CPD Supplies and Services Division**

## BACKGROUND

CPD provides professional procurement services to a wide range of public bodies. The services provided includes the procurement of supplies, services and construction works and advice on the management of programmes and projects.

CPD helps public bodies deliver their business objectives and supports the delivery of public services and improvements to infrastructure.

CPD is made up of five Divisions: -

- Policy and Performance Division;
- Construction Division;
- Construction Division Health Projects;
- Property Services Division; and
- Supplies and Services Division.

A minimum of four trainees will be appointed to CPD Supplies and Services Division (SSD) through this recruitment competition.

SSD supports NI departments and other public sector bodies by procuring a wide range of supplies and services to enable them to meet their Programme for Government objectives.

The types of supplies and services procured by SSD include: -

- IT hardware, software and services;
- facilities management services, office furniture and equipment;
- commercial fleet;
- electricity, gas and fuels
- communication and advertising services; and
- professional services.

The Graduate Procurement Officer Trainee is the new entry level for procurement professionals within the NI Civil Service. This is an exciting opportunity for Graduate Trainees to receive formal training to achieve Membership of the Chartered Institute of Procurement and Supply (MCIPS) and to progress to Senior Procurement Officer (Staff Officer Equivalent) within three years of taking up the post.

More information on the Chartered Institute of Procurement and Supply (CIPS) can be found at [www.cips.org](http://www.cips.org)

## KEY RESPONSIBILITIES

While the precise duties and responsibilities of the posts will vary, the key responsibilities of the post are listed below.

It should be noted that during the first few months, an experienced member of the procurement team will supervise and oversee the post holder's work. After this, the post holder will be given responsibility for managing their own projects, although guidance and support will always be available to the post holder when needed.

1. Providing advice and guidance to clients on procurement matters;
2. Developing tender and contract documentation in line with public procurement legislation and policy;
3. Adhering to the Division's Operating procedures including the Key Performance Indicator (KPI) regime;
4. Accurately completing CPD's time recording system;
5. Implementing and managing procurements to deliver best Value for Money (VfM) solutions within the public procurement policy, legal and accountability frameworks;
6. Achieving agreed business objectives including financial targets and savings;
7. Leading pre market engagement activities to identify innovative and creative solutions;
8. Adhering to the performance management system to ensure their performance, and the performance of any staff they are managing, meets business objectives;
9. Supporting clients by monitoring supplier performance and driving quality and service improvements;
10. Working collaboratively with other Northern Ireland Centres of Procurement Expertise (CoPEs) and other national procurement units to maximise efficiencies and best VfM;
11. Developing expertise in specific portfolio areas within agreed categories to develop appropriate sourcing, pricing and assessment strategies;
12. Ensuring ongoing compliance with CPD's Quality Assurance procedures;

13. Providing management reporting on Key Performance Indicators (KPIs) and other Management Information as appropriate;
14. Advising and influencing stakeholders to integrate the Executive's sustainable development objectives into public procurements.
15. Managing and leading staff may also be a requirement of the post.

The post holder will be required to undertake 30 hours Continuous Professional Development activities and successfully complete the CIPS Ethical Training on an annual basis.

## **TERMS AND CONDITIONS**

There are a minimum of 4 permanent, full time vacancies.

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**

This post will be based at Clare House, Airport Road West, Belfast.

### **Salary**

The salary for the post is within the range £26,962 to £27,819 (under review) within which pay progression will be determined by performance. Starting salary will be the minimum of the range.

Subject to satisfactory service and successful completion of the MCIPS, trainees will progress to the Staff Officer grade. The Staff Officer salary scale is currently £30,149 – £31,760 (under review).

Progression will be subject to satisfactory performance and completion of all relevant training and qualifications/membership.

Please note that once MCIPS is achieved, successful candidates must maintain the qualification whilst in the post.

There are prospects for internal promotion under normal promotion arrangements.

### **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](http://www.finance-ni.gov.uk/civilservicepensions-ni)

### **Holidays**

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

### **Hours of Work**

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

## **Travel**

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout Northern Ireland will be required and travel nationally and internationally may also be required.

## **Other Specific Terms and Conditions**

Successful candidates will be required to achieve MCIPS through an approved route. Options for attaining MCIPS are under review at present, these include:

- Studying for CIPS Professional Qualifications to Professional Diploma Level at Belfast Metropolitan College or using CIPS online resources (more details of the <https://www.cips.org/learn/qualifications/cips-qualifications/>);
- The CIPS Corporate Award applied learning programme (more details can be found at <https://www.cips.org/cips-for-business/people/routes-to-mcips/corporate-award/>); or
- An accredited Masters Qualification at University of Ulster (currently in discussion with UU on this course commencing in September 2019)

The approved route to attaining CIPS will be known in March 2019. Failure to attain MCIPS within 3 years of commencing the approved route may result in the termination of employment.

Successful candidates will be funded to complete the approved course of study.

On attainment of MCIPS (and a satisfactory performance review), the Graduate Procurement Officer Trainee will be promoted to Senior Procurement Officer (staff officer equivalent).

The post holder will be required to remain in post for at least three years following achievement of MCIPS (unless under exceptional circumstances). Note: the post holder will not be restricted from applying for posts at a higher grade (e.g. NICS promotions or trawls) during this period.

## **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is basic, however future vacancies which may arise during the lifetime of the competition may require higher level clearance, eg Counter Terrorism Check (CTC).

## **Probation**

Confirmation of your appointment as a Graduate Procurement Officer, Trainee, EOI, will be dependent upon the satisfactory completion of a probationary period of 12 months. 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.

Confirmation of appointment to the Staff Officer grade will be dependent upon the achievement of the professional qualification (MCIPS) and a satisfactory performance review.

If your performance, conduct or attendance at any time during the probation period is not satisfactory, or you fail to obtain the MCIPS, your appointment may be terminated.

Please note that once MCIPS is achieved, successful candidates must maintain the qualification whilst in the post.

## **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.

## **Conflict of Interest**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may email [Donna.Williams@finance-ni.gov.uk](mailto:Donna.Williams@finance-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. A minimum of a 2:2 grade Degree Level in any discipline;

**AND**

2. A minimum of one years' practical working experience, in a customer or supplier facing role.

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.

You will be required to provide documentary evidence of your *qualifications* at interview so please ensure you have these readily available.

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

### **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.

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.**

## **ASSESSMENT PROCESS**

Assessment for this competition will comprise of three stages:

Stage 1. Online Assessment Tests;

Stage 2. Eligibility Sift;

Stage 3. Interview

After stage1, the department reserves the right to introduce an invigilated verification test for the top scoring candidates prior to the Eligibility Sift at stage 2.

### **Stage 1 - Online Assessment Test**

The first stage of assessment will comprise of a balanced portfolio of online assessment tests.

The tests are complementary and provide a standardised and objective method of selecting for the role. This battery of tests has been designed and selected to cover the full range of competencies for the EO1 grade and are relevant for effective performance in a wide range of EO1 roles.

The test battery comprises three tests as detailed below.

Familiarisation material will be available to you when you receive your invitation to complete the test.

These materials describe each test in detail, include full instructions for completing the test and provide example and practice questions. They also explain how you can record your answers and navigate your way around the test. We strongly recommend that you use these familiarisation materials to ensure that they are compatible with the computer/operating system you intend to use and so that you know what will be required of you when you take the test.

To complete the online assessment, applicants will require a computer which has an internet connection and a modern web browser installed. We would suggest that you do not use tablets or phones to complete the assessments. If the Familiarisation materials work well on your IT, then you can be assured that the live tests will work well too. If in doubt about whether your computer will work on the tests, it is very important that you access the Familiarisation materials using the computer and internet connection that you intend to take the live test on **WELL BEFORE** the deadline of the tests. For best results we recommend the online assessment is completed in a testlike environment. Any possible distractions should be turned off, for example mobile phones, TV, music etc. Concentration is needed throughout the assessment, so if you are completing it at home or work, ensure other people are aware they should

not disturb you until you are finished. Note no responsibility can be accepted for any issues arising from where you choose to sit the tests.

There will be three separate assessments to complete:

1. Management Decisions
2. Data Analysis and Decision-Making
3. Critical Reasoning

**Management Decisions** - In this test you will be provided with a number of scenarios/situations which are fictional, but based on the work of EO1s. You will then be asked how you would deal with each situation and given a list of five different responses. Your task will be to rate, using a four point rating scale, how appropriate each response is for the situation described.

There are 15 scenarios to complete and you will have 40 minutes to complete them.

**Data Analysis and Decision Making** - This test has two parts. In the first part you will be asked to carry out a range of calculations and instructions will be given on the process you should use to do this. In the second part you will be presented with data in various forms such as tables and graphs and are required to answer questions on this data.

In total you will be asked to complete 28 multiple choice questions and will have 40 minutes to do so. You can use a calculator in the test.

**Critical Reasoning**— This test has four sections. In one of the sections you will be given sets of six words arranged in a row. Many of these words will have several meanings. Your task is to identify whether any of the six words have a similar meaning and, if they do, to choose the TWO words that are the closest in meaning in each question. There are 15 sets of words. In the other three sections you will be presented with short passages of text and then presented with a number of statements. Your task is to identify whether these statements follow from what has been stated in the text.

There are eight passages and a total of 32 statements. You will have 40 minutes in total to work through the four sections.

Applicants will be sent an email containing a link to the online test facility; this email will be sent from HRConnect. It is anticipated that this email will be issued to you on **Monday 25<sup>th</sup> February 2019**. Please check your email and junk mail folders during this time to ensure you receive the email. The email you receive will include full instructions on how to complete the online tests and you will have until **Friday 8<sup>th</sup> March 2019** to complete the online tests.

**EACH TEST SHOULD BE TAKEN IN A SINGLE SITTING AND CANNOT BE PAUSED**

The scores on each of the three online tests will be equally weighted and candidates will be required to meet a minimum standard in each one. The scores will then be added together to produce an overall test score for each candidate. **Only the top scoring candidates will progress to Stage 2.**

### **Stage 2 - Eligibility Sift**

The application forms for the top scoring candidates in the online assessment test will go forward to the selection panel to be assessed against the eligibility criteria as outlined on page 11.

### **Stage 3 - Interview**

The successful candidates from Stage 2 will be invited to the final assessment stage which will consist of a competency based interview on the selected competencies for the EO1 grade as set out in the Northern Ireland Civil Service (NICS) competency framework at **Level 2** for the purposes of personal and professional development.

## **INTERVIEW CRITERIA**

### **Presentation**

As part of the interview, candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. Candidates will be advised of presentation topic in advance of the interview.

Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted including a laptop.

The presentation should last 7 minutes and will be used to assess both the Seeing the Big Picture and Leading and Communicating competencies.

### **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 Departmental and Programme for Government goals and deliver the greatest value.

**Marks available: 20      Minimum Standard: 12**

### **Leading and Communicating**

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

**Marks available: 20      Minimum Standard: 12**

## **COMPETENCY BASED INTERVIEW**

### **1. 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**

## **2. Changing and Improving**

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

**Marks available: 20**

## **3. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks available: 20**

**Total Marks Available: 100**

**Overall Pass Mark: 60**

## **COMPETENCE BASED INTERVIEWS**

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

No notes or personal documentation may be brought into the interview room to assist with the interview (please note speaking notes and flipchart paper are permitted for the presentation).

## **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast during weeks commencing 29<sup>th</sup> April and 6<sup>th</sup> May 2019.

## 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](mailto: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](http://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](http://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 / professional membership 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](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For these post 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](http://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](http://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.

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

### **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](http://www.finance-ni.gov.uk).

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**

**As Protestants and men are currently known to be under represented in this grade in the NICS, applications from the Protestant section of the community and men would be particularly welcome.**

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**