

**Candidate  
Information  
Booklet**

**IRC231735  
NIEA, Enforcement Branch, EOI  
Investigating Officer**

**Northern Ireland Environment Agency  
(NIEA)  
Department of Agriculture Environment  
and Rural Affairs (DAERA)**

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

***Friday 24<sup>th</sup> August 2018***

**Department of Agriculture  
Environment and Rural Affairs**

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**A thriving and sustainable economy,  
environment and rural community**

**Communication between HRConnect and you**

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

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## **FOREWORD**

Thank you for your interest in this post of Investigating Officer in the Enforcement Branch within the Northern Ireland Environment Agency (NIEA). The Agency's strategic objective is to create prosperity and well-being through effective environment and heritage management and regulation.

An important element of our work involves co-operating with other Government departments and agencies to limit adverse impacts upon the environment.

The Agency has a wide range of scientific and professional skills and expertise among its staff. This skills and experience base allows us to manage and protect our landscapes and their wildlife, and to maintain a healthier environment.

If you believe you have the skills and experience to tackle this post, I would be delighted if you would take the next step and complete and submit the application form.

**David Small**  
**Chief Executive**  
**Northern Ireland Environment Agency**

## **DAERA BACKGROUND**

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland. The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain for the administration of schemes affecting the whole of the United Kingdom.

The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

## **DAERA VISION AND STRATEGIC GOALS**

### **Vision**

“A thriving and sustainable economy, environment and rural community.”

### **Strategic Outcomes**

- Sustainable agri-food, fisheries, forestry and industrial sectors.
- A clean, healthy environment, benefiting people, nature and the economy.
- A thriving rural economy, contributing to prosperity and wellbeing.

### **How we operate:**

- A well led, high performing organisation focused on outcomes.

### **DAERA Top Management Group comprises:-**

- Central Services and Rural Affairs Group;
- Veterinary Service Animal Health Group;
- Environment Marine and Fisheries Group; and
- Food and Farming Group.

### **DAERA has two Executive Agencies:**

- Northern Ireland Environment Agency (NIEA); and
- Forest Service.

The Department also sponsors a number of Non Departmental Public Bodies (NDPBs) including the Agri-Food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Denis McMahon.

## **NORTHERN IRELAND ENVIRONMENT AGENCY**

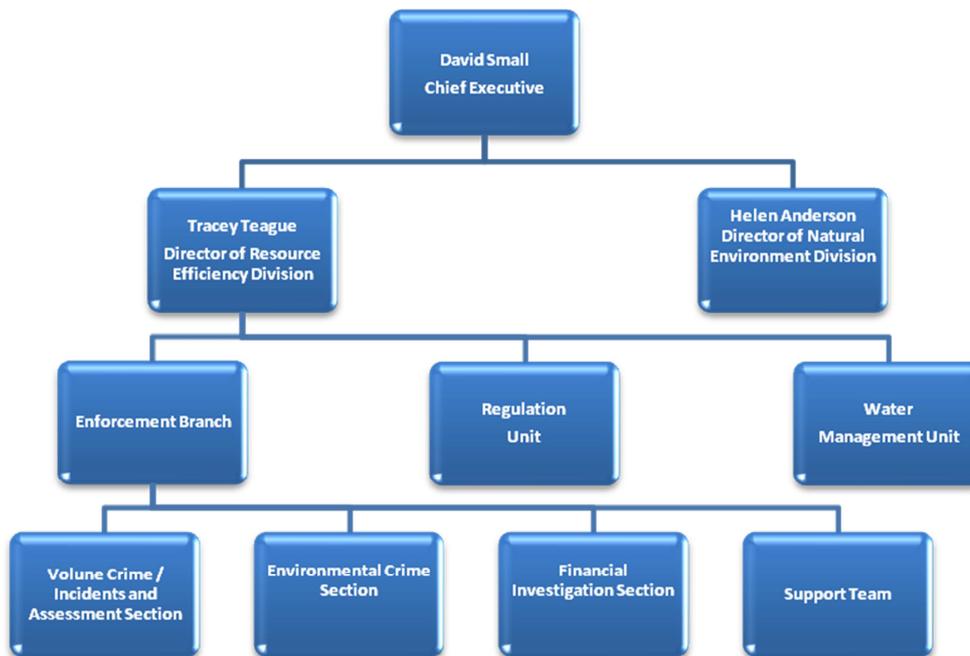
The Northern Ireland Environment Agency (NIEA) is an Executive Agency within the Department of Agriculture, Environment and Rural Affairs. The NIEA has two Divisions – Resource Efficiency Division and Natural Environment Division.

The role of NIEA is to:

- promote both public awareness of environmental issues and action to deal with them;
- regulate adverse human impacts upon the environment;
- work in partnership with others to protect the environment;
- provide financial support to others to encourage action to protect the environment;
- manage our properties to promote public access to, and understanding of, the environment; and
- advise Government and other key sectors on environmental issues.

NIEA has over 440 staff, the greater percentage being scientific and technical staff, at its headquarter buildings in Belfast, and Lisburn and a number of regional locations.

Further information about NIEA can be obtained on the Internet at <https://www.daera-ni.gov.uk/northern-ireland-environment-agency>.



## Resource Efficiency Division

The Resource Efficiency Division is the largest Division within the NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

## Enforcement Branch

The Enforcement Branch was established in April 2017, with the specific aim of investigating volume crime and incidents, in assessing same and where necessary to investigate and prosecute serious and persistent, commercial-scale, waste crime. Although the Enforcement Branch is a new initiative formed as a result of very recent restructuring, the NIEA has a history of prosecuting offenders involved predominantly in waste crime since the former Department of the Environment assumed responsibility in 2003 for prosecutions under the Waste and Contaminated land (Northern Ireland) Order 1997 (as amended).

The Volume Crime Section has a staff complement of seven FTE staff and is responsible for 3 key areas of work:

(1) Low level waste crime and fly-tipping investigations: This requires the assessment and investigation of routine volume incidents, to establish if there has been a breach of waste legislation and, where investigative opportunities exist, conduct the relevant enquiries.

(2) Management of NIEA's role in the Fly-tipping Partnership Programme: the implementation of the Fly-tipping Partnership Programme, including arranging the clean-up of hazardous fly-tipped wastes, and non-hazardous fly-tipped wastes over 20m<sup>3</sup> in volume, by utilising NIEA contracts.

(3) Management of NIEA's role in Council-led multi-agency initiatives on bonfires: delivery of NIEA's actions in response to the management of bonfires through the Council-led Multi-Agency initiatives.

The Environmental Crime Section has a staff complement of 16 FTE criminal investigators who investigate and prosecute the most significant, serious and persistent environmental waste offenders, which often involves organised criminality. These offenders inflict large-scale and long term damage on our environment and deprive the local economy of considerable revenue. Their offending also negatively impacts on the ability of legitimate businesses that are regulated by the Agency to compete and enforcement assists in the creation of a level playing field. Utilising innovative and often complex investigative methodologies the work of Environmental Crime Section can be time consuming, complex and demanding.

In line with the principles of Better Regulation and the Agency's Enforcement Policy, the Environmental Crime Section prioritises and targets its enforcement resource and capability against those individuals and companies posing most risk and harm to the environment and human health. The section seeks not only to bring offenders to justice, but also protect the environment by securing remediation of waste/ other environmental impacts by application of the polluter pays principle.

The Financial Investigation (FI) Section has a staff compliment of four financial investigators and carries out confiscation and money laundering investigations and also cash seizure/forfeiture investigations under the Proceeds of Crime Act 2002, to ensure that offenders do not benefit financially from their crimes.

The Enforcement Branch works effectively with other enforcement agencies (particularly Police Service of Northern Ireland (PSNI), Her Majesty's Revenue and Customs (HMRC) and the National Crime Agency (NCA) and also with other units within NIEA to maximise efficiency and effectiveness.

## **JOB DESCRIPTION**

The position of Investigating Officer (EOI) in the Enforcement Branch is a permanent full-time post.

A reserve list will exist and will be held for a period of 12 months from the date of interview to cover any further similar vacancies which may arise.

There are currently 4 full time posts available. The successful candidate(s) will be a direct employee of the Department of the Department of Agriculture Environment and Rural Affairs.

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

### **Location**

The posts are currently located at Klondyke Building, Cromac Avenue, Lower Ormeau Road, Belfast, BT7 2JA.

### **Travel**

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities and be prepared to travel throughout NI and elsewhere as required including GB, ROI & Europe. Sometimes travel will be beyond public transport routes or when public transport is not available, and you therefore must have access to a form of transport which will enable you to fulfil your responsibilities.

### **Salary**

Salary will be within the range £26,962 - £27,819 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 successful candidate will normally be required to work 37 hours per week however will be expected to work outside of conditioned hours as dictated by the requirements of the investigations. Hours worked will be in accordance with the EU Working Time Directive.

### **Annual Leave**

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, increasing to 30 after five year's satisfactory service.

## **Pensions**

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

## **Vetting Requirements**

The successful candidate will require security clearance at Counter Terrorist Check (CTC) level.

## **Probation**

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. 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.

## **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. Your Personal Development Plan will identify your learning and development needs with a view to enhancing your skills and capabilities. As a NI Civil Servant you will have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing your own career.

## **Training**

We recognise that the skills of our people are our greatest asset and we will continually seek to train and develop them in line with our business goals.

## **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 contact Stephen Norrie on telephone 02890 569469 or email [Stephen.Norrie@daera-ni.gov.uk](mailto:Stephen.Norrie@daera-ni.gov.uk).

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

## KEY RESPONSIBILITIES

The key responsibilities of the post include, but are not limited to the following:

- The input to and delivery of agreed objectives as set out in Operational, Business and Corporate Plans.
- Carrying out volume and or serious complex criminal investigations into a range of environmental crime in a manner compliant with all legal requirements relevant to criminal investigations and Departmental policies.
- Enforcement duties and responsibilities associated with the waste sector, including the issue of advice and guidance, warnings and where appropriate fixed penalties.
- Preparation & presentation of professional evidence for inclusion in prosecution cases, PPS consultation & Court Proceedings.
- Preparation and presentation of prosecution cases, for consideration by the Public Prosecution Service.
- Provision of professional expertise across the full ambit of investigative activities to maximise the effectiveness of the agency's operational interventions, including leading activities (where appropriate), mentoring less experienced staff & providing advice/ support / guidance to managers.
- Prioritising and processing work, through consultation and systematic review ensuring incident handling and case completion targets are met.
- Contribution and adherence to strategies, policies and procedures to ensure that NIEA uses its regulatory and investigative powers consistently and effectively,
- Managing and responding to intelligence reports on illegal waste activity & other allocated environmental crime.
- Experience in and preparedness to give evidence (including in Crown Court jury trials and in Chambers) as and when required.
- Providing support to Higher Scientific Officers (& deputising as relevant as part of the NIEA management team). Contributing towards the Agency strategy, policy, organisational business plan and risk register.
- Participating in operational work with other law enforcement agencies (e.g. PSNI, HMRC) in order to maximise the effectiveness of NIEA enforcement functions. Carry out joint operations with partner agencies.

- Providing briefing to & provision of such material to management as and when required.
- Liaising with Public Prosecution Service and other key stakeholders in Northern Ireland, GB and the ROI with regard to the advancement of criminal investigative work.
- Self-motivated and the ability to manage own workloads and meet challenging court imposed deadlines.
- Extensive travel throughout Northern Ireland using Departmental vehicles (driving on and off road) and having responsibility for same.
- Conducting operational investigative work, including site surveys and compliance with all health & safety policies and procedures.
- Comply with all Departmental HR Policies and Procedures, as detailed in the Staff Handbook.

**The above list is not exhaustive 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.**

## ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

1. At least 4 GCE/GCSE 'O Levels, grade A-C, in separate subjects. These must include English Language and Mathematics\*.

**AND**

2. Achievement of a professional investigative standard of at least PIP2<sup>1</sup> or other Advanced Investigative Accreditation awarded by a recognised Professional Body.

**NB:** The Selection Panel will decide on the relevancy and equivalence of Advanced Investigative Accreditation provided by the applicant. Candidates must provide the date of award, details of the accreditation and awarding body.

**AND**

3. A minimum of three years' experience leading and managing criminal investigations in both the Magistrates and Crown courts in compliance with the Police and Criminal Evidence (Northern Ireland) Order 1989, the Criminal Procedure and Investigations Act 1996 and the Human Rights Act 1998\*.

**AND**

4. Have a current full valid driving licence which permits the licence holder to drive in Northern Ireland.

**Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. 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. Candidates must state how it meets the English and Mathematics GCSE requirement.

**\*Experience gained in other national jurisdictions that operate in compliance with legislation equivalent to that of Northern Ireland may also be considered. The Selection Panel will decide on the relevancy and equivalence.**

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<sup>1</sup> The Professionalising Investigation Programme (PIP) is a structured development programme to embed and maintain investigative skills. It delivers the capability to conduct professional investigations at all levels within the Police Service and in other sectors of Law Enforcement.

## SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used in the order listed:

1. A minimum 2 years experience gained within the last 7 years of investigations related to serious<sup>2</sup> and or organised<sup>3</sup> crime.
2. A proven track record of the compilation of investigative reports and associated documentation to exacting evidential standards.
3. Experience of giving evidence in both the Magistrates and Crown courts.
4. Experience of leading and managing the criminal disclosure process under the Criminal Procedure and Investigations Act 1996.
5. Experience of leading and managing either a manual or automated major/complex enquiry management system<sup>4</sup>

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<sup>2</sup> Serious crime is defined as:  
*'Conduct which*

*(a) involves the use of violence, results in substantial financial gain or is conducted by a large number of persons in pursuit of a common purpose or*

*(b) the offence or one of the offences is an offence for which a person who has attained the age of twenty-one and has no previous convictions could reasonably be expected to be sentenced to imprisonment for a term of three years or more.'*

<sup>3</sup> Organised crime is defined as, *'Organised crime can be defined as serious crime planned, coordinated and conducted by people working together on a continuing basis. Their motivation is often, but not always, financial gain.'*

<sup>4</sup> Major or complex enquiry systems such as HOLMES, MIRIAM, CLUE or similar. The candidate must provide details of the system and dates of training.

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

Investigating Officer is analogous to Executive Officer 1 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**

In addition to satisfying the eligibility (and if appropriate shortlisting) criteria, applicants will also be expected to display the following selection criteria/competences at interview:

### **COMPETENCE BASED INTERVIEW**

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

#### **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 to support service delivery.

**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. 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. It requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks Available: 30**

**Minimum Standard: 15**

#### **4. 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.

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.

**Marks Available: 20**

## **5. Making Effective Decisions**

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

**Marks Available: 30**

**Minimum standard: 15**

**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.

### **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast during week commencing 1<sup>st</sup> October 2018.

### **AVAILABILITY**

Precise dates for the interviews will be arranged shortly. In the meantime if you decide to apply, and for good reason you will not be available week commencing 1<sup>st</sup> October 2018, you should include this in your application giving your reason for unavailability.

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, abilities and experience. You may draw examples from any area of your work / life experiences.

## SELECTION PROCESS

### **The Merit Principle**

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

Further information on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### **Making your application:**

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

### **Guidance for Applicants**

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

## **Application Form Submission**

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

## **Changes in personal circumstances**

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

## **Communication between HRConnect and you**

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

## **Transgender Requirements**

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

## **Further appointments from this competition**

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

## **Merit List Extensions**

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

## **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

## **Equal Opportunity Monitoring Form**

**Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 27.

**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.**

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

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

### **Assessment Information**

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

You should ensure that these documents are readily available.

### **Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom. EOI Investigating Officer posts are classified as Non-Public Service, therefore certain nationality requirements apply. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

## **Vetting Procedures**

For EOI Investigating Officer posts in the NICS the level of vetting is a Baseline Standard including a Counter Terrorist Check (CTC) check. 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 successful applicants to be carried out by UKSV.

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

## **Order of Merit**

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

## GENERAL INFORMATION

### **Pensions:**

The NICS offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

<http://www.finance-ni.gov.uk/civilservicepensions-ni/index/new-members.htm>

or

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

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

### **Feedback**

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

THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT

**Completed application forms should be sent to the HRConnect Recruitment Team:**

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

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

**Contact Details:**

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

**Email:** [Recruitment@HRConnect.nigov.net](mailto:Recruitment@HRConnect.nigov.net)  
**Tel:** 0800 1 300 330  
**Fax:** 028 9024 1665

## **Equality, Diversity and Inclusion**

### **Policy Statement**

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

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

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

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

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

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

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

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

### **Equal Opportunities Monitoring**

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

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

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

### **Legislative Context**

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

### **Gender**

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

### **Age**

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

### **Community Background**

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

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality

Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

### **Disability**

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

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

This definition is interpreted as follows:-

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

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

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

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

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

### ***What sort of effect must there be?***

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

### ***What happens if the effects are reduced by medication or other treatment?***

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

***Are there any types of condition covered by special provisions in the DDA?***

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

***Are any conditions not covered?***

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

***What if someone has recovered from a disability?***

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

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

**Race**

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

**Sexual Orientation**

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies

information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

### **Marital Status**

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

### **Dependants Status**

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

### **Confidentiality of Monitoring Information**

The following general principles will be applied to all individual monitoring information:-

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

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

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

## ANNEX A

### Nationality

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

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

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

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

Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
**Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	United Kingdom
Estonia	Italy	Poland	

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

'Family member of an EEA or swiss national' means:

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

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

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

Further guidance on nationality can be obtained at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

**ANNEX B**  
**CIVIL SERVICE COMMISSIONERS**

**CSC NI**  
**CIVIL SERVICE COMMISSIONERS**  
**FOR NORTHERN IRELAND**

**AN INTRODUCTION**

**Ensuring appointment on merit**  
**And safeguarding ethics**

**WHO ARE WE?**

**Deirdre Toner**  
**Sinead Burns**  
**James Scholes**

**LOCATION**

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

**Stormont House**  
**Room 105**  
**Stormont Estate**  
**Belfast**  
**BT4 3SH**

**OPENING HOURS**

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

**How to contact us**

- **write to us at the address at the top of the page**
- **telephone us on 028 9052 3599**
- **visit us at [www.nicscommissioners.org](http://www.nicscommissioners.org)**

## Annex B CIVIL SERVICE COMMISSIONERS

### WHAT ARE WE HERE TO DO?

Civil Service Commissioners are appointed by the Crown to uphold the principle that selection for appointment to posts in the Civil Service should be on merit on the basis of fair and open competition.

### WHERE DO WE GET OUR AUTHORITY FROM?

Commissioners derived their responsibilities from prerogative Orders made by the Secretary of State. Our authority currently derives from the Civil Service Commissioners (NI) Order 1999.

### HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: [www.nicscommissioners.org](http://www.nicscommissioners.org)
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.

- approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.
- hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI) Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the appeals received by the Commissioners are published each year in our Annual Report.

## **WHAT CAN WE DO FOR YOU?**

If you have ever applied for a post in the Northern Ireland Civil Service, you can be assured that, whether or not you were successful, the Department or Agency was obliged to make that appointment in accordance with directions for good practice set out by the Commissioners.

We are concerned that civil servants are not fully aware of the appeals mechanism under the Code of Ethics. We would strongly encourage any civil servant who believes that he or she has been asked to act in a way which

- is illegal, improper or unethical;
- is in breach of constitutional convention or a professional code;
- may involve a possible maladministration; or
- is otherwise inconsistent with the Code

to report the matter in accordance with procedures laid down in the Northern Ireland Civil Service Pay and Conditions Code or Departmental guidance.

Where the matter has been reported in the appropriate manner and a civil servant believes the response does not represent a reasonable response to his or her concerns, s/he may report the matter in writing to the Civil Service Commissioners.