

**Candidate  
Information  
Booklet**

**IRC232901**

**Forest Officer Grade III**

**Department of Agriculture,  
Environment and Rural Affairs  
(DAERA), Forest Service**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 21<sup>st</sup> June 2019***

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

**Department of Agriculture,  
Environment and Rural Affairs**

**A living, working, active landscape  
valued by everyone”**

**Communication between HRConnect and you**

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

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## **BACKGROUND**

### **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.

The Department is currently preparing for EU EXIT, working closely with our partners in Northern Ireland and with colleagues in the other UK Administrations.

### **DAERA VISION AND STRATEGIC GOALS**

#### **Vision**

“A living, working, active landscape valued by everyone”.

#### **Strategic Outcomes**

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

#### **How we operate:**

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

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

- Corporate Services Group;
- Veterinary Service Animal Health Group;
- Environment Marine and Fisheries Group;

- Food and Farming Group; and
- Rural Affairs, Forest Service and Estates Transformation.

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

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

The Department also sponsors a number of NDPBs including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr. Denis McMahon.

### **FOREST SERVICE**

Forest Service manages 5% of the land area and about half of the forests in Northern Ireland. Many of these have statutory environmental designations and make significant contributions to the NI biodiversity strategy. Forests are an important part of the Northern Ireland landscape and have a distinct role in attracting almost 5 million visits each year for recreation and tourism products. Most visitors rate their experience as being excellent or very good. At the same time the Agency supplies 0.4 million tonnes of sustainably grown timber for industrial use, it takes a commercial approach to forest development for timber and recreation, it earns approximately £10 million annually, and is assessing the potential for wind energy projects within forests.

The Agency is also responsible for protecting the plant health status of forests and agriculture.

The Agency is a multidisciplinary organisation whose staff are employees of DAERA and are drawn mainly from forestry, agriculture, industrial and administrative disciplines. Forest Officers may expect to work across several of the professional competency areas described by the Institute of Chartered Foresters (ICF) as:

- Business Management;
- Forestry and Woodland Management;
- Arboriculture and Urban Woodland Management;
- Environment, Biodiversity and Wildlife Management;
- Recreation Management and Planning;
- Public Consultation and Participation;
- Harvesting, Marketing and Utilisation;
- Forest Engineering;
- Policy Development and Strategic planning.

Forest Service works closely with organisations that specialise in the particular professional competency areas below and an understanding of these will be useful to employees in the course of their career:

- Timber Conversion;
- Tree Nursery Management;
- Forestry and Arboricultural Research; and
- Forestry and Arboricultural Teaching.

(A full list of the ICF Competency Areas and Competencies is available in Annex A).

Individual officers may also be required to work as Plant Health Officers and in this scenario should expect to become registered as Plant Health Professionals with the Royal Society of Biologists.

The Agency is subject to the overall direction of the Minister, who determines the policy framework within which the Agency operates, the level of resources made available each year, and the scope of Agency activities. The Minister approves the Business Plan, sets the key performance targets and monitors the Agency's performance.

The Agency's role is to develop and implement forest policy and enhance plant, tree and bee health in support of the DAERA vision and strategic outcomes. The Agency's specific contribution includes the production and supply of timber and other forest products; the maintenance of adequate reserves of growing trees; and the management and development of forests so as to contribute to the protection of the environment, biodiversity and the mitigation of, or adaptation to, climate change. The strategy for delivering policy is under review.

The Agency has targets to increase the area of forest in Northern Ireland. The Agency also manages forests to provide a wide range of services consistent with national forestry standards<sup>1</sup>. It encourages public enjoyment and recreational use of its own forests, promotes the social benefits of other forests, and safeguards plant, tree and bee health.

**The key tasks to deliver the Minister's policies are:**

- 1) To promote forest expansion through grant aid under the Rural Development Programme;
- 2) To promote the arrangements for partnership working on forestry lands by formalising agreements to supply timber, provide access and enhance biodiversity;
- 3) To provide a regulatory framework as part of the UK Plant Health Service and processes to encourage compliance with forestry, plant and bee

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<sup>1</sup> <http://www.forestry.gov.uk/ukfs>

health legislation, aid scheme rules and potato seed certification and forest reproductive material schemes;

- 4) Monitor compliance and enforce legislation through inspection programmes, and protect the productive capacity of agriculture and forestry lands by monitoring for organisms harmful to plants;
- 5) To manage the Department's forests so as to:
  - Supply timber, regenerate and protect forests;
  - Promote public access by maintaining and improving facilities and visitor services through partnership arrangements;
  - Verify sustainable management performance through a process of independent audit against the UK Woodland Assurance Standard<sup>2</sup>; and
  - Release land from forestry for renewable energy generation and environmental improvement.

The Agency has changed its internal organisation, consistent with the resources available, to better respond to forestry and plant health policy needs, and to consolidate and further develop its arrangements for partnership working with industry, local government and the charitable sector.

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<sup>2</sup> <http://ukwas.org.uk/>

## KEY RESPONSIBILITIES

Forest Officer IIIs (FOIIIs) are responsible for leading and safely managing activities across the range of forestry and plant health services. The duties vary between posts, and will include:

- Planning, commissioning and controlling forestry operations including day to day management of staff and contract work;
- Management and development of staff;
- Coordinating activities on the Forest Service estate to secure Forest Service interests in relation to public safety and protection of forests;
- Developing and maintaining good relations with customers, landowners and forestry stakeholders;
- Use of IT systems in budgeting, procurement, reporting, surveying, data collection and analysis, including working with Geographic Information Systems (GIS) for the purposes of disease control, business planning, forest management, timber supply, policy development and customer service;
- Inspecting and enforcing legislation for the purposes of aid schemes, forest protection and public access to forests, felling control, environmental protection and plant health;
- Providing professional and technical support to policy colleagues and inspectorates and;
- Driving official vehicles and operating machinery and equipment.

**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.**

## **TERMS AND CONDITIONS**

There are currently three FOIII permanent full-time vacancies. The successful candidates will be employees of the Department of Agriculture, Environment and Rural Affairs (DAERA) and work in Forest Service, an Agency of the Department.

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

### **Location**

Forest Service has its Headquarters in Enniskillen, Co Fermanagh and has forests throughout Northern Ireland.

FOIII is a mobile grade and successful candidates will be expected to work in any of the activities outlined in the Key Responsibilities and to be posted to a number of locations during their employment, in the interest of the Department and to provide a breadth of experience. Consequently, applicants must be prepared to work anywhere in Northern Ireland, as required.

### **Salary**

The salary for the posts will be within the range £31,680 - £32,687 (under review) within which pay progression will be performance related. Starting salary will be at the minimum of the scale and includes a pensionable element for all hours worked including on-call/call out duties.

If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Hours of Work**

Forest Officer grades attract an "All Hours Worked" allowance (reflected in the salary above). Officers are required to be available whenever their duties require and this may involve evening and weekend work in addition to normal hours of work which are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday.

### **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.

### **Other Information**

The working environment for these posts includes office locations, industrial worksites and forests some of which are remote from public roads and habitation. Forest Officers are sometimes required to work on fire-fighting duties which may be at night and for prolonged periods.

Forest Officers are expected to traverse forests and upland terrain on off-road vehicles and on foot, and are sometimes required to work alone. The terrain can be challenging, through dense forest planting and over steep, rough and wet ground, and from time to time working conditions will be adversely affected by weather conditions including low temperatures, mist, rain, wind and snow.

As the working environment is physically demanding Forest Officers require a reasonable level of fitness and be capable of giving regular and effective service.

### **Travel**

The successful candidate must hold a valid driving licence and have access to a form of transport which will enable them to fulfil their responsibilities.

### **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)

### **Medical**

Prior to an appointment being offered, the successful candidate will be required to pass a driver's medical check and a working alone in remote rural settings medical check.

### **Vetting Requirements**

The successful candidates will be required to satisfy pre-employment checks undertaken by AccessNI in accordance with the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

### **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.

### **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.

### **Further Information**

Applicants wishing to learn more about the posts before deciding to apply may telephone Mr. Gordon Bell on 028 6634 3062 or email [Gordon.Bell@daera-ni.gov.uk](mailto:Gordon.Bell@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)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Possess, or expect to achieve by 31<sup>st</sup> July 2019, at least an educational qualification accredited by the Institute of Chartered Foresters (ICF)<sup>3</sup> giving a minimum of 5 points, or equivalent.

### AND

2. Have at least 11 months practical experience\* gained within the following ICF competency areas:
  - Business Management
  - Forestry and Woodland Management
  - Arboriculture and Urban Woodland Management
  - Environment, Biodiversity and Wildlife Management
  - Recreation Management and Planning
  - Public Consultation and Participation
  - Harvesting, Marketing and Utilisation
  - Forest Engineering
  - Policy Development and Strategic planning
  - Timber Conversion
  - Tree Nursery Management,
  - Forestry and Arboricultural Research, and
  - Forestry and Arboricultural Teaching,

(\*Practical experience must have been gained in a forestry context. This experience may have been gained alongside studies for the formal qualification required at eligibility criterion 1. A full list of the ICF Competency Areas and Competencies is available in Annex A).

### AND

3. Have a full and current driving license which enables the holder to drive in the United Kingdom and have access to a form of transport which will permit them to meet the requirement of the post in full.

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 will include:  
Arboriculture & Forestry acquired outside the UK.
- A higher standard will include:  
Associate or Professional Members of the ICF

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<sup>3</sup> A list of current ICF Accredited courses can be found at <http://www.charteredforesters.org/about-us/education-and-research/arboriculture-forestry-careers/>

**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.

## **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;

1. Have 6 months experience in a supervisory or managerial role relating to one of the areas listed at eligibility criterion 2.

(This experience may have been gained alongside studies for the qualification required at eligibility criterion 1);

### **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)

## **ASSESSMENT PROCESS**

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

### **PRESENTATION**

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. This may be followed by questions from the panel. Candidates will be advised of presentation topic when they report for interview and will be given 30 minutes to prepare their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. 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.

The content of the presentation along with any follow up questions will be used to assess the 'Seeing the Big Picture' competence and part of the 'Leading and Communicating' competence. Please note, there will also be a competence based question on the 'Leading and Communicating' competence.

### **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: 30**

### **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: 10**

## **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. 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**

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

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

**Marks available: 30**

### **3. 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**

### **4. Building Capability for All**

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

**Marks available: 20**

### **5. Managing a Quality Service**

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

**Marks available: 20**

**Total Marks Available: 150**  
**Overall Pass Mark: 90**

## **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast during week commencing 22<sup>nd</sup> July 2019.

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 2.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

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

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

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

#### **Please note:**

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be received by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment 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 competencies required for 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 this 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;

### **Enhanced Disclosure Certificate**

#### **Barred List Checks**

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

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.**  
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**

## ANNEX A

### Institute of Chartered Foresters - Competency Areas and Competencies

#### **1. Business and Management Skills**

- 1.01 Project Management (including planning and reporting)
- 1.02 Management of a work force
- 1.03 Human relations (job assessment, management of competencies etc.)
- 1.04 Developing teams and individuals, planning, and monitoring their performance
- 1.05 Budgets and cash flows, identifying and monitoring effective resource allocation
- 1.06 Preparation of accounts
- 1.07 Forestry taxation and assessment advice
- 1.08 Grant applications and advice
- 1.09 Costing, tendering
- 1.10 Negotiations (with clients, developers, purchasers etc.)
- 1.11 Financial analysis
- 1.12 Raising finance, money markets
- 1.13 Preparation of contracts
- 1.14 Supervision of contracts
- 1.15 Developing ICT skills and/or equipment
- 1.16 Planning research programmes
- 1.17 Curriculum development, time-tabling
- 1.18 Policy planning (other than under Competency Area 11)
- 1.19 Insurance aspects
- 1.20 Management systems including ISO and OHSAS
- 1.21 Management and adherence to Health and Safety requirements
- 1.22 Compliance with appropriate standards and regulations
- 1.23 Contributing to the formulation of strategy to guide the work of an organisation
- 1.24 Developing plans to assist with the implementations of an organisations strategy
- 1.25 Participation in reviews of the performance of an organisation
- 1.26 External consultancy and management reports
- 1.27 Monitoring service delivery to meet needs of clients and customers
- 1.28 Resolving ethical issues
- 1.29 Communication of information to meet the needs of clients, customers or public

#### **2. Forestry and Woodland Management**

- 2.01 Planning and design of forest planting schemes
- 2.02 Forest site preparation
- 2.03 Planting
- 2.04 Tree maintenance, including vegetation management
- 2.05 Forest nutrition and fertiliser use
- 2.06 Forest protection (insects, fungi, mammals, fire, etc)

- 2.07 Selection and use of appropriate silvicultural systems
- 2.08 Establishment and management of natural regeneration
- 2.09 Soil, site and stand classifications and surveys
- 2.10 Volume and growth assessment
- 2.11 Thinning, felling and harvesting control
- 2.12 Preparation and up-dating of forest design plans
- 2.13 Compliance with appropriate forest management standards
- 2.14 Valuation of forests
- 2.15 Small and farm woodland design and management
- 2.16 Management of equipment and machinery
- 2.17 Adherence to Health and Safety requirements
- 2.18 Environmental Impact Assessments
- 2.19 Public liaison on forestry (unless under Competency Area 6)

### **3. Arboriculture and Urban Woodland Management**

- 3.01 Planning and design of urban/parkland planting schemes
- 3.02 Site preparation
- 3.03 Planting in the urban/parkland environment
- 3.04 Plant maintenance, including vegetation management
- 3.05 Tree nutrition and fertiliser use
- 3.06 Tree protection (insects, fungi, mammals, vandals etc.)
- 3.07 Amenity woodland management (including natural regeneration)
- 3.08 Soil and site classifications and surveys
- 3.09 Tree inspections and hazard evaluation
- 3.10 Preparation and up-dating of tree management plans
- 3.11 Compliance with appropriate tree management standards
- 3.12 Management of TPOs and other designations
- 3.13 Valuation of amenity trees and woodlands
- 3.14 Investigation of tree-related structural damage
- 3.15 Pruning regimes and crown management
- 3.16 Line clearance and utility arboriculture
- 3.17 Management of trees on development sites
- 3.18 Management of veteran trees and/or historic landscapes
- 3.19 Management of equipment and machinery
- 3.20 Felling and removal of amenity trees
- 3.21 Adherence to Health and Safety requirements
- 3.22 Public liaison on arboriculture (unless under Competency Area 6)

### **4. Environment, Biodiversity and Wildlife Management**

- 4.01 Environmental impact assessment and management
- 4.02 Landscape assessment and mapping (urban and rural)
- 4.03 Landscape design
- 4.04 Ecological and habitat assessment and mapping (urban and rural)
- 4.05 Measures to maintain or enhance biodiversity and sustainability
- 4.06 Wildlife management, planning and implementation
- 4.07 Production, processing and sale of venison and game

- 4.08 Firearm control and competencies
- 4.09 Management and adherence to Health and Safety requirements
- 4.10 Archaeology

## **5. Recreation Management and Planning**

- 5.01 Assessment and mapping of recreation potential
- 5.02 Developing and implementing recreation plans
- 5.03 Tourism development and management
- 5.04 Hazard and risk assessment
- 5.05 Management for community safety
- 5.06 Management of recreation facilities
- 5.07 Management and adherence to Health and Safety requirements
- 5.08 Event planning and management
- 5.09 Access planning and interpretation
- 5.10 Path (cycle, bridle, foot) construction and maintenance
- 5.11 Environmental impact assessment and management

## **6. Public Consultation and Participation**

- 6.01 Planning of consultation or participatory exercises
- 6.02 Liaison with public or statutory authorities
- 6.03 Liaison with NGOs and similar representational groups
- 6.04 Informal liaison with the general public
- 6.05 Liaison with neighbours
- 6.06 Liaison with formal local groupings
- 6.07 Management of volunteers
- 6.08 Environmental education for the public
- 6.09 Public attitude surveys
- 6.10 Other forms of community engagement

## **7. Tree Nursery Management**

- 7.01 Nursery production planning
- 7.02 Soil cultivation, drainage and irrigation
- 7.03 Soil nutrition management
- 7.04 Sowing and seed bed management
- 7.05 Tending (transplanting, undercutting, wrenching etc)
- 7.06 Weed control
- 7.07 Hazard and risk assessment
- 7.08 Containers, filling and sowing
- 7.09 Greenhouse/polyhouse environment control
- 7.10 Marketing produce
- 7.11 Machine maintenance
- 7.12 Transport planning and management
- 7.13 Plant storage
- 7.14 Seed collection
- 7.15 Seed storage and preparation

## **8. Harvesting, Marketing and Utilisation**

- 8.01 Planning and controlling harvesting operations
- 8.02 Sales/purchases of produce, planning and negotiation
- 8.03 Production of timber and non-wood products
- 8.04 Marketing of timber and non-wood products, including green waste
- 8.05 Quantification and valuation
- 8.06 Terrain classification
- 8.07 Hazard and risk assessment
- 8.08 Environmental impact assessment and management
- 8.09 Management of equipment and machinery
- 8.10 Produce transport planning and organisation
- 8.11 Site restoration
- 8.12 Chain of custody certification
- 8.13 Management and adherence to Health and Safety requirements

## **9. Forest Engineering**

- 9.01 Road system planning
- 9.02 Road construction planning
- 9.03 Road construction and maintenance
- 9.04 Bridge construction and maintenance
- 9.05 Building construction and maintenance
- 9.06 Hazard and risk assessment
- 9.07 Environmental impact assessment and management
- 9.08 Management of equipment and machinery
- 9.09 Machine development (unless under Competency area 12)
- 9.10 Management and adherence to Health and Safety requirements

## **10. Timber Conversion**

- 10.01 On-site timber conversion
- 10.02 Timber uplift and transport
- 10.03 Timber storage
- 10.04 Sawmilling operations
- 10.05 Production of engineered timber products
- 10.06 Pulp and paper production
- 10.07 Quality control
- 10.08 Project management
- 10.09 Hazard and risk assessment
- 10.10 Environmental impact assessment and management
- 10.11 Product development (unless under Competency Area 12)
- 10.12 Machine development (unless under Competency Area 12)
- 10.13 Marketing and market development
- 10.14 Value added processes
- 10.15 Management and adherence to Health and Safety requirements

## **11. Policy Development and strategic planning**

- 11.01 Policy work at with governments at local, national or international levels
- 11.02 Meeting with policy makers (government, industry, professional etc.)
- 11.03 Meeting with policy implementers (industry, professional etc.)
- 11.04 Policy reviews
- 11.05 Best Value Review
- 11.06 Production of tree and woodland strategies
- 11.07 Production of Supplementary Planning Guidance document
- 11.08 Preparation of other relevant reports, submissions or publications
- 11.09 Participating in the formulation and implementation of policy
- 11.10 Development of forest certification and other sustainability initiatives

## **12. Forestry and Arboricultural Research**

- 12.01 Silviculture
- 12.02 Arboriculture (except where other headings more apposite)
- 12.03 Mensuration and biometrics
- 12.04 Entomology
- 12.05 Pathology
- 12.06 Management
- 12.07 Statistics
- 12.08 Environment and biodiversity
- 12.09 Wildlife management
- 12.10 Nursery and tree production
- 12.11 Socio-economics
- 12.12 Archaeology and forest history
- 12.13 Machine/equipment development and assessment
- 12.14 Product development
- 12.15 Genetics, tree breeding, seed and relevant biotechnology

## **13. Forestry and Arboriculture Teaching**

- 13.01 Silviculture
- 13.02 Arboriculture
- 13.03 Urban forestry
- 13.04 Mensuration and biometrics
- 13.05 Statistics (relevant to forestry or arboriculture)
- 13.06 Land-use planning
- 13.07 Forest management
- 13.08 Environment and biodiversity
- 13.09 Socio-economics
- 13.10 Landscape design
- 13.11 Business management (relevant to forestry or arboriculture)
- 13.12 Foundations of forestry/arboriculture (e.g. soil science, botany etc.)
- 13.13 Project planning (including preparation of management plans)
- 13.14 Field tours
- 13.15 Machine operation
- 13.16 Recreation and tourism

