

**Candidate  
Information  
Booklet**

**IRC234701**

**Graduate Trainee Civil Engineer  
Department for Infrastructure (DfI)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 14<sup>th</sup> December 2018***

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

## ***Department for Infrastructure (Dfi)***

### **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**

### **Department for Infrastructure (Dfi)**

The Department for Infrastructure employs around 3,200 staff and is organised under a Departmental structure within the following Groups:

#### **Roads and Rivers**

- Dfi Roads
- Dfi Rivers

#### **Planning, Water and Driver and Vehicle Agency**

- Strategic Planning
- Planning Policy
- Driver and Vehicle Agency
- Water and Drainage Policy Division

#### **Transport and Resources**

- Safe and Sustainable Travel Division
- Finance Division
- Strategy, Communications and Change Division
- Transport Strategy Division
- Public Transport Division
- Internal Audit

#### **Roads and Rivers Group**

The Roads and Rivers Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by four Directors.

#### **Dfi Roads**

Dfi Roads is headed by a Deputy Secretary and supported by three Directors. Our HQ is in Belfast with four geographically located Divisions, each headed by a Divisional Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions are supported by two in-house provider “units” Consultancy Service and Operations and Maintenance.

We play a significant role in facilitating the safe and convenient movement of people and goods throughout the province and the safety of road users, through the delivery of road maintenance services and the management and development of the transport network. We also inform departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks
- Develop and implement a revised organisational structure to ensure that DfI Roads is fit for purpose.
- Ensure DfI Roads communicate effectively with its customers to promote better understanding of service provision
- Ensure effective management of DfI Roads budget, assets and corporate governance arrangements
- Improve the resilience of DfI Roads in responding to emergencies.

**DfI Roads is structured into three functional Directorates as described below:**

- Engineering;
- Network Services;
- Transport Projects & Business Services.

**Engineering is responsible for:**

- Development, co-ordination, review and updating of standards, policies and procedures and for the design and construction of roads;
- Delivery of a programme of Strategic Road Improvement schemes; and
- Management of three discrete Business Units –Consultancy Service, the in-house engineering consultancy responsible for the design and construction of roads; Operations and Maintenance, the in-house direct labour force responsible for maintaining roads and winter service; and Engineering Services which is responsible for the development of transport planning practices and Health & Safety.

**Network Services is responsible for:**

- Maintenance and operation of the public road network, intelligent transport systems and street lighting systems;
- Improvement of the network, through local transport and safety measures and major works on local roads;
- Providing the point of contact for road users and their representatives through our eighteen local section offices and four Divisional Head offices; and
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships

**Transport Projects and Business Services is responsible for:**

- Belfast Rapid Transit project;
- Park and Ride delivery programme;
- Active travel demonstration projects
- Strategic planning, and performance monitoring

- Programme of IT projects for DfI Roads;
- Manpower modelling and admin Savings;
- Corporate Governance and Risk Management;
- Lands acquisition;
- Management of the Claims Unit;
- Enforcement of on street parking regulations and moving traffic offences; and
- Management of the blue badge system for disabled drivers.

## DfI Rivers

DfI Rivers vision is **“to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland”**. The aims supporting the vision are **reducing risk to life and damage to property from flooding from rivers and the sea** and **“undertaking watercourse and coastal flood management in a sustainable manner”**.

## Functions

DfI Rivers, through the Department, is the statutory drainage authority for Northern Ireland.

Under the terms of the Drainage (Northern Ireland) Order 1973, the Department has discretionary powers to:

- Maintain watercourses and sea defences which have been designated by the Drainage Council for Northern Ireland.
- Construct and maintain drainage and sea defence structures.
- Administer advisory and enforcement procedures to protect the drainage function of all watercourses.

All executive functions arising from DfI’s statutory remit under the Drainage Order are undertaken by DfI Rivers and it also exercises DfI’s responsibilities with regard to regulation of the water levels in Lough Neagh and Lough Erne (the latter in conjunction with the Electricity Supply Board in the Republic of Ireland). DfI Rivers also contributes to wider Departmental policy on these functions.

DfI Rivers also has responsibility for the management of the Lough Erne Estate.

The EU Directive on the assessment and management of flood risk (2007/60/EC), more commonly known as the Floods Directive, was transposed into Northern Ireland legislation in November 2009 and is known as ‘The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.

DfI Rivers supports DfI as the competent authority for the EU Floods Directive and is responsible for implementing its requirements. This requires a co-ordinated approach with other government departments and organisations.

DfI Rivers also works closely with colleagues in the Office of Public Works in the Republic of Ireland to fulfil the obligations of the Directive in relation to trans-boundary catchments.

### **Location**

DfI Rivers Headquarters is located in Loughry Campus in Cookstown, with regional offices in Omagh and Lisburn and sub-regional offices at Coleraine, Craigavon and Ballinamallard, outside Enniskillen.

Further information on DfI Rivers can be found on <http://www.infrastructure-ni.gov.uk>

## **KEY RESPONSIBILITIES**

### **The main areas of responsibility are:**

- Preliminary and detailed design of roads and rivers related projects;
- Preparation of civil engineering drawings, contract specifications and bills of quantities;
- Supervision and management of contract and direct labour schemes;
- Undertaking feasibility studies;
- Undertaking work relating to the programme management of Strategic Road Improvement Schemes; and
- Contributing to the development of tender documentation for small and large scale procurements.

The key responsibilities listed are not meant to be comprehensive but to give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs and the successful candidate may be required to carry out other duties as allocated by management.

## TERMS AND CONDITIONS

This competition will be used to fill positions at Graduate Trainee Civil Engineer level within the Department for Infrastructure. There are currently 6 permanent full time appointments to be filled.

The competition may also be used to fill similar vacancies that may arise within one year of the interviews.

Graduate Trainees may spend periods in both the design office and on site working on interesting and challenging projects under the supervision of Chartered Engineers. Graduates may also have the opportunity to gain experience in the operation and maintenance functions of DfI Roads and Rivers.

**AS THIS IS A TRAINEE OPPORTUNITY IF YOU ARE CURRENTLY, OR HAVE BEEN PREVIOUSLY, A PROFESSIONALLY QUALIFIED ENGINEER YOU ARE NOT ELIGIBLE TO APPLY FOR THIS COMPETITION.**

### Location

The successful candidates must be prepared to work anywhere within Northern Ireland.

### Salary

Graduates will spend 2 years on the Graduate Trainee salary scale. The salary for the post is currently £26,962.

Subject to satisfactory service, Graduates will then progress to Higher Professional and Technology Officer (HPTO), the salary scale for which is currently £30,149 - £31,760. Graduates progressing to HPTO will enter the salary scale on point 2, which is currently £30,685.

There are prospects for promotion under normal promotion arrangements to:

- Senior Professional and Technology Officer (SPTO) – Salary £36,812 - £40,473;
- Principal Professional and Technology Officer (PPTO) – Salary £48,226 - £52,857.

### Training

DfI Roads and Rivers provides excellent training facilities with both in-house/external courses and seminars being available. Graduates are encouraged to attend appropriate courses/seminars/visits organised by professional institutions.

**Graduates are required to enter into a formal training agreement with the Employer and the Institution of Civil Engineers with a view to becoming a Chartered Civil Engineer within 7 years of taking up appointment.**

## **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

<https://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni>

## **Holidays**

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

## **Hours of Work**

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday. Where possible the Department operates a flexible working time scheme. The purpose of the scheme is to provide a more flexible system of attendance for staff.

## **Travel**

The successful candidates must have access to a form of transport which will enable them to meet the requirements of the post in full.

## **Vetting**

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

## **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

## **Career Development**

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Kris Campbell on 02838320323 or email [kristopher.campbell@infrastructure-ni.gov.uk](mailto:kristopher.campbell@infrastructure-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by **31st December 2018** possess:

1a) At least a second class honours degree in Civil Engineering;

**OR**

1b) A degree accredited by the Joint Board of Moderators (JBM)\* which satisfies the academic requirements for Chartered Engineer status with the Institution of Civil Engineers (ICE)\*\* or an institution, which the institution of Civil Engineers recognises as equivalent under the EC (Recognition of Professional Qualifications) Regulations 2007;

\*A list of JBM accredited degree courses for Chartered Engineer status can be found at:

<http://www.jbm.org.uk/GeneralContent.aspx?ContentID=16>

\*\*Further information may be obtained from the Institution's "Routes to Membership" document at [www.ice.org.uk](http://www.ice.org.uk)

## SHORTLISTING CRITERION

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used:

1. Applicants who possess a Masters degree included in the JBM accredited degree course list for Chartered Engineer status by the 31st December 2018.

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

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

**Please note:**

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

## **ASSESSMENT PROCESS**

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

### **1. 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: 40**

**Minimum standard: 24**

### **2. Changing and Improving**

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

**Marks available: 20**

### **3. Managing a Quality Service**

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

**Marks available: 20**

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

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

**Marks available: 20**

**Total Marks Available: 100**

**Overall Pass Mark: 60**

## **COMPETENCE BASED INTERVIEWS**

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

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

## **INTERVIEWS**

It is intended that interviews for this post will take place in **Belfast** from week commencing **4<sup>th</sup> February 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 elements of the post.

## GENERAL INFORMATION

### **The Merit Principle**

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

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

### **NICSHR Privacy Notice**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **Offers of Employment**

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

### **Changes in personal circumstances and contact details**

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

### **Transgender Requirements**

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

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process.

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

### **Documentation**

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

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

You should ensure that the required documents are readily available.

### **Right to Work and Nationality Requirements**

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

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

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

### **Security**

#### 1. Baseline Personnel Security Standard

For 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;

### **Basic Disclosure Certificate**

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

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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

### **Equal Opportunity Monitoring Form**

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

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

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

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

### **Feedback**

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining

eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT**