

**Candidate
Information
Booklet**

**IRC236265
Senior Management Consultant
(Deputy Principal)
Department of Finance (DoF),
Business Consultancy Service (BCS)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Wednesday 1st May 2019***

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

Department of Finance (DoF)

Communication between HRConnect and you

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

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FOREWORD

Thank you for your interest in this competition to fill Senior Business (Management) Consultant (hereafter referred to as Senior Consultant) posts (Deputy Principal grade) within Business Consultancy Services (BCS) in the Department of Finance.

BCS provide an internal business consultancy service to the Northern Ireland Civil Service. It is a component of the Public Sector Reform Division (PSRD) within the Strategic Policy and Reform Directorate.

The Northern Ireland Civil Service is engaged in ongoing change and transformation with a view to improving the services citizens receive from government and helping to ensure increasing demands can be met within the available resources. Crucial to the success of supporting a successful Northern Ireland Civil Service is an internal consultancy capability of highly skilled, motivated and committed staff. BCS will play a key part in helping the NICS and wider public sector deliver their change and reform priorities.

Opportunities currently exist within BCS to join our team of consultants in an exciting and challenging environment of Public Service transformation and change. As a Senior Consultant you'll be responsible for identifying opportunities, developing the business and leading the delivery of high quality workable solutions at the highest level. The role is demanding, requiring a strategic, creative thinker, someone who can demonstrate leadership at the highest level, and a relationship/partnership builder. You will drive and build upon the development of our current capability, providing clients with a consultancy service that offers breadth and depth.

This is a challenging and rewarding role which offers personal and professional rewards for the successful candidate. If you can manage change and welcome a challenge, there's never been a better time to join our team.

I hope this pack will meet your information needs and encourage you to apply for this position.

Bill Pauley

Director, Strategic Policy and Reform Directorate, Department of Finance

BACKGROUND

About the Department of Finance (DoF)

The Department currently incorporates eight business areas and has approximately 3000 staff.

The overall aim of the Department is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”.

In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More information on the functions and structure of the Department can be found on our website www.finance-ni.gov.uk

About the Public Sector Reform Division

BCS sits within Public Service Reform Division (PSRD). PSRD is responsible for leading, supporting and enabling public sector transformation and change across the wider public sector. PSRD works collaboratively with other organisations to promote innovation and improvement; engaging with staff and disseminating best practice lessons, as well as, leading, developing and implementing innovative solutions that generate more efficient and effective outcomes in and across NI Executive departments, arm's length bodies and local authorities. PSRD also works co-operatively with departments to support and enable the improvement of services for our citizens as well as managing, monitoring and reporting on the implementation of reform.

The Division leads on a number of cross cutting reform activities such as the Public Sector Transformation Fund and Open Government. It works collaboratively with other parts of the public sector through its 5 branches:

- Business Consultancy Services;
- Economic Advisory Unit;
- NI Innovation Lab;
- Engagement Branch; and
- NICS Libraries.

About Business Consultancy Services (BCS)

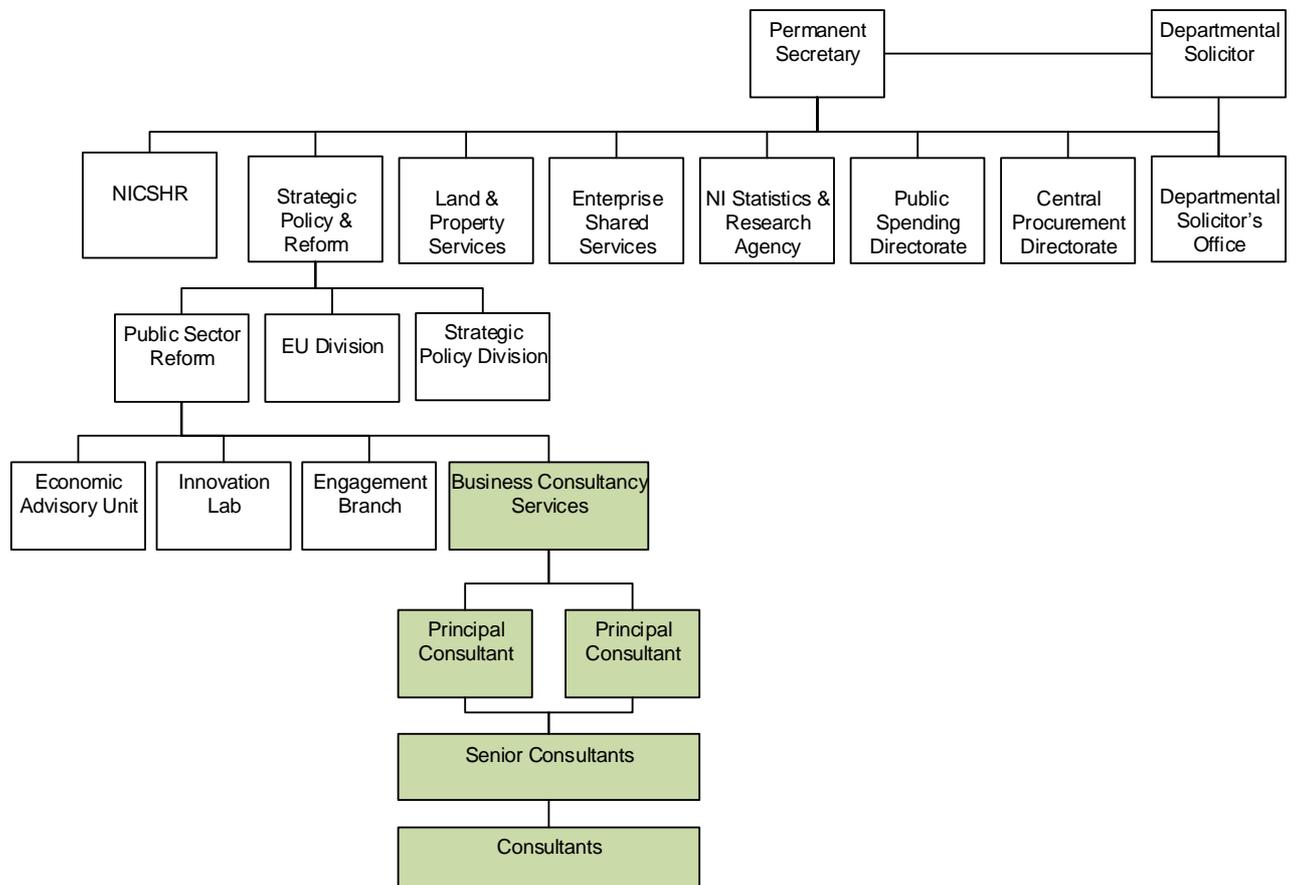
The post holder will assist BCS in its growth through developing and delivering a range of consultancy services, particularly through the use of organisational development and structural design; business improvement and change management; service design and process improvement interventions; major business case development and policy and programme evaluation; on behalf of its key stakeholders and their clients across the public sector.

BCS deploys its resources and efforts to help shape the future of the public sector by supporting its clients through programmes of work across all government departments and arm's length bodies and by improving delivery of services for the citizen.

Service delivery for BCS operates at a strategic and operational level. Therefore, the engagement of consultants requires the skillful application of consultancy interventions assisting organisations to shape, lead, manage and implement transformational change. To support the delivery of services BCS has 3 tiers of consultants; Consultant (SO grade), Senior Consultant (DP Grade) and Principal Consultant (Grade 7).

A primary focus for BCS is to maintain the delivery of high quality consultancy support to its client base in the NICS and the wider public sector. The business consists of highly skilled consultants and an ethos of continuous development will remain a key focus in future years.

Organisational Structure



JOB DESCRIPTION

There are currently 2 permanent, full time vacancies. However, further appointments are anticipated and may be made from this competition should NICS positions become vacant within the lifetime of the competition which have similar duties and responsibilities. While these vacancies are full time; where at all possible consideration would be given to accommodating alternative working patterns such as part-time, job share or other.

Location

The location of the post will be Clare House, 303 Airport Road West, Belfast, BT3 9ED.

Salary

The salary payable will be within the range £36,812- £40,473 (under review). Starting salary will be at the minimum of the scale. If the successful candidate is an existing NICS employee, normal pay on promotion/regrading terms will apply.

Hours of Work

The normal conditioned hours of work are full-time 37 hours per week Monday to Friday. However successful candidates will be expected to be flexible in relation to working hours in order to fulfil the demands of the post. DoF operates a flexible working hours system.

Travel

The successful candidates will be required to travel to meetings at different locations inside and occasionally outside Northern Ireland. They must therefore have access to a form of transport which will enable them to fulfil their responsibilities.

Holidays

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

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Martin Fegan on 028 9081 6169 or email martin.fegan@finance-ni.gov.uk.

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

KEY RESPONSIBILITIES

The post holder will enjoy working in a challenging and fast changing environment across central government and the wider public sector. You will play a key role in advising and supporting leaders throughout the public sector as they work to improve the delivery of high quality public services and value for money.

You must be able to build and manage trusted working relationships with our clients and to provide strong leadership in managing complex projects and interventions. You must also have the confidence to challenge our clients in order to drive new thinking.

You will be responsible for:-

- Effectively developing and applying a wide range of organisational development and business improvement methodologies that deliver real and demonstrable value and appropriate outcomes for the client.
- Providing strong leadership to project teams, in a challenging and complex environment.
- Providing strong analytical thinking and challenging existing practice, norms and thinking.
- Building and managing strong client and stakeholder relationships.
- Delivering a consultancy service across organisational and sectoral boundaries.
- Delivering projects and interventions on time, budget and working to exceed client objectives and expectations.
- Developing and writing effective project proposals and project reports.
- Effectively planning and delivering a personal work programme.
- Working effectively as a team member.

The above list is not exhaustive and will vary over time according to business needs. Senior Consultants will be required to adopt and deliver a range of varied consultancy interventions. Some of the key interventions and approaches are set out below:-

Client Relationship Management

The role requires strong partnership working and you will need to engage quickly with people at all levels. You must be able to build and sustain relationships and work closely with clients to understand their requirements and become a trusted adviser. You will need strong communication skills to

be able to persuade others to support and pursue your recommendations. You will also provide upward support to the NICS management structure; ensuring a strategic overview, scrutiny and challenge to projects and programmes aimed at improving the delivery of public services, value for money and other Programme for Government priorities.

Application of different management consultancy approaches

You will facilitate organisations to think innovatively to reduce costs, improve business performance, capability and efficiency. This will differ from Senior Consultant to Senior Consultant and build on your existing experience. Typical approaches will include leading multi-disciplinary teams:

- Major transformation programmes and projects.
- Organisation structure, design and organisational development approaches including large-scale arms-length body review; consideration and design of alternative target delivery models, organisational structures and roles and responsibilities.
- Facilitation of strategic and business planning.
- Process improvement methodologies such as but not restricted to lean six sigma, systems thinking and user-centred design.
- High profile options appraisal, business case development and economic appraisal.
- Business continuity planning and testing.
- Board effectiveness review.
- Major programme and project evaluation.

Evidenced Based Recommendations

As Senior Consultant, you will employ your analytical skills across a wide range of consultancy work, demonstrating foresight, vision and the practical implementation of solutions. You will be required to quickly navigate, analyse and interpret data from a wide range of sources and derive recommendations or conclusions that will drive value and decision making for client organisations. Effective use of evidence and data based decision making is particularly relevant.

Portfolio, Programme and Project Management

Your knowledge of Portfolio, Programme and Project Management should be sufficiently strong to enable you to operate effectively in complex environments, with multiple programmes and projects being delivered at any one time. You will be required to advise or work with clients on various stages such as developing vision and strategy, defining programmes, developing operating models, developing benefit realisation plans, risk management strategies and post project reviews. However, most importantly, you will be output and outcome focused, and not just conversant with tools and techniques.

Leadership/Team Working

Your work in BCS will require you to undertake many different roles as a leader and team member. You will recognise and be able to cope with the fact that change often involves a degree of uncertainty, particularly where an improvement approach requires new and novel ways of thinking and acting.

You will be able to develop strategies to guide staff and senior management through the challenges of delivering sustainable change. You will be required to demonstrate a team ethos and subscribe to the team values and professionalism that exist within the BCS.

Continuous Professional Development

You will participate fully in an ongoing continuing professional development programme, which may include the opportunity to achieve formal accreditation. Continuous professional development is essential to ensure that BCS continually evolves to meet ever changing client needs.

Administration and Organisational Ability

You will be expected to maintain the administrative systems required by BCS to operate in a hard charging and full cost recovery environment. This includes a Time Recording System and the invoicing of clients.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications be able to demonstrate evidence, clearly setting out duration period with dates (when required), in their application form that they have:

- 1a) Five GCSEs at Grade C or above (including English and Mathematics) or equivalent qualification with at least 5 years relevant experience working on management consultancy* or business improvement projects and influencing stakeholders.

OR

- 1b) Bachelor's degree or equivalent qualification with at least 2 years relevant experience working on management consultancy* or business improvement projects and influencing stakeholders.

AND

- 2) **Experience in working on a project/s using the application of any 1 of the 6 consulting approaches below.** The experience must be gained within the last 8 years and include the impact/result achieved:
 - I. **Organisational review** - such as review of an existing organisation or design of a new organisation including alternative delivery models or development of organisational structures or systems; or
 - II. **Transformational change** - such as business or organisational change management including cultural change that delivered value; or
 - III. **Business process improvement** - such as lean six sigma, whole systems thinking and/or user centred design; or
 - IV. **Business continuity planning and testing**; or
 - V. **Economic appraisal** – including options appraisal, business case development and, economic appraisal; or
 - VI. **Programme or project evaluation** - including application of Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE) guidelines.

Applicants must be able to demonstrate their practical experience and leadership in the use of these specific methodologies, tools and techniques.

AND

- 3) **Experience in any 1 of the 3 areas below.** The experience must be gained within the last 8 years for each of the areas and should demonstrate how your personal contribution added value to the business / organisation including result/impact achieved:
 - i. **Experience in the delivery of major projects or programmes.** Including leading multi-disciplinary** teams. Demonstrate how you led

the team and designed, delivered, reviewed or managed the project or programme that delivered sustained change including the project management tools used.

- ii. **Experience in relationship management.** Demonstrate how you built partnerships with a diverse range of stakeholders to contribute effectively to the delivery of business objectives and / or provided robust and challenging advice to senior leaders to shape thinking.
- iii. **Experience in developing a strong evidence base for change.** Demonstrate how you brought together and analysed information from a diverse range of sources, using judgement, knowledge and evidence to develop and evaluate options, impacts and risks in order to present clients with sound evidence based business improvement / change recommendations, and how you gained commitment to delivery.

* Management consultancy is the provision to management of objective advice and assistance relating to the strategy, structure, management and operations of an organisation in pursuit of its long-term purposes and objectives. Such assistance may include the identification of options with recommendations; the provision of an additional resource and/or the implementation of solutions.

** A multi-disciplinary team includes a membership that comprises more than one specialist discipline or specific skillset such as: consultants; economists, financial experts, specialist researchers etc.

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.

SHORTLISTING CRITERION

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. The number of areas that the relevant experience will be required in at eligibility criterion 3 will be increased to 2 of the 3 areas listed.

The Panel will complete this assessment against the information provided under eligibility criterion 3.

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**

INTERVIEW CRITERIA

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. Candidates will be advised of presentation topic on the day of the interview, with candidates being given 40 minutes preparation time. There will be no follow up questions from the panel in relation to the presentation.

Writing materials and a flip chart, if desired, will be available to assist in preparing the presentation. No personal documentation may be brought into the pre-interview room. The only materials candidates will be permitted to bring into the interview room will be the written or flip-chart paper prepared in the pre-interview room.

The presentation will be used to assess the '**Seeing the Big Picture**' and '**Leading and Communicating**' competencies.

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

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. 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. 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: 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

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

6. 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.

Marks available: 20

Total Marks Available: 150

Overall Pass Mark: 90

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 during week commencing Monday 3rd June 2019.

Availability

Precise dates for the interviews will be arranged shortly. In the meantime if you decide to apply, and for good reason, will not be available from Monday 3rd June 2019, you should include this in your application.

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.

NICS COMPETENCY FRAMEWORK

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

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

Please note:

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be received by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgement email within 24 hrs.

Help with making your application

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

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and

abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

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

Documentation

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

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

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.

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

Basic Disclosure Certificate

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

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

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

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

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.

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**