

**Candidate  
Information  
Booklet**

**IRC236293  
PTO Warden  
Department for Communities**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 1<sup>st</sup> March 2019***

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

**Department for Communities  
(DfC)**

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**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**

The vision of the Department for Communities is “Empowering People, Families and Communities” and was established in May 2016, following the restructuring of the Northern Ireland Departments. It is the largest of the nine NICS Departments and works with 21 Arms Length Bodies. Around 8,500 people are employed by the Department, accounting for one third of NICS employees. It has an annual budget of almost £7 billion, including expenditure of £5.9 billion on social security and pension payments. The Department plays an important role in the lives of many people and communities in Northern Ireland.

### **Groups**

The Department is made up of four Business Groups:

- Engaged Communities Group (ECG);
- Housing, Urban Regeneration & Local Government Group (HURLG)
- Strategic Policy & Resources Group (SPRG); and
- Work & Inclusion Group (W&I);

### **Role of the Department**

The Department’s main functions include:

- The promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support services.
- A social welfare system including focused support to the most disadvantaged areas.
- Providing training and support to jobseekers and employers.
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.
- Supporting Local Government to deliver effective public services.
- Maximising public benefits from the culture, heritage, arts and leisure sectors.
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.

The vacant post is located within Historic Environment Division under the business group **Engaged Communities**.

### **Historic Environment Division**

Historic Environment Division (HED) surveys, records and maintains an archive about the historic environment and designates our most important features as: Monuments in State Care, Scheduled Monuments, Listed Buildings and Historic Parks and Gardens.

Historic Environment Division works in collaboration with a very wide range of individuals and organisations in the public, private and third sectors to ensure that, together, we record, protect, conserve and promote our heritage in ways which support and sustain our economy and our communities. HED provides expertise and skills, seeking to improve the understanding, caring for and appreciation of our heritage, and to ensure a suitable balance between respecting a rich past and building a successful future.

The Division includes Heritage Records and Designation Branch; Heritage Development and Change Branch; Heritage Advice and Regulation Branch; Heritage Buildings Designation Branch; State Care Heritage Branch; Central Administration and Projects Branch. HED is part of Engaged Communities Group.

The PTO Warden post sits within State Care Heritage Branch. The main purpose of State Care Heritage Branch is the maintenance, conservation and operation of State Care Monuments. This includes the presentation, enhancement and interpretation of State Care sites; managing resources; establishing and maintaining relationships with Borough Councils, local authorities, landowners and others; working in partnership with others to manage SCMs; and contributing to events management and activities at SCMs. A structural review of the Branch is due to take place shortly. The post holder will therefore be required to be flexible in relation to the review.

Responsibilities relevant to the current vacancy arise primarily from **The Historic Monuments and Archaeological Objects (NI) Order 1995**, which provides for the acquisition and guardianship of historic monuments, their care and presentation to the public.

## KEY RESPONSIBILITIES

The PTO Warden in Carrickfergus Castle reports directly to the Front of House Manager (SO or equivalent) -

The primary responsibility of a PTO Warden is to:-

- Manage the presentation and maintenance of State Care Monuments with a particular focus on Carrickfergus Castle and an allocated number of sites in Co Antrim and Co Down;
- Facilitate agreed uses, events and activities at monuments within their geographical area, as required and in agreement with the Front of House Manager
- Undertake the lead Premises Officer duties required for monuments within their geographical area, supported by their Assistant Warden or Area Supervisor as appropriate
- Contribute relevant professional and technical skills to the management of assigned areas
- Undertake or assist with other allocated conservation work identified by curatorial staff for their geographical area.
- Line management responsibility for a team comprised of:
  - Assistant Warden (non -Industrial)
  - Currently Three rangers (Industrial)
  - Seasonal temporary staff.

The main duties and responsibilities of the post-holder will include:-

- (i) The review of operational plans for assigned properties (sites or buildings); their execution to provide for the proper management of those properties, the maintenance of fixtures and equipment including the co-ordination, management and monitoring of site management contracts, carrying out site inspections and the production of site risk assessment reports, contributing to the conservation, protection and awareness of built heritage;
- (ii) The presentation of assigned sites to visitors through the giving of talks and assisting in the staging of events including contributing technical and local knowledge to the consideration of risk assessments for events, the preparation of interpretative material and the provision of on-site signage and interpretation;
- (iii) Monitoring the integrity and quality of sites acquired or designated for their recreational, and/or historic importance and for compliance with consents and management agreements relating to these sites. This will include travel to remote sites, using Departmental or private vehicles

(usual travel and subsistence will apply and the successful candidate will be required to undergo a drivers medical prior to taking up post);

- (iv) The management, supervision, training and preparation of work duties for Assistant Wardens, industrial and/or contract staff, personnel-related duties, such as attendance and performance management including updating the HRConnect system, ensuring discipline and time-keeping, providing leadership to staff through team meetings and communication, identifying development needs of staff and encouraging development opportunities, and ensuring compliance with Health and Safety legislation;
- (v) Administrative and financial duties appropriate to the grade, such as the managing of a budget, ordering supplies, authorising payments within set limits, authorising invoices and payments on Account NI, contributing to branch finance exercises by providing information and completing monitoring returns, the supervision of the sale of goods and publications and serving as Premises Officer for assigned buildings;
- (vi) Establishing and maintaining good relationships with local landowners, Borough councils and local authorities and representing the Department in local contact with other public bodies, and the general public;
- (vii) Providing a high quality service to all customers of the Department, including meeting Customer Care standards and ensuring compliance to standards by the rest of the team, recording and reporting of visitor numbers, collection of information on usage by and feedback from visitors, maintenance of interpretative materials, and ensuring that staff are appropriately trained in customer care.
- (viii) Compliance with Health and Safety requirements including; highlighting any access issues at sites, carrying out site inspections reporting any issues and maintaining accurate records, responding to and remedying issues identified in Health and Safety audits, carrying out regular risk assessments and fire evacuation drills, following up all issues arising and maintaining records accurately, timely and accurate recording of all accidents and 'near miss' incidents, ensuring that Business Continuity plans are current and maintained, ensuring that all staff are trained in and aware of the correct response to an emergency situation;

Undertaking such other duties as considered relevant to the grade.

## **TERMS AND CONDITIONS**

There is currently 1 full time permanent vacancy.

Staff will be expected to stay in the role for a minimum of two years. Only in exceptional circumstances for example: where a promotion opportunity arises, will there be any variation to this position.

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

### **Location**

This post will be based at Carrickfergus Castle.

### **Salary**

Salary will be within the range £26,962 - £27,819 (under review) within which pay progression will be performance related.

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply

A successful candidate will, on appointment, become a member of the Northern Ireland Civil Service.

### **Allowances**

Applicants should note that due to the special nature of the duties and the operational requirements in managing properties and the visitors to them a requirement of this post involves being available to work outside of, and in addition to, normal office hours. This can include:

- early, late and occasional night work;
- weekend working;
- responding to emergency call out situations; and
- being available for work outside normal office hours (including Public and Privilege holidays with approval.)

Overtime is only accrued for hours worked on Public and Privilege Holidays.

An All Hours Worked Allowance of 20% of the basic salary is payable to the post-holder for this purpose.

This allowance is currently under review.

Applicants must confirm that they can commit to the requirements of the post in full.

### **Pensions**

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

### **Holidays**

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

### **Hours of Work**

Hours for this post are referred to as 'unconditioned' as attendance depends on the special nature of the duties and no conditioned hours are agreed. This post involves regular weekend working, public and privilege holidays working, occasional evening or night work and responding to emergency call out situations.

### **Travel**

The successful candidate must have a full valid UK driving licence to enable them to meet the requirements of the post in full. Some of the duties may require the driving of Departmental vehicles and the post holder will be required to travel to various sites throughout Northern Ireland.

### **Medical**

Prior to appointment being offered, the successful candidate will be required to pass a drivers' medical.

### **Vetting**

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

### **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.

### **Terms of Appointment**

The successful candidate will be required to undertake ongoing training in conservation methods and other aspects of the job role to ensure that their knowledge is up to date.

### **Career Development**

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

### **Conflict of Interest**

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

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

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Amanda Milligan on 028 9082 3238 or email [Amanda.Milligan@communities-ni.gov.uk](mailto:Amanda.Milligan@communities-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, be able to demonstrate that they possess:

1a) an ONC/D or BTEC National Certificate/Diploma, or equivalent or higher qualification, in a subject the primary content of which is related to one or more of the following topics:

- Heritage management.
- The use and management of property or land as public amenity open space.
- The use and management of property and land for countryside recreation.
- The preservation or presentation of the built heritage.
- Property and premises management.
- The use and management of property or land for nature conservation.
- Marketing and visitor management

### AND

1b) at least 2 years cumulative experience undertaking or assisting with at least 3 of the following areas of work:

- The management of sites for built heritage or nature conservation, for public access and recreation, or as protected landscapes.
- The assessment of development proposals on the built or natural environment.
- The management of scheduled or historic monuments in state care.
- Survey and monitoring of the built heritage or of native habitats and species.
- Work associated with delivering policy relating to conserving the built heritage, nature, or the countryside.
- Work associated with delivering habitat and species action plans for the conservation of biodiversity.
- The supervision of staff and preparation of work programmes for industrial and/or contract staff and the co-ordination of contract work and/or dealing with financial matters such as managing a budget, placing orders and authorising payments within stipulated limits.
- The demonstration and promotion of practical built heritage to visitors, students or professional or trades groups including the giving of talks, running events and assisting in the preparation of interpretative material.
- The delivery of guided tours, talks and interpretation at heritage sites

### AND

1c) be able to commit to the requirement to be available to be on call / work outside of normal office hours.

## **AND**

1d) A full clean driving licence, valid for Northern Ireland, that will enable them to carry out the duties 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: 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.

**Those applicants whose application forms do not clearly demonstrate that they meet all the essential requirements will not be invited to interview.**

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

## **SHORTLISTING CRITERIA**

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 years' post-qualification experience of the management of built heritage sites.

**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

In addition to satisfying the above eligibility criteria in your application form, applicants will also be expected to demonstrate the following selection criteria/competences at interview:

**1. Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

**Marks available: 20**

**Minimum Standard:12**

**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: 20**

**Minimum Standard:12**

**3. 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: 30**

**Minimum standard: 18**

**4. 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: 30**

**Minimum standard:18**

**5. 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: 30**

**Minimum standard: 18**

**Total Marks Available: 130**

**Overall Pass Mark: 78**

## **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 8<sup>th</sup> April 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 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).

**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**