

**Candidate
Information
Booklet**

**IRC238679
Head of Conservation
Public Record Office of Northern
Ireland (PRONI)
Department for Communities (DfC)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 28th June 2019***

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

Department for Communities

***Empowering People, Families and
Communities***

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

As the national archive for Northern Ireland Public Record Office of Northern Ireland (PRONI) has a statutory responsibility for the preservation of Northern Ireland's archival heritage. PRONI uniquely provides an integrated archival service that equates to covering fully the functions of a Public Record Office, the manuscript department of a National Library and the county records offices for the six counties of Northern Ireland.

PRONI plays a key role in caring for c. 3 million unique items of immense social, economic and historical value, preserving and making available records, including digital records, websites and social media. The collection comprises paper, parchment, bound volumes and registers, maps, plans, architectural drawings and photographic collections, with content ranging from personal letters and diaries workhouse registers, significant landed estate collections and official government files. The earliest document dates from 1219, but the bulk of the collection derives from the 17th century to the present day. Currently, PRONI also has temporary custody of a significant quantity of moving image material, and is working with Northern Ireland Screen to facilitate digitisation of the films and tapes.

PRONI moved to its new Titanic Quarter premises in 2010. The purpose built 'state of the art' building delivered a well equipped conservation suite and archival storage in line with recognised standards for archival institutions, incorporating space for future anticipated demand for archive and records storage.

PRONI attracts local, national and international visitors. The PRONI website receives just under 50% non-Northern Ireland web traffic. An ongoing programme of public outreach and events continues to realise the benefits of the new public space, attracting visitors to talks, conferences, exhibitions and workshops.

PRONI's vision is 'Protecting and Providing Archives for All'. It is our aim to deliver a well led, visible, accessible, quality service which enhances cultural participation and engagement with archives and records, with particular emphasis on effective collaboration and partnership. PRONI was awarded Archive Accreditation in July 2018.

BACKGROUND

The Department for Communities is the largest of the 9 Northern Ireland Government Departments, with over 8,500 staff, budgets in excess of £7bn and responsibility for a diverse range of business.

The Departments main functions include:

- The promotion of a healthy housing 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;
and
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting the interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.

The Department has four core business groups, each headed by a Deputy Secretary. These groups are:

- Engaged Communities
- Housing, Urban Regeneration and Local Government
- Strategic Planning and Resources
- Work and Inclusion

Engaged Communities

Engaged Communities aims to deliver effective policy and services to the voluntary and community sectors, across the culture, arts and leisure functions and in relation to our stewardship of the historic environment. It comprises:

- Active Communities
- Culture
- Historic Environment
- Infrastructure Planning & Delivery Support Unit
- Public Record Office of Northern Ireland (PRONI)
- Voluntary and Community
- Community Empowerment.

Public Record Office of Northern Ireland (PRONI)

PRONI has statutory obligations under the Public Records Act (Northern Ireland) 1923 relating to the reception, preservation and provision of access to records. PRONI's functions include: transfer of records of Government Departments, courts of law, and wider public sector and related records and information management; deposit of records by private individuals, churches, businesses and institutions; access to records onsite and online; and preservation of the archives, both paper and digital.

Preservation & Collections Management [PCM]

PCM is one of three Branches within PRONI. It is responsible for the preservation and conservation of public and privately deposited records held by PRONI; reprographics; digital preservation; digitisation and IT matters. In addition PCM manages the Divisional and Branch budgets, financial governance and accountability.

KEY RESPONSIBILITIES

Purpose and Objectives

The Head of Conservation is an exciting new leadership role which provides an opportunity to further develop collections management in PRONI. The post holder will provide a professional lead and strategic direction for the broad range of preservation and conservation activity and collection care provided by the Public Record Office of Northern Ireland. The role reflects the increasing demands being made on the role of the conservator. Alongside specialist skills you will have operational responsibility for a busy section, working closely with colleagues in various disciplines including archivists to develop an integrated, responsive and flexible approach to conservation across PRONI. The role will work closely with Head of Preservation and Collections Management and represent conservation on the Senior Management Team.

Key Job Activities

- To develop, maintain and lead on a programme of preventative preservation and conservation needs and devise planned programmes of work with clear prioritisation criteria based on PRONI business objectives. Co-ordinate workflows and manage daily operation of the conservation workroom.
- Conduct condition assessments and surveys of items and collections, and advise on conservation needs and options.
- To assess and prepare material for digitisation.
- Perform and document complex conservation treatments on selected items within the collection and to exercise oversight of all conservation work.
- To direct and manage conservation staff, (currently one full time conservator in post) including performance planning and review. To manage training and development including the supervision and mentoring of work placement students and volunteers.
- To provide professional best practice advice, guidance and training where appropriate relating to the management, storage and handling of collections, including displays and exhibitions, to PRONI staff, depositors and users. To regularly review PRONI Preservation and Collections Care policies and strategies.
- Project management of Conservation projects according to agreed parameters on cost, performance and timescales.

- To maintain an effective emergency response and recovery plan and play a leading part in the implementation of the plan in the event of an emergency incident.
- To remain current in conservation practices and trends in the profession, including the application of technology.
- To develop a good network of contacts and maintain collaborative relationships with colleagues locally, nationally and beyond.
- To represent PRONI externally on matters relating to conservation; contribute to conferences, expert groups and other initiatives.
- To manage the budget available for conservation and maintain the Unit's equipment, materials and record keeping.
- To maintain an awareness and observation of fire and COSHH health & safety regulations.

The list of responsibilities is not comprehensive and the emphasis on particular duties will vary over time according to business need.

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy.

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 Public Record Office of Northern Ireland, 2 Titanic Boulevard, Belfast, BT3 9HQ.

Salary

Salary will be within the range £36,812 - £40,473 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

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

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. Most offices work flexi-time.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities. The role will require travel throughout NI and occasional travel to GB and ROI in respect of continuous professional development.

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.

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 Joy Carey on 028 90 534874 or email joy.carey@communities-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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, have:

1. A recognised qualification in paper conservation* supported by work based development**.

AND

2. A minimum of 5 years post graduate practical experience of conservation work within the last 10 years.

AND

3. Accredited Conservator-Restorer status in the field of paper conservation for example, through Professional Accreditation of Conservator Restorers (PACR), The Institute of Conservator-Restorers in Ireland (ICRI) or an equivalent body **or to be able to demonstrate** that you are on the pathway to accreditation (have commenced the Accreditation process).

AND

4. Demonstrable experience of developing, implementing and managing successful conservation/preservation projects.

*A recognised paper conservation qualification may be either

- A primary degree in paper conservation or
- A post-graduate paper conservation qualification

**Either of which must be supported by work-based development and a professional practical assessment (Professional Accreditation of Conservator Restorers (PACR) on the pathway to qualified status (Accredited Conservator-Restorer).

This is essential to allow PRONI, in its role as a national archive, to participate in accredited training schemes for interns/apprentices eg through the Institute for Conservation (ICON) or Archives and Records Association (ARA).

Applications will also be considered from applicants with 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.

You will be required to provide documentary evidence of your *qualifications/professional membership* 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 in the order listed:

1. Experience of working in paper conservation in the heritage sector.
2. Experience of working and liaising with archivists and/or archive curators.
3. Experience of leading a large* archive conservation project.

*Large is defined as over 1000 items.

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

ASSESSMENT PROCESS

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

PRESENTATION

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

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The presentation will be used to test the **Making Effective Decisions** and **Leading and Communicating** competences.

Marks available: 20

Minimum Standard: 10

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

Minimum Standard: 12

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 appropriately and effectively to support service delivery.

Marks available: 20

Minimum Standard: 12

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. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks available: 20

Total Marks Available: 140

Overall Pass Mark: 84

COMPETENCE BASED INTERVIEWS

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

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 29th July 2019.

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

NICS COMPETENCY FRAMEWORK

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

Conservator D (Head of Conservation) is analogous to Deputy Principal Grade in the NICS.

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**