

**Candidate  
Information  
Booklet**

**IRC238708  
Senior Economist  
Department of Agriculture  
Environment and Rural Affairs  
(DAERA)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 14<sup>th</sup> June 2019***

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

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

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

**Communication between HRConnect and you**

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

**Contents**

	<b>Page</b>
<b>Background</b>	<b>3</b>
<b>Key Responsibilities</b>	<b>7</b>
<b>Terms and Conditions</b>	<b>8</b>
<b>Eligibility Criteria</b>	<b>10</b>
<b>Assessment Process</b>	<b>12</b>
<b>Guidance for Applicants</b>	<b>15</b>
<b>General Information</b>	<b>18</b>

## **BACKGROUND**

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland (NI). The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the NI economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to NI.

The Department is currently preparing for BREXIT, working closely with our partners in NI and with colleagues in the other UK administrations.

## **DAERA VISION AND STRATEGIC GOALS**

### **Vision:**

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

### **Strategic Outcomes:**

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

### **How we operate:**

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

### **DAERA Top Management Team comprises:**

- Central Services and Contingency Planning
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group
- Food and Farming Group; and
- Rural Affairs, Forest Service and Estates Transformation

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

- NI Environment Agency (NIEA)
- Forest Service

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

## **ABOUT POLICY, ECONOMICS AND STATISTICS DIVISION**

Policy, Economics and Statistics Division (PESD) is part of the Food and Farming Group. The Division collates, analyses and publishes a broad range of statistics covering agriculture, environment, rural communities, food, animal health, fisheries and forestry in Northern Ireland in line with legislative and stakeholder demands. It also provides economic analysis and advice, including strategic input to policy development, implementation and resource allocation across the Department, notably through business case development and quality assurance. In addition, the Division provides a policy lead on agricultural support under the Common Agricultural Policy (CAP), and how that may transition to a new agricultural support policy post Brexit, and on the Department's education and technology transfer agenda in support of the agri-food sector. The Division also has a broader policy development role and acts as the Managing Authority for the NI Rural Development Programme, which includes a monitoring and evaluation responsibility. It is heavily involved in the Brexit preparations, particularly in developing analysis and policy relating to future trade and agricultural support options.

The Division comprises of the following eight branches:

- Policy Development Branch
- Resource Economics Branch
- Strategic Economic Advice Branch
- Economics and Evaluation Branch
- Statistics and Analytical Services Branch
- CAP Reform, Brexit and Trade Policy Branch
- Brexit Analysis and State Aid Policy Branch
- Rural Development Programme Management Branch

Its primary goals are:

- (i) To deliver informative statistical output in line with legislative and other obligations;
- (ii) To provide objective, timely and robust statistical and economic analysis and advice to underpin DAERA policy, delivery and expenditure decisions (including those relating to post Brexit trade and support policies);

- (iii) To undertake evidence-based policy review and development;
- (iv) To provide a policy lead on CAP Pillar I policy and education policy;
- (v) To manage the Northern Ireland Rural Development Programme;
- (vi) To provide advice on state aid.

### **Support to other DAERA business areas**

DAERA Economist staff may also be out-posted to other DAERA branches to assist with policy analyses.

### **Posts currently available**

It is envisaged that this competition will be used to fill a post at Senior Economist level in each of the following three work areas:

#### **(i) Economics and Evaluation Branch in Policy, Economics and Statistics Division**

The post-holder will join a team that is primarily involved in:

- Collection, analysis, and publication of data relating to farm incomes and the performance of the Northern Ireland agricultural sector;
- Management of various annual and ad-hoc surveys including the Northern Ireland Farm Business Survey;
- The review and development of existing statistical systems and processes to ensure they remain in compliance with National Statistics requirements and are fit for purpose; and
- Provision of economic advice on the Northern Ireland agricultural sector to support policy development and implementation.

#### **(ii) Brexit Analysis and State Aid Policy Branch in Policy, Economics and Statistics Division**

The post-holder will join a team responsible for:

- Analysis and interpretation of statistics and qualitative information regarding the impact of Brexit on Northern Ireland's agri-food and fisheries sectors to support policy development and implementation;
- Assessment of the economic impacts of policy proposals at farm, and/or sectoral, and/or regional levels; and
- Provision of advice to the Department and its Arm's Length Bodies on state aid.

### **(iii) Agri-environment Policy Development Branch in Regulatory and Natural Resources Policy Division**

The post-holder will support the agri-environment policy development work-stream. It will involve investigation of:

- Policy to improve the environmental sustainability of agriculture and provision of ecosystem services;
- Payment models and efficient agri-environment contract design;
- Scope for integration of supply chain incentives;
- Compliance with international trading and competition regulations; and
- Efficient monitoring and evaluation systems design.

## KEY RESPONSIBILITIES

The post holder will normally report to a Grade 7 DAERA Economist in Policy, Economics and Statistics Division, or to a line manager of equivalent grade if out-posted to another DAERA business area.

A Senior Economist's role may entail any of the following:

1. Manage surveys and oversee the development of statistical publications, as required, and ensure that they meet the National Statistics standard;
2. Compile and interpret statistics on agri-food, fisheries, forestry, environmental and rural issues in Northern Ireland;
3. Carry out assessments of the economic impacts of policy proposals. Provide economic analysis, advice and briefing on agri-food, fishing, forestry, environmental and rural policy issues and options to help inform decision making across DAERA's business areas;
4. Complete, or provide advice to policy makers on how to complete, economic appraisals and post project evaluations of policies, programmes and projects to the standard outlined in the Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE);
5. Quality assess economic appraisals or evaluations completed by others to establish if they meet the requirements of NIGEAE, and provide advice on what, if any, improvements are required;
6. Design and deliver presentations relating to economic or statistical issues to non-economists. Draft economic articles for farming press and other publications as required;
7. Attend meetings in Northern Ireland and elsewhere in connection with the fulfilment of duties;
8. Manage the workloads, performance and competence development of support staff to ensure that high quality economic/statistical advice is provided to customers in a timely manner;
9. Any other duties associated with the grade.

**The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.**

## **TERMS AND CONDITIONS**

This competition will be used to fill a number of permanent full time positions at the grade of Senior Economist in DAERA. Senior Economist is analogous to Deputy Principal in the NICS.

Successful candidates will be employees of DAERA.

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**

The posts are based at Dundonald House, Stormont Estate, Belfast.

### **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.

### **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**

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Staff have access to the flexible working hours scheme.

### **Travel**

As post holders may be required to travel throughout Northern Ireland, and on occasions travel within the United Kingdom, Republic of Ireland and further afield, applicants must have access to a form of transport which will enable them to fulfil their responsibilities in full.

## **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. All appointees will be expected to demonstrate a track record of effective service within this period.

## **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 contact Jenny Hobson by telephone on 028 905 24927, or by email: [Jenny.Hobson@daera-ni.gov.uk](mailto:Jenny.Hobson@daera-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, have:

- 1) At least a 2:2 Honours degree or post-graduate degree in Economics, Agricultural Economics, Environmental Economics, or in a subject where the study of Economics is a major component\*.

Note: If the title of your degree differs in any way from “Economics”, or “Agricultural Economics” or “Environmental Economics”, then in your APPLICATION FORM, you MUST:

- List all of the modules studied in each year of the degree (including those with no economics content);
- Set out the details of each of the relevant core economics modules\*\*, briefly describing their economics content;
- Demonstrate that the number of relevant core economics modules\*\* add up to at least 30% of the total number of modules studied within the degree i.e. demonstrate that your degree meets the major component requirement.

***\*‘Major component’ is defined as: At least 30% of the course covers core economics modules;***

***\*\* Core economics modules are those that cover topics such as Microeconomics, Macroeconomics, Agricultural Economics, Environmental Economics or Quantitative Methods.***

### AND

- 2) At least 3 years’ work experience (post-graduation) in Economics and/or Agricultural Economics and/or Environmental Economics research or analysis. Please note that time spent on postgraduate studies will not be counted as work experience under this criterion. Also note that research or analysis which does not involve the application of economics (or where the application of economics is not clearly demonstrated on the application form) will not be counted as work experience under this criterion.

### **Relevant or equivalent qualifications:**

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.

If you believe your qualification is of an equivalent or higher standard to that stated, you must state in your application form the name of the qualification awarded, the level at which it was awarded, the date awarded (the date awarded is the date on which you were notified of your result by the official awarding body) and details of all the modules studied, as well as highlighting the modules that allow you to demonstrate that the major component criterion

outlined above is met, so that a well informed decision can be made. In addition you must also state WHY you consider that the qualification should be accepted as equivalent.

All candidates will be required to provide documentary evidence of their qualifications at interview. Please ensure you have this evidence 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) The minimum qualification requirement specified at eligibility criterion 1 will be increased to a 2:1 Honours degree.

NB: A post-graduate degree in the subject specified in eligibility criterion 1 would satisfy this shortlisting criterion.

The Panel will complete this assessment against the information provided under eligibility criterion 1.

You should ensure that you provide evidence of your degree classification in your application form.

#### **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. It is your unique role the panel are interested in, not that of your team or division.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.**
- **The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)**

## **ASSESSMENT PROCESS**

Applicants invited for interview will be expected to demonstrate the following competences:

### **1. 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**

### **2. Delivering Value for Money**

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. It means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

**Marks available: 25**

### **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. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

**Marks available: 40**

**Minimum standard (pass mark): 24**

#### **4. 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. 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**

#### **5. 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. It requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks Available: 15**

#### **6. Leading and Communicating**

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**

**Total marks available: 150**

**Overall pass mark: 90**

**Also note the minimum pass mark for the ‘Making Effective Decisions’ competence.**

#### **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.

It is intended that interviews for this post will take place in Dundonald House during week commencing Monday 8<sup>th</sup> July 2019.

## **NICS COMPETENCY FRAMEWORK**

The interview process will assess candidates against the Northern Ireland Civil Service (NICS) competency framework at Level 3 (Senior Economist is analogous to Deputy Principal in the NICS).

### **What is the NICS competency framework?**

The 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.

### **Where do I find the NICS competency framework?**

The NICS competency framework can be accessed at: [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)

**It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the interview criteria as outlined above. 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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## 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 should ensure that the required documents are readily available. You will also be required to bring documentary evidence of your qualifications to interviews.

## **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.

### **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**