



Candidate Information Booklet

IRC238958

Deputy Principal Accountant

**Agri-Food and Biosciences Institute Northern Ireland
(AFBI)**

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 17th May 2019.

Agri-Food and Biosciences Institute Northern Ireland (AFBI)

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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

Good financial management is a high priority for AFBI and financial expertise is one of the key skills that must be engaged by all aspects of the Institute. Working in AFBI you will be offered challenging and interesting work that will test your technical, management and people skills.

AFBI is committed to delivering the highest standards of financial reporting and accountability. This commitment has included the implementation of International Financial Reporting Standards (IFRS). In addition, we continually seek to develop and improve the quality of our financial management processes and governance procedures.

The coming years will also see continued development of our finance systems. As a member of the finance team you will play a key role in the continuing process of modernising the finance function.

Good training and experience plus an attractive benefits package make for a rewarding career. The job description and person specification spell out in more detail the kind of people we are interested in recruiting. If you are highly motivated and can deliver results in a challenging and dynamic environment we would be very interested to hear from you.

Thank you very much for expressing an interest in this recruitment competition. I hope you will find the information outlined in the following pages helpful.

Josephine Kelly
Director of Finance and Corporate Affairs Division

ABOUT THE AGRI-FOOD AND BIOSCIENCES INSTITUTE

AFBI is a leading provider of scientific research and services to government, non-governmental organisations and commercial companies.

In line with AFBI's mission of "using scientific excellence to advance the local and global agri-food sector", the Institute has developed a reputation of being an influential, internationally recognised, centre for innovation in agri-food and biosciences providing high quality and locally relevant science.

Our "2020 Strategy" includes plans for an ambitious programme of capital investment in AFBI's infrastructure, improved facilities at AFBI Hillsborough and a new veterinary sciences building, which will give us one of the most modern laboratory and ancillary estate infrastructures of any agri-food research institute in Europe.

As the Northern Ireland Government's main research and statutory testing provider in the areas of agri-food, fisheries biosciences and the environment, AFBI plays a major role in the Northern Ireland knowledge economy. AFBI's scale, relationships with a wide range of international research organisations and close links with local industry mean that it is ideally placed to carry out research that is of both global and local impact.

AFBI's science is outcome-driven and aimed at solving important practical problems for a wide range of local, national and international customers in the public and private sectors. Our staff carry out world class scientific research, surveillance, and analytic and diagnostic testing for a wide range of customers in the fields of animal health and welfare, sustainable agricultural systems, plant science, food innovation and safety, environmental protection, fisheries and aquatic ecosystems, and agricultural and rural economics.

AFBI was established on 1 April 2006 as a non-departmental public body; it is sponsored by the Department of Agriculture, Environment and Rural Affairs (DAERA) and is governed by an independent board. It is responsible for the provision of statutory and scientific programmes in the areas of agri-food, animal and plant health, fisheries and the environment, providing access to specialist expertise and providing facilities to industry and public sector bodies for contracted scientific services. AFBI has a staff complement of approximately 650 people, with a budget of approximately £60million. Details of AFBI's most recently published income and expenditure are available on its website.

AFBI is a relatively young organisation, and is now at a key stage of its development, currently going through a period of significant organisational change to right size the organisation and ensure that it is fit for purpose to meet the needs of DAERA and the Northern Ireland agri-food industry into the future.

The successful candidate will play an important role in advancing the organisation through this period of change and in the development and

implementation of financial strategies, plans and systems to ensure an efficient, robust financial base into the future. This is an interesting and challenging time for AFBI as it implements its medium to long term strategy and change implementation plan to achieve its vision and meet the needs of its wide range of stakeholders. The successful candidate will report to a Grade 7 within the Finance Branch.

AFBI is located on seven sites across the province, with its headquarters at Newforge Lane, Belfast. The AFBI sites are at Newforge Lane (1), Stoney Road, Stormont (2), Crossnacreevy (3), Hillsborough (4), Loughgall (5), Omagh (6) and Bushmills (7), along with a sea going research vessel, the RV Corystes (8).



ABOUT THE FINANCE AND CORPORATE AFFAIRS DIVISION

The Finance and Corporate Affairs Division, which is based primarily at AFBI headquarters, but with staff deployed at some of the larger sites, supports the Chief Executive and AFBI senior management in securing and deploying the financial, people and infrastructure resources of AFBI. The division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance.

Functions within the division include financial management, planning and control, procurement, human resources, estates management, business continuity and contingency planning, health and safety, risk management, IT support and development, science support, intellectual property, contracts, and a Board secretariat function.

The successful candidate will be part of the Finance and Corporate Affairs Division, but work with a range of internal and external stakeholders across all of AFBI's scientific fields.

FINANCE BRANCH

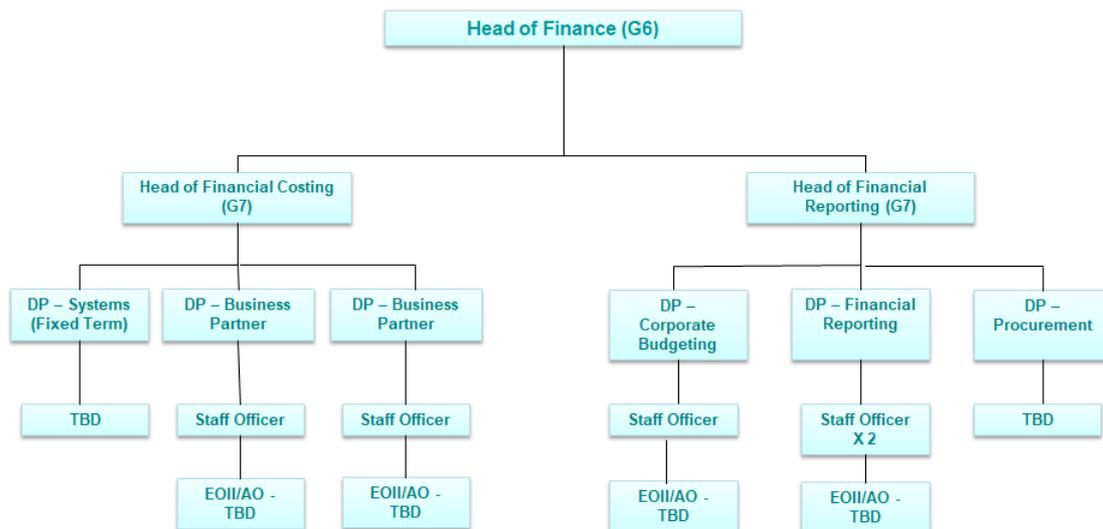
Strong financial management is critical to the achievement of optimum efficiency and value for money in AFBI.

A major challenge facing all public sector bodies is tighter financial constraints, which focuses on strong financial management. In the current economic climate, there is greater public scrutiny, and we aim to provide greater transparency and openness on our financial information.

In modernising financial reporting and rationalising financial management systems, AFBI has identified an increasing need for people with proven financial skills. Finance is increasingly focused on decision support and assisting front line science and business managers in the gathering and interpretation of financial information that allows them to make informed decisions to achieve the optimum value for taxpayers' money.

The Finance Branch currently has a complement of 19 staff and manages AFBI's annual budget of approximately £60m. Finance Branch provides support to AFBI's Executive Management Team and the wider organisation on financial management and governance matters. This includes financial planning, budgeting and accounting, business support, financial systems and procurement.

The maintenance of high standards of financial management and corporate governance is of critical importance to AFBI and Finance Branch has been working through a programme of continued improvement over recent years. AFBI has also developed a strategic cost model, a bespoke activity based cost model which enables AFBI to cost individual projects. This area of work will develop and change over the next number of years in line with business and system developments.



JOB DESCRIPTION

There is currently one full time permanent position. The successful candidate will be appointed as a Deputy Principal Accountant.

A reserve list will exist and will be held for a period of 12 months, to cover any similar vacancies which may arise. The successful candidate will be an employee of AFBI.

Salary

The salary will be within the range £36,812 - £40,473 (under review) within which salary increases will be on an incremental basis provided staff performance reports are satisfactory.

Starting salary will be at the minimum of the scale.

For AFBI staff starting salary may be determined by either promotion or re-grading terms if these are more favourable.

Pensions

The NICS offers all employees an attractive pension's package. Further details of this can be found on page 19 of this booklet.

Annual Leave

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 30 after five years' satisfactory service.

Working Hours

The successful candidates will normally be required to work 5 days each week, totalling 37 hours. On occasions the duties may include some evening and weekend working. AFBI operates a flexible working system.

Location

The successful candidates will be based at AFBI Headquarters, Newforge Lane, Belfast BT9 5PX. However, they may, on occasion, also be expected to work at other AFBI sites in Northern Ireland as required.

Travel

The post may entail some travel throughout the UK and Ireland and for this reason the successful applicant will require access to a form of transport which will permit them to meet the requirements of the post in full.

Vetting

For all Deputy Principal Accountant positions the successful candidates will require security clearance to Standard.

Training

Appropriate training will be provided, where required, to enable the successful candidate to carry out the full range of assigned duties.

Probationary Period

The post holder will serve 12 months' probation in the new post. This will commence from the date of appointment. At the end of the probation period a formal review will be conducted to determine if the appointment will be made permanent.

Further Information

Further Information about the post may be obtained from Philip White on 028 9025 5060 or e-mail: philip.white@afbini.gov.uk.

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

KEY RESPONSIBILITIES

The post holder will report directly to a Grade 7 within the Finance Branch.

While the precise duties and responsibilities of individual posts will vary, all posts may involve varying degrees of the following activities:

Financial Services and Expert Financial Advice

1. The provision of high quality, reliable, accurate and timely financial information to others, both internally and externally;
2. Establishment and maintenance of appropriate systems of internal control and governance frameworks;
3. Provision of advice and guidance to promote the safeguarding of public funds and ensure that such funds are discharged with probity, regularity and best value for money.
4. Assisting with the strategic and financial planning processes;
5. Responsible for the preparation of costing and financial reporting of science work and projects as required within the business area.
6. Provision of expert advice and guidance to budget holders on budgeting and the in-year monitoring of budgets.
7. Assist, as required, in the preparation of financial forecasts and costing of research and business development opportunities.
8. Assist in the development of management accounting, costing and financial performance reporting.
9. Assist in the development and implementation of financial systems to support financial management and reporting processes;
10. Establishing and maintaining close and effective working relationships with staff across AFBI and a broad range of other organisations including, as appropriate, the Department of Agriculture, Environment and Rural Affairs, the Department of Finance, other Northern Ireland government departments and agencies, other public sector bodies and the Northern Ireland Audit Office.
11. Maintaining an up to date understanding of current public expenditure planning, monitoring, control and accountability systems;
12. Assisting in the preparation of annual accounts for AFBI as required and dealing with auditors
13. Review and assessment of business cases and investment appraisal;
14. Managing the resources of your own section

Corporate Governance including Risk Management

1. Prepare regular reports to senior management as required.
2. Promote high standards of accountability, integrity and probity and provide professional advice to support decision making.
3. Support the development of policy and procedures to ensure compliance with assurance, the maintenance of sound systems of internal control and accountability legislative frameworks including audit and risk.
4. Promote effective working relationships with Sponsor Branch and all external and internal customers.

5. Ensure compliance with relevant legislation and good practice in relation to holding and managing information and data including GDPR; Freedom of Information Act and Environmental Information Regulations. This includes corporate electronic systems.

Staff Management

1. Lead, manage and motivate staff to ensure continuous improvement of the services they provide to AFBI.
2. Ensure effective management of staff including absence and performance management.
3. Ensure safe, secure and suitable working environments which are health and safety compliant.
4. Ensure compliance with statutory Section 75 Equality duties.

Please note that the above does not constitute an exhaustive list of duties and the successful candidate will be required to take on additional functions as directed by management.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

- 1) Have successfully passed the final professional examinations and be a full current member of one of the professional bodies detailed below:
 - Chartered Accountants Ireland;
 - The Institute of Chartered Accountants in Scotland;
 - The Institute of Chartered Accountants in England and Wales;
 - The Chartered Institute of Management Accountants;
 - The Association of Chartered Certified Accountants;
 - The Chartered Institute of Public Finance and Accountancy;
 - The Institute of Certified Public Accountants in Ireland.

AND

- 2) Have at least a total of 2 year's post qualification* practical experience, gained within the last 7 years, in one or more of the following areas:
 - Financial planning and budgeting; **OR**
 - Financial Management / Management Accounting; **OR**
 - Financial Accounting/Auditing;

AND

- 3) Experience of strategic planning and decision support in a finance or regulatory environment.

*Post qualification experience will be deemed to have commenced from the date on which applicants are admitted to full membership of one of the professional bodies at (1), having fully satisfied all the criteria of membership.

Applications will also be considered from applicants with **relevant formal professional qualifications** considered by the 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 admitted to your professional 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 studies etc; so that a well informed decision can be made.

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 requirement at eligibility criterion 2 will increase to two or more of the areas listed.

The Panel will complete this assessment against the information provided in the application form in response to eligibility criterion 2.

2. Experience in the Development and/or Implementation of financial systems.

FURTHER SHORTLISTING

A sift of all application forms received will be carried out by the appointed selection panel to assess each applicant against the eligibility criteria. The selection panel will reach a decision as to whether or not an applicant meets each criterion on the basis of the evidence provided on their application form. This will be completed on a scored basis for criteria 2 – 3 with a minimum score set for each criterion. Only those applicants assessed as meeting all essential criteria will be eligible to proceed to the next stage of the selection process.

In the case of a high volume of applicants the Institute may decide to limit the number of applicants it invites for interview in a proportionate manner. In this instance all applicants who meet the essential requirements will be listed in merit order according to their total score and the highest scoring applicants will proceed to interview.

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.**
- **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.**
- **Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.org.uk**

PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria. In addition, although AFBI as an arm's length body is outside NICS, they will also be required to demonstrate competency in Professional Knowledge & Skills pertaining to this post together with the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 3 for the purpose of personal and professional development.

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 as set out in the link below. 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.

Deputy Principal Accountant is analogous to the Deputy Principal grade in the NICS. Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.gov.uk.

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the assessment / interview criteria as outlined below. You should refer to the behaviours listed under level 4 of the relevant competence areas.

INTERVIEW CRITERIA

In addition to satisfying the eligibility criteria applicants will also be expected to display the following qualities and skills at interview:

1. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, 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: 20

Minimum Standard: 12

2. 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

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: 20

4. 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

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. 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

6. 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

Total Marks Available: 120

Overall Pass Mark: 72

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 AFBI HQ, Newforge Lane, Belfast during week commencing Monday 17th June 2019

INTERVIEW GUIDANCE FOR APPLICANTS

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 in relation to each of the competences. 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.

SELECTION PROCESS

The Merit Principle

Appointments to AFBI are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application

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.

Guidance for Applicants

- 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.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- 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.
- 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.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out 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.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **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.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to

HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.

- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

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.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

Further appointments from this competition

Where a further position in AFBI is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

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.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement to which AFBI adheres please refer to page 27.

All applications for employment are considered strictly on the basis of merit. Applications are particularly welcomed from Roman Catholics and females as these groups are currently under-represented within AFBI.

AFBI IS AN EQUAL OPPORTUNITIES EMPLOYER

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment brings sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment. You should ensure that these documents are readily available.

Employment Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom.

Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. If you are invited to interview we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996.

Advice on entitlement to work may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Nationality Requirements

There are no nationality requirements for AFBI posts.

Vetting Procedures

1. Baseline Personnel Security Standard

For this post 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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;

Standard 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.

PLEASE NOTE: It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity.

For more information, the address of the AccessNI website is: <http://www.accessni.gov.uk/>. 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. This can be downloaded from the AccessNI website. Guidance notes of the completion of the form are also included on the website. 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 above 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.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant

ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

GENERAL INFORMATION

Pensions

New entrants who join the Agri-Food and Biosciences Institute (AFBI) are eligible to join the NICS pension scheme.

Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

www.finance-ni.gov.uk/civilservicepensions-ni

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@dfpni.gov.uk

Feedback

AFBI is committed to ensuring that the processes used to recruit and select staff are fair. 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

Please apply online or post your hardcopy completed application form to the HRConnect Recruitment Team:

HRConnect
PO Box 1089
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

NOTE: Late applications or applications received by fax or email will not be accepted.

Contact details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by;

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

Equality, Diversity and Inclusion

Policy Statement

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement to which AFBI adheres is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

Inclusion – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

Legislative Context

This section explains the reasons for gathering this information by setting out the legislative background.

Gender

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

Age

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different ages and age groups.

Community Background

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality

Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

Disability

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability, and social functioning.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carryout normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies

information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

Marital Status

The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status.

Dependants Status

Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions in NI, to have due regard to the need to promote equality of opportunity between persons with dependants and persons without.

Confidentiality of Monitoring Information

The following general principles will be applied to all individual monitoring information:-

- individual monitoring information will be afforded a high degree of confidentiality;
- misuse of monitoring information will be viewed as a disciplinary offence; and
- individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.