

**Candidate
Information
Booklet**

IRC239082

**Industrial 2 Skilled Operative,
Underground Worker**

**Department for Infrastructure (DfI)
Rivers**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 3rd May 2019***

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

Department for Infrastructure (DfI)

Communication between HRConnect and you

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

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BACKGROUND

Department for Infrastructure (DfI)

The Department for Infrastructure employs around 3,200 staff and is organised under a Departmental structure within the following Groups:

Roads and Rivers

Roads
Rivers

Planning, Water and Driver and Vehicle Agency

Strategic Planning
Planning Policy
Driver and Vehicle Agency
Water and Drainage Policy Division

Transport and Resources

Safe and Sustainable Travel Division
Finance Division
Strategy, Communications and Change Division
Transport Strategy Division
Public Transport Division
Internal Audit

Roads and Rivers Group

The Roads and Rivers Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by four Directors. Three of the Director posts are in Roads and one is in Rivers.

Roads

Roads maintains, develops and manages the road network to facilitate the safe and convenient movement of people and goods. The region's public road network has 26,000 kilometres of roads, 10,000 kilometres of footways, 5,800 bridges, 283,000 streetlights and 34 Park and Ride/Share car parks. Roads is also responsible for the delivery of transport projects including Belfast Rapid Transit – an innovative and ambitious project which will create a new and dynamic public transport system for Belfast. Roads also informs the Department's policy development process to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

There are three Directors in this part of the organisation. Our HQ is in Belfast with four geographically located Divisions, each headed by a Divisional Roads Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions

are supported by two in-house provider “units” Consultancy Services and Operations and Maintenance.

We play a significant role in promoting safe and sustainable travel and facilitating the safe and convenient movement of people and goods throughout the province and the safety of road users, through the delivery of road maintenance services and the management and development of the road network. We also inform departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks
- Develop and implement a revised organisational structure to ensure that Roads remains fit for purpose following recent substantial staff reductions.
- Ensure Roads communicate effectively with its customers to promote better understanding of service provision
- Ensure effective management of the Roads budget, assets and corporate governance arrangements
- Improve the resilience of Roads in responding to emergencies.

Roads is structured into three functional Directorates. The duties of the three Directorates are being reviewed at present. The Directorates will be as described below:

- Engineering;
- Network Services;
- Major Projects & Procurement.

Engineering will be responsible for:

- Development, co-ordination, review and updating of standards, policies and procedures and for the design and construction of roads;
- Management of three discrete Business Units –Consultancy Services, the in-house engineering consultancy responsible for the design and construction of roads; Operations and Maintenance, the in-house direct labour force responsible for maintaining roads and winter service; and Engineering Services which is responsible for the development of traffic engineering policy and Health & Safety.
- Management and support of Organisational change projects in Roads and Rivers;
- Strategic planning, and performance monitoring for Roads and Rivers;
- Programme of IT projects for DfI Roads;
- Corporate Governance and Risk Management;
- Lands acquisition;
- Management of the Claims Unit;

- Enforcement of on street parking regulations and moving traffic offences; and
- Management of the blue badge system for disabled drivers.

Network Services will be responsible for:

- Maintenance and operation of the public road network, intelligent transport systems and street lighting systems;
- Improvement of the network, through local transport and safety measures and major works on local roads;
- Providing the point of contact for road users and their representatives through our eighteen local section offices and four Divisional Head offices; and
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships

Major Projects and Procurement will be responsible for:

- Phase 2 of the Belfast Rapid Transit project;
- Delivery of a programme of Strategic Road Improvement schemes;
- Procurement across Roads and Rivers
- Capital budgeting for Roads and Rivers
- Park and Ride delivery programme;

Location

DfI Roads Headquarters is based in Clarence Court, 10-18 Adelaide Street, Belfast, BT2 8GB.

Rivers

Rivers is headed by a Director, who reports to the Deputy Secretary, Roads and Rivers.

Rivers vision is ***“to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland”***. The aims supporting the vision are ***“reducing risk to life and damage to property from flooding from rivers and the sea”*** and ***“undertaking watercourse and coastal flood management in a sustainable manner”***.

Functions

DfI is the statutory drainage authority for Northern Ireland. The Rivers Division leads in delivering this departmental responsibility.

Under the terms of the Drainage (Northern Ireland) Order 1973, the Department has discretionary powers to:

- Maintain watercourses and sea defences which have been designated by the Drainage Council for Northern Ireland.
- Construct and maintain drainage and sea defence structures.
- Administer advisory and enforcement procedures to protect the drainage function of all watercourses.

All executive functions arising from statutory remit under the Drainage Order are undertaken by this directorate and it also exercises DfI's responsibilities with regard to regulation of the water levels in Lough Neagh and Lough Erne (the latter in conjunction with the Electricity Supply Board in the Republic of Ireland). Rivers Directorate also contributes to wider Departmental policy on these functions.

Rivers Directorate also has responsibility for the management of the Lough Erne Estate.

The EU Directive on the assessment and management of flood risk (2007/60/EC), more commonly known as the Floods Directive, was transposed into Northern Ireland legislation in November 2009 and is known as 'The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.

Rivers Directorate supports DfI's role as the competent authority for the EU Floods Directive and is responsible for implementing its requirements. This requires a co-ordinated approach with other government departments and organisations.

Rivers Directorate also works closely with colleagues in the Office of Public Works in Ireland to fulfil the obligations of the Directive in relation to trans-boundary catchments.

Location

DfI Rivers Headquarters is located in Loughry Campus in Cookstown. Rivers has regional offices in Omagh and Lisburn and sub-regional offices at Coleraine, Craigavon and Ballinamallard, outside Enniskillen.

Further information on Rivers Directorate can be found on <http://www.infrastructure-ni.gov.uk>

KEY RESPONSIBILITIES

Duties and responsibilities will include:

- Entering into confined spaces such as culverts and manholes wearing the appropriate personal protective equipment which includes helmet, harness, breathing apparatus, gas detectors etc.
- Works associated with the maintenance of watercourses including the removal of debris from open and culverted watercourses and grilles, bush and grass cutting, fencing, pipe laying, concreting and assisting in minor construction works.
- Implementation of all health and safety measures as directed by the Area Engineer or supervisory staff.
- The undertaking of training (including underground refresher training), to enhance efficiency and flexibility, in consultation with supervisory staff.
- Response to call during flood emergency as and when required and outside normal working hours.
- Driving of Departmental vehicles in Northern Ireland.

The above list is not meant to be comprehensive but to give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.

JOB DESCRIPTION

There are currently 3 permanent, full time vacancies within DfI Rivers

This competition may also be used to fill further permanent vacancies in these specific areas at this grade with similar duties and responsibilities that may arise within one year of the interviews.

Location

Post 1 – Bangor/Holywood/Newtownards

Post 2 – Lisburn, Dunmurry and Carryduff

Post 3 – East Belfast/Dundonald

Candidates are required to state which post(s) they are prepared to consider. Applicants should therefore clearly specify, in their application form, which post(s) they wish to be considered for and should note that only one interview will be conducted. If a candidate wishes to be considered for more than one post they should indicate this in the box provided. Any post not detailed in the box provided on the application form will mean a candidate will not be considered for that post.

Successful candidates will be made only one offer of appointment from this competition. Successful candidates will be offered in merit order by location of posts available and considering business needs if necessary. Should a successful applicant decline an offer of appointment they will be removed from all merit lists for this competition. The Department for Infrastructure will make the decision regarding offers of appointment.

To enable DfI Rivers to meet the Department’s statutory goal and its own objectives to effectively deliver services to customers, particularly in respect of response to flooding emergencies, candidates’ permanent residence must be within 20 miles travelling distance by public road to the geographical location specific to the post, as measured by RAC Route Planner from full postcode to full postcode via the “shortest route” selection on the website.

Salary

The weekly salary range for this post is currently £383.31 - £435.61 gross per week (under review), within which pay progression will be performance related. Starting salary will be at the minimum of the scale.

Working Hours

A normal working week will be 5 days, totaling 37 hours (excluding lunch breaks).

The current working pattern is:

08.00 – 16.40 (Monday to Friday)

08.00 – 13.15 (Friday)

On occasion there may be a requirement to work outside normal hours, including evening and weekend work. This will attract the appropriate payment and allowances.

Dfl Rivers provide an “out of hours” flood emergency service. It is expected that the successful candidate will make themselves available to participate in this service.

Transport

Transport to and from work is the responsibility of the employee. However, although employees have no right to Department transport, where management provides transport, employees may avail of it.

Holidays

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

Training

To enable the successful candidate to carry out the full range of assigned duties they must attend training as deemed appropriate by management. Appropriate training including an underground training course will be provided to enable the successful candidates to carry out the full range of assigned duties. Failure to successfully complete the underground training course will result in the appointment being terminated/officer transferring back to their former grade/discipline.

Pre-appointment Checks/Medical

The successful candidates will be expected to pass a medical prior to an appointment being offered. This will include hand-arm vibration syndrome (HAVS), Audio and driver’s medical. In addition, the successful candidates will be required to pass a Working in Confined Spaces medical Category A and B.

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

Vetting Requirements

The category of AccessNI check required for this post is a Basic Disclosure Certificate.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Declan Farmer by telephone on 028 9260 6133, or by emailing Declan.Farmer@infrastructure-ni.gov.uk

If you have any questions about the competition process, you should contact HR Connect on 0800 1 300 400 or email nics@hrconnect.nigov.net

ELIGIBILITY CRITERIA

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

1. A minimum of 2 years' experience in Construction/Building works to include at least 5 of the following: pipe laying, shuttering, fencing, trench supports, backfilling, concreting, block laying and flagging/kerbing.

AND

2. A full valid driving licence which permits the licence holder to drive in Northern Ireland.

AND

3. A permanent residence within 20 miles travelling distance by public road to the geographical location specific to the post*, as measured by RAC Route Planner from full postcode to full postcode via the "shortest route" selection on the website. This is to enable DfI, Rivers to meet the Department's statutory goal and its own objectives to effectively deliver services to customers, particularly in respect of response to flooding emergencies.

The geographical locations for these posts are as follows:

- * **Post 1 – Bangor/Holywood/Newtownards - BT23 4EX**
- Post 2 – Lisburn, Dunmurry and Carryduff - BT10 0NF**
- Post 3 – East Belfast/Dundonald - BT16 1XT**

You will be required to provide documentary evidence of your valid driving licence (both Card and Counterpart) at interview so please ensure you have these readily available.

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

INTERVIEW CRITERIA

At interview candidates will be expected to display the following qualities and skill, which will include testing on the eligibility criteria

1. Making Effective Decisions

Make and record effective decisions following the appropriate decision making criteria, framework or guidance. Ask questions when unsure what to do. Undertake appropriate analysis to support decisions or recommendations. Investigate and respond to gaps, errors and irregularities in information. Speak up to clarify decisions and query those constructively. Think through the implications of own decisions before confirming how to approach a problem/issue.

Marks Available: 50

Minimum standard: 30

2. Leading and Communicating

Put forward their own views in a clear and constructive manner, choosing an appropriate communication method e.g. email / telephone / face to face. Act in a fair and respectful way in dealing with others. Write clearly in plain, simple language and check work for spelling and grammar, learning from previous inaccuracies. Ask open questions to appreciate the point of view of others.

Marks Available: 20

3. Managing a Quality Service

Communicate in a way that meets and anticipates the customer's requirements and gives a favourable impression of the NICS. Actively seek information from customers to understand their needs and expectations. Act to prevent problems, reporting issues where necessary. Gain the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job. Encourage customers to access relevant information or support that will help them understand and use services more effectively. Take ownership of issues, focus on providing the right solution and keep customers and delivery partners up to date with progress.

Marks Available: 30

Total Marks Available: 100

Overall Pass Mark: 50

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Lisburn during week commencing Monday 10th June 2019.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 1.

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.

As women are currently known to be under-represented in this occupation across Northern Ireland and as Roman Catholics are currently known to be under-represented in this grade in the NICS, applications from women and the Roman Catholic section of the community would be particularly welcome

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**