

**Candidate
Information
Booklet**

IRC240308

**Grade 5 Director
(Roads and Rivers)
Posts**

Department for Infrastructure (DfI)

**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

Communication between HRConnect and you

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

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FOREWORD

FROM THE PERMANENT SECRETARY

Thank you for your interest in this competition to fill Director positions within the Department for Infrastructure's Roads and Rivers Group.

These are challenging posts which present great opportunities for the right candidates to be part of a strong organisation at the heart of public service delivery. They require highly effective leadership and relationship-building skills. In addition to the specific requirements of each post, the postholders will be an important part of the Department's senior management and an integral part of the Roads and Rivers Management Team. Postholders will also be expected to make a contribution in this wider leadership role as well as leading their own team.

The nature of the work of DfI requires a clear focus on outcomes and a strong emphasis on building effective, collaborative approaches involving other government departments, district councils, NI Water, other utility companies and the PSNI and Northern Ireland Fire and Rescue Service, as well as building and sustaining strong relationships with local communities and community representatives affected by the issues facing the organisation. The postholders will therefore require first-class interpersonal and communication skills, with experience of successfully working across organisational boundaries and with elected representatives and the media to deliver outcomes.

The postholders will also be responsible for a substantial budget and will have a good budgetary understanding as well as programme and project management experience of delivering significant and complex schemes.

Thank you again for your interest in these posts.

KATRINA GODFREY

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 new arrangements will be in place before new postings are made as a result of this competition. 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

The three Director posts are 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

Dfl 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

The Director of Rivers is based in Rivers Headquarters, which 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

Key Responsibilities

By the time appointments are made under this competition the main duties and responsibilities of the 4 Director posts will be as outlined below. These duties have recently undergone a strategic review within the Roads and Rivers Group as part of a consolidation exercise within the Department and further changes may be made. Successful candidates should note that there are currently 2 vacancies at Director level, and that successful candidates could be posted to any one of the four posts outlined below.

The Director of Engineering reports directly to the Deputy Secretary of the Roads and Rivers Group and will be responsible specifically for:

- (a) Providing effective leadership and direction to the business units under their remit: including the Internal Contractor and Consultant functions for the Roads and Rivers Group; Corporate Services; Claims Unit; Parking Enforcement; Blue Badge; Lands; Health and Safety; and Engineering Policy and Design Standards. This involves effective decision making, staff engagement, managing substantial human and financial resources and initiating and leading change where required;
- (b) Acting as Head of Profession for the Civil Engineering Profession;
- (c) Contributing as a member of the Roads and Rivers Management Group to the formulation of strategic and operational policy, corporate and business planning and corporate decision making;
- (d) Providing the Permanent Secretary and the Minister and Assembly with such information that enables Engineering Directorate's performance to be monitored and assessed;
- (e) Communicating effectively with the media and elected representatives, as appropriate, on Roads related issues under their command;
- (f) Managing the Directorate's resources effectively, efficiently and economically by:-
 - ensuring the Directorate meets its objectives and that work is managed within available financial and other resources;
 - ensuring that the business units within the Directorate collaborate effectively with delivery partners and other stakeholders, where appropriate;
 - improving the overall efficiency of the organisation, with particular emphasis on value for money through:-

- regular benchmarking of in-house services with private and public sector providers as appropriate; and
 - the application of appropriate performance indicators;
- (g) Being accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure;
- (h) Discharging the corporate management and organisational arrangements for the successful running of the Engineering Directorate;
- (i) Making effective decisions on the use of resources, including capital, operational, and people, based on justification of the business need, affordability and cost-effectiveness and whole life value for money. This includes a range of projects, in particular engineering works; and
- (j) Deputising for the Deputy Secretary where appropriate.

The Director of Network Services reports directly to the Deputy Secretary of the Roads and Rivers Group and will be responsible specifically for:

- (a) Providing effective leadership and direction to the business units under their remit, including the operational Roads divisional business units; the Public Private Partnership Unit; and Network Maintenance, Development and Lighting headquarters functions. This involves effective decision making, staff engagement, managing substantial human and financial resources and initiating and leading change where required;
- (b) Ensuring that DfI fulfils a proactive role in relation to winter and emergency planning;
- (c) Contributing as a member of the Roads and Rivers Management Group to the formulation of strategic and operational policy, corporate and business planning and corporate decision making;
- (d) Providing the Permanent Secretary and the Minister and Assembly with such information that enables Network Services Directorate's performance to be monitored and assessed;
- (e) Communicating effectively with the media and elected representatives, as appropriate, on Roads related issues under their command;
- (f) Managing the Directorate's resources effectively, efficiently and economically by:-
- ensuring the Directorate meets its objectives and that work is managed within available financial and other resources;

- ensuring that the business units within the Directorate collaborate effectively with delivery partners and other stakeholders, where appropriate;
 - improving the overall efficiency of the organisation, with particular emphasis on value for money through:-
 - regular benchmarking of in-house services with private and public sector providers as appropriate; and
 - the application of appropriate performance indicators;
- (g) Being accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure;
- (h) Discharging the corporate management and organisational arrangements for the successful running of the Network Services Directorate;
- (i) Making effective decisions on the use of resources, including capital, operational, and people, based on justification of the business need, affordability and cost-effectiveness and whole life value for money. This includes a range of projects, in particular engineering works; and
- (j) Deputising for the Deputy Secretary where appropriate.

The Director of Major Projects and Procurement reports directly to the Deputy Secretary of the Roads and Rivers Group and will be responsible specifically for:

- (a) Providing effective leadership and direction to the business units under their remit, including: Strategic Road Improvements; Procurement; Capital Budgeting; BRT Phase 2 development, delivery and other capital projects, such as Park and Ride. This involves effective decision making, staff engagement, managing substantial human and financial resources and initiating and leading change where required;
- (b) Contributing as a member of the Roads and Rivers Management Group to the formulation of strategic and operational policy, corporate and business planning and corporate decision making;
- (c) Providing the Permanent Secretary and the Minister and Assembly with such information that enables Major Projects and Procurement Directorate's performance to be monitored and assessed;
- (d) Communicating effectively with the media and elected representatives, as appropriate, on Roads related issues under their command;
- (e) Managing the Directorate's resources effectively, efficiently and economically by:-

- ensuring the Directorate meets its objectives and that work is managed within available financial and other resources;
 - ensuring that the business units within the Directorate collaborate effectively with delivery partners and other stakeholders, where appropriate;
 - improving the overall efficiency of the organisation, with particular emphasis on value for money through:-
 - regular benchmarking of in-house services with private and public sector providers as appropriate; and
 - the application of appropriate performance indicators;
- (f) Being accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure;
- (g) Discharging the corporate management and organisational arrangements for the successful running of the Major Projects and Procurement Directorate;
- (h) Making effective decisions on the use of resources, including capital, operational, and people, based on justification of the business need, affordability and cost-effectiveness and whole life value for money. This includes a range of projects, in particular engineering works; and
- (i) Deputising for the Deputy Secretary where appropriate.

The Director of Rivers reports directly to the Deputy Secretary of the Roads and Rivers Group and will be responsible specifically for:

- (a) Providing effective leadership and direction to Rivers Directorate. This involves effective decision making, staff engagement, managing substantial human and financial resources and initiating and leading change where required;
- (b) Contributing as a member of the Roads and Rivers Management Group to the formulation of strategic and operational policy, corporate and business planning and corporate decision making;
- (c) Providing the Permanent Secretary and the Minister and Assembly with such information that enables Rivers Directorate's performance to be monitored and assessed;
- (d) Communicating effectively with the media and elected representatives, as appropriate, on Rivers-related issues;

- (e) Managing the Directorate's resources effectively, efficiently and economically by:-
- ensuring that Rivers meets its objectives in delivering sustainable flood risk management and that the work is managed within available financial and other resources;
 - ensuring that the work is managed within available financial and other resources;
 - improving the overall efficiency of the organisation, with particular emphasis on value for money through:-
 - regular benchmarking of in-house services with private and public sector providers as appropriate; and
 - the application of appropriate performance indicators;
- (f) Achieving the Directorate's key performance targets;
- (g) Engaging with the Department's Water and Drainage Policy Division in contributing to the development and formulation of policy including assessing the impact of proposed policy changes on the Directorate and ensuring that it is in a position to implement change efficiently and expeditiously;
- (h) Developing strategies to reduce flood risk from rivers and the sea, including collaboration with others, where appropriate;
- (i) Supporting the Department's Water and Drainage Policy Division in implementing the requirements of the European Directive on the assessment and management of flood risks. Advising DfI on related issues to enable it to fulfil its role as the Competent Authority;
- (j) Ensuring that the Directorate fulfils a proactive role in flood emergency planning;
- (k) Being accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure;
- (l) Discharging the corporate management and organisational arrangements for the successful running of the Directorate;
- (m) Making effective decisions on the use of resources, including capital, operational, and people, based on justification of the business need, affordability and cost-effectiveness and whole life value for money. This includes a range of projects, in particular engineering works;
- (n) Carrying out all Executive functions arising from DfI's statutory remit under the Drainage Order and Reservoirs Act (2016); etc. and

- (o) Deputising for the Deputy Secretary where appropriate.

The above list is not exhaustive but gives a good indication of the main duties of the four Director posts at present. The emphasis on particular duties will vary over time according to business needs.

TERMS AND CONDITIONS

It is intended that this competition will be used to make two permanent appointments at Grade 5 to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource. Successful candidates could be posted to any of the four Director posts in Roads and Rivers.

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 postholders will be based in either Clarence Court, Belfast, where there are 3 Director posts in Roads, or Loughry, Cookstown, where there is one Director post in Rivers.

Salary

Salary will be within the range £69,651 - £79,849 (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.

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

The successful candidates will, on appointment, become members of the Northern Ireland Senior Civil Service. As members of the Senior Civil Service the postholders may, in due course, be transferred to other posts at the same level.

Pensions

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

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

Hours of Work

In common with all SCS appointments, the postholders may from time to time be required to work outside normal conditioned hours, to fulfil the demands of the post.

Travel

As these posts require the postholders to travel on official duty, the successful candidates must have access to a form of transport which will enable them to fulfil their responsibilities. The postholders will be required to travel throughout Northern Ireland, as well as nationally and occasionally internationally.

Vetting

The appointments will be dependent on the individuals satisfying the vetting requirements for the post. The level of vetting required for this post is Basic check.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

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

Conflict of Interest

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

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

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Deidre Mackle, Department for Infrastructure on 028 86757501 or email deidre.mackle@infrastructure-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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications demonstrate that they:

1. Are a Chartered Engineer and a current member of the Institution of Civil Engineers or equivalent*** body;

AND

2. Have at least 2 years Civil Engineering experience at a senior management level* gained within the last 7 years;

AND

3. Have been personally involved at a senior management level* for at least 2 years, in the effective management of significant physical infrastructure**;

AND

4. Have at least 2 years experience at a senior management level* of successful financial management and responsibility for a multi-million pound budget;

AND

5. Have successfully delivered key objectives, at a senior management level*, through highly effective leadership of multi-disciplinary teams, ensuring good governance.

*‘Senior management level’ includes taking decisions affecting the corporate body or organisation within which an individual is working, or providing detailed advice at board level on such issues. In the case of existing civil servants this would normally be at Grade 7 level or equivalent, or above.

**‘Significant physical infrastructure’ means public or utility assets which are used by or serve customers on a daily basis.

*****Equivalent** professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

You will be required to provide documentary evidence of your professional membership at interview so please ensure you have these readily available.

The successful applicants will be required to retain their membership of the Institution of Civil Engineers or equivalent body. It is the Department’s policy

to reimburse the payment of professional fees on an annual basis for membership of one such institution.

SHORTLISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criterion will be applied;

1. The Panel will carry out an objective evaluation of the depth and breadth of information provided by candidates in response to eligibility criterion 3. The shortlisting criterion will be scored with only the top scoring candidates progressing to interview

Should shortlisting be applied, the Panel will complete this assessment against the information submitted in the application form under eligibility criterion 3.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

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

PRESENTATION

As part of the selection process candidates will be required to make a presentation on a notified topic relevant to the responsibilities of the Director posts in Roads and Rivers, lasting no longer than 7 minutes. This will be followed by questions from the panel.

The subject of the presentation will be provided to candidates in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the date of interview. Applicants may bring prepared flip chart paper and prepared notes into the interview to deliver the presentation. A flip chart and flip chart markers will also be available in the interview room when delivering the presentation if required. No other materials or visual aids will be permitted unless required as a reasonable adjustment.

The presentation will be used to assess the Seeing the Big Picture competence.

Please note: Notes must not be used during the interview stage of the assessment.

1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

Marks available: 30

Minimum standard: 18

2. 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. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks available: 30

Minimum standard: 18

3. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20

Minimum standard: 10

4. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks available: 20

Minimum standard: 10

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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Marks available: 20

Minimum standard: 10

6. Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added

value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

Marks available: 20

Minimum standard: 10

Total Marks Available: 140

Overall Pass Mark: 76

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Belfast on the 14th and 18th June 2019.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 5.

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 these posts in the NICS the level of vetting is a Basic check. 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, applications from women 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**