

**Candidate  
Information  
Booklet**

**IRC241938  
Industrial 2 Supervisor  
Department for Infrastructure (DfI)  
DfI Rivers**

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

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**

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

The main duties and responsibilities of the Industrial 2, Supervisor post will include:

- Day to day supervision and management of an industrial squad including skilled operatives (Industrial 2) (e.g. handyman/underground labourer/plant operator/lorry driver etc) involved in watercourse maintenance, grille maintenance and minor construction works ensuring that efficiency, discipline and health and safety requirements are enforced;
- Consultation as necessary with members of the public;
- Ensuring accurate completion of weekly Time Sheets, Plant Logs and other relevant documentation;
- Care and security of all plant, tools and equipment under your control
- Driving Departmental vehicles to provide transport of industrial staff and equipment to and from the work site and responsibility for the care and security of Departmental vehicles;
- Response to call out during flood emergency as and when required and outside normal working hours.

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

## **APPOINTMENT / TERMS AND CONDITIONS**

There are currently 3 permanent, full time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

### **Location**

Post 1 – Eglinton – BT47 3PR

Post 2 – Derrykeighan – BT53 8AQ

Post 3 – Mullaghbawn – BT34 1QH

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. A merit list will be compiled for each individual post. 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.

### **Salary**

Salary will be within the range £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. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Pensions**

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

### **Holidays**

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

### **Hours of Work**



A normal working week will be 5 days totalling 37 hours (excluding lunch breaks). The current working pattern is:

08.00 – 16.40 (Monday – Thursday)

08.00 – 13.15 (Friday)

**Dfl Rivers provide an “out of hours” flood emergency service. It is expected that the successful candidates will make themselves available to participate in this service. All work outside normal working hours including evening and weekend work, will attract the appropriate payment and allowances.**

To enable Dfl 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, candidates permanent residence must be within 20 miles travelling distance by public road from their home to the specified office or 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.

### **Travel**

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

### **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic.

### **Medical**

The successful candidate will be expected to pass a medical prior to an appointment being offered. This will include hand-arm vibration syndrome (HAVS), Audio and Drivers medical.

### **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.

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone George Kyle on 028 7034 1959 or email [george.kyle@infrastructure-ni.gov.uk](mailto:george.kyle@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](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. At least 2 years' experience in the last 5 years in the civil engineering and construction industry, including:
  - i. Drainage and associated civil engineering works; and
  - ii. Knowledge of all Health and Safety practices including risk assessments.

### AND

2. At least 2 years' experience (in total), in the last 5 years, in at least 3 of the following 7 areas: -
  - i. Repair and replacement of bridges/culverts;
  - ii. Dealing with environmental factors affecting watercourse maintenance;
  - iii. Concrete works reinstatement;
  - iv. Brick/blockwork;
  - v. Fencing;
  - vi. Site drainage;
  - vii. Tree and bush cutting.

### AND

3. A full current driving licence, enabling the licence holder to drive vehicles in Northern Ireland.

### AND

4. 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:

**Post 1 – Eglinton - BT47 3PR**

**Post 2 – Derrykeighan - BT53 8AQ**

**Post 3 – Mullaghbawn - BT34 1QH**

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

**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](http://www.nicsrecruitment.org.uk)

## **ASSESSMENT PROCESS**

The selection process will include a competence based interview.

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: 40**

**Minimum standard: 24**

### **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: 40**

**Minimum standard: 24**

**Total Marks Available: 100**

**Overall Pass Mark: 60**

## **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 Omagh during week commencing Monday 29<sup>th</sup> July 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](http://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](mailto: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](http://www.nicscommissioners.org).

### **NICSHR Privacy Notice**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **Offers of Employment**

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

### **Changes in personal circumstances and contact details**

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

### **Transgender Requirements**

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. However you

should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

### **Documentation**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available.

### **Right to Work and Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

### **Security**

#### 1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk).

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

### **Basic Disclosure Certificate**

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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](http://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**