

**Candidate
Information
Booklet**

IRC250802

Graduate Trainee Civil Engineer

**Department of Finance (DoF)
Construction and Procurement
Delivery (CPD)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 24th April 2020***

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

Department of Finance

DoF

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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FOREWARD

Construction and Procurement Delivery (CPD) is a core directorate within the Department of Finance.

CPD has a leading role to play in providing value for money procurement solutions for works, supplies and services across the Northern Ireland Civil Service and the wider public sector.

When a Department or Agency requires a capital funded construction project, it is our job to help them translate their need into a clear specification, advise them on the best procurement strategy, take it to the marketplace to obtain best value and project manage to ensure final delivery of the asset. CPD also provides best practice procurement advice to Departments on grant-aided projects.

The Graduate Trainee Civil Engineer in Civil Engineering Branch / Geotechnical Engineering Branch plays an important role in ensuring the delivery of high-quality construction and infrastructure projects through designing and managing the delivery of civil engineering projects.

Applications are welcomed from suitably qualified candidates.

I hope that this pack meets your information needs and encourages you to apply for the post.

Stewart Heaney
Director Construction Division

BACKGROUND

Construction and Procurement Delivery (CPD) is a Core Directorate of the Department of Finance (DoF). Its role is to develop and establish the policy framework and best practice public procurement for the NICS and the wider public sector.

CPD is made up of five Divisions:-

- Policy and Performance Division
- Supplies and Services Division
- Construction Division
- Health Projects
- Property Services Division

The current vacancies are within Construction Division.

Construction Division provides a comprehensive construction procurement service on capital and grant funded projects from inception to completion. This may include:

- Brief development;
- Feasibility studies;
- Scheme design;
- Statutory approvals;
- Site inspections;
- Appointment of Consultants and Contractors; and,
- Contract administration.

Typically projects can take the form of new buildings, extensions, major refurbishments and infrastructure projects.

The Division comprises approximately 150 professional and technical staff from various construction disciplines to deliver government's commitments to NI Public Procurement Policy in the capacity of Client Advisor, Project Manager or Professional Advisor.

Construction Division is made up of Branches specialising in:-

- Client Advisory services;
- Project Management;
- Architecture;
- Civil Engineering;
- Quantity Surveying;
- Mechanical Engineering;
- Electrical Engineering;
- Geotechnical Engineering and Ground Investigation; and,
- Structural Engineering.

The key responsibilities of Construction Division include:

- Compliance with NI Public Procurement Policy;
- Promotion of the 'Achieving Excellence in Construction' Initiative;
- Support to business case and economic appraisal development;
- Assistance to the Client to identify their needs and develop a project brief;
- Brief development, analysis and feasibility studies;
- Procurement and contract strategies;
- Selection, appointment and management of supply chains;
- Gateway Review process;
- Whole-Life costing;
- Value engineering;
- Risk management;
- Health and Safety – 'Buildsafe-NI'
- Sustainability;
- Design Quality; and,
- Cost management

Projects are taken forward in accordance with statutory requirements and Northern Ireland Public Procurement Policy.

For further information on CPD please go to our website at <https://www.finance-ni.gov.uk/central-procurement-directorate>

KEY RESPONSIBILITIES

The successful candidate will report to a Senior Professional & Technical Officer (SPTO) Civil Engineer.

The main duties and responsibilities of the post include:

- Preliminary and detailed design of civil engineering projects;
- Preparation of civil engineering drawings, contract specifications and bills of quantities;
- Supervision and management of contracts, both minor and major projects;
- Undertaking feasibility studies;
- Delivering projects utilising the Framework Agreement for Minor Civil Engineering Works;
- Delivering ground investigations through the Framework Agreement for Ground Investigation Works;
- Contributing to the development of tender documentation for small and large scale procurements;
- Creating, maintaining and enhancing effective working relationships; and,
- Undertaking continuing professional development activities to meet the requirements of the training agreement to become a Chartered Civil Engineer.

The key responsibilities listed are 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 and the successful candidate may be required to carry out other duties as allocated by management.

TERMS AND CONDITIONS

This competition will be used to fill positions at Graduate Trainee Civil Engineer level within Construction and Procurement Delivery (CPD). There are currently 2 permanent, full-time appointments to be made.

Further appointments may be made from this competition should NICS positions become vacant that require the same eligibility criteria and have similar duties and responsibilities.

Graduate Trainees may spend periods in both the design office and on site working on interesting and challenging projects under the supervision of Chartered Engineers.

AS THIS IS A TRAINEE OPPORTUNITY, IF YOU ARE CURRENTLY, OR HAVE BEEN PREVIOUSLY, A PROFESSIONALLY QUALIFIED ENGINEER YOU ARE NOT ELIGIBLE TO APPLY FOR THIS COMPETITION.

Location

The postholder will be based in Clare House, 303 Airport Road West, Belfast, BT3 9ED.

Salary

Graduates will spend 2 years on the Graduate Trainee salary scale. The salary for the post is currently £27,299 (under review).

Subject to satisfactory service, Graduates will then progress to Higher Professional and Technology Officer (HPTO), the salary scale for which is currently £30,526 - £32,157 (under review).

There are prospects for promotion under normal promotion to:

- Senior Professional and Technology Officer (SPTO) – Salary £37,272 - £40,979 (under review);
- Principal Professional and Technology Officer (PPTO) – Salary £48,829 - £53,518 (under review).

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the 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 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

Travel

The successful candidates must have access to a form of transport which will enable them to meet the requirements of the post in full. The successful candidates will be expected to travel throughout Northern Ireland.

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 a Basic Access NI check.

Training

Construction and Procurement Delivery (CPD) provides excellent training with both in-house/external courses and seminars being available. Graduates are encouraged to attend appropriate courses/seminars/visits organised by professional institutions.

Graduates are required to enter into a formal training agreement with the Employer and the Institution of Civil Engineers with a view to becoming a Chartered Civil Engineer within 7 years of taking up appointment.

Where a successful candidate possesses a degree accredited by the Joint Board of Moderators (JBM) to partially satisfy the educational base requirements for Chartered Engineer status, they will be required to undertake further learning to fully satisfy the requirements.

The successful candidate will be supported financially to complete an approved course of study on a part-time basis. The candidate will be required to complete the course of study within 3 years of their employment commencing. Failure to meet this requirement may result in the termination of their employment.

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.

Confirmation of Degree Prior to Appointment

Where a candidate has indicated that, in order to satisfy either the eligibility or shortlisting requirements, they expect to possess the required degree by 31 July 2020, they must provide evidence of the successful attainment of such prior to appointment. Failure to provide this evidence will result in the candidate being excluded from consideration.

Probation

Confirmation of appointment as a Graduate Trainee Civil Engineer will be dependent upon the satisfactory completion of a probationary period of 1 year.

Confirmation of appointment as a Higher Professional and Technology Officer will be dependent upon both the completion of an approved course of study, if applicable, and a satisfactory performance review.

If your performance, conduct or attendance at any time during the probation period is not satisfactory, or if you fail to complete an approved course of study (if required), your appointment may be terminated.

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 Kaine Lynch on 02890816027 or email Kaine.Lynch@finance-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 either currently possess or be expected to possess by 31 July 2020:

- 1a) At least a second class honours degree in Civil Engineering accredited by the Joint Board of Moderators* (JBM) to partially satisfy the educational base requirements for Chartered Engineer status with the Institution of Civil Engineers (ICE).

OR

- 1b) A degree accredited by the Joint Board of Moderators* (JBM) to partially satisfy the educational base requirements for Chartered Engineer status with the Institution of Civil Engineers (ICE)**.

*A list of JBM accredited degree courses for Chartered Engineer status can be found at:

<http://www.jbm.org.uk/GeneralContent.aspx?ContentID=16>

**Further information may be obtained from the Institution's "Routes to Membership" document at www.ice.org.uk

Please note: Graduates are required to enter into a formal training agreement with the Employer and the Institution of Civil Engineers with a view to becoming a Chartered Civil Engineer within 7 years of taking up appointment.

SHORTLISTING CRITERION

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used:

1. Applicants must either currently possess or be expected to possess by 31 July 2020, a Master's degree accredited by the Joint Board of Moderators (JBM) to fully satisfy the educational base requirements for Chartered Engineer status with the Institution of Civil Engineers (ICE).

Applications will also be considered from applicants with relevant formal qualification considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

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 competence based interview.

1. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks available: 25

Minimum Standard: 15

2. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 25

3. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 25

4. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 25

Interview Marks Available: 100

Interview 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 Belfast, during week commencing 11th May 2020.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

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 acknowledgment 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 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 young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

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**