Candidate Information Booklet

IRC250921
Curatorial F (Temporary - 51 Weeks)
Public Record Office of Northern Ireland
Department for Communities (DfC)

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on Friday 21st February 2020

Please retain a copy of this booklet for your reference throughout the selection process.
Communication between HRConnect and you

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

The Department for Communities was established in May 2016, following the restructuring of the Northern Ireland Departments. It is the largest of the nine NICS Departments and works with 15 Arm’s Length Bodies and a number of Advisory Groups. Around 8,500 people are employed by the Department, accounting for one third of NICS employees. It has an annual budget of almost £7 billion, including expenditure of £5.9 billion on social security and pension payments. The Department plays an important role in the lives of many people and communities in Northern Ireland.

Groups

The Department is made up of five Business Groups:

- Engaged Communities Group (ECG);
- Housing, Urban Regeneration & Local Government Group (HURLG);
- Strategic Policy & Professional Services Group (SPRG);
- Work & Health Group (W&I); and
- Supporting People Group

Role of the Department

The Department’s main functions include:

- The promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support services.
- A social welfare system including focused support to the most disadvantaged areas.
- Providing training and support to jobseekers and employers.
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.
- Supporting Local Government to deliver effective public services.
- Maximising public benefits from the culture, arts and leisure sectors.
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.

The Public Record Office of Northern Ireland (PRONI)

PRONI is part of the Engaged Communities Group and is the official archive for Northern Ireland. It aims to identify and preserve records of historical, social and cultural importance and make them available for the information, education and enjoyment of the public.

PRONI’s main functions are to:

- Identify and preserve records of historical significance;
• Make records easily available to the public for their information, education and enjoyment;
• Encourage wider use of archives amongst all sectors of the community;
• Liaise with government departments and the public sector regarding the management of their current records and transfer of historical records to PRONI;
• Promote best practice in archival and records management and;
• Meet legal requirements for public access to information, such as Freedom of Information and Data Protection legislation.

PRONI is organised into three business areas.

Public Services (PS)

PS is responsible for the delivery of front-line customer service in PRONI. During the last year PRONI had over 20,000 visitors. PS facilitate researchers using the Public Search Room and respond to requests for information from remote users through PRONI’s enquiry service. PS promote the value and use of the archives held by PRONI working with a range of partners to deliver flagship programmes, workshops, talks, exhibitions and other events in PRONI. PS also has responsibility for online content and services via NI Direct, Facebook and YouTube.

Preservation and Collections Management (PCM)

PCM have direct responsibility for the preservation, conservation and storage of the archival material held by PRONI. PCM are responsible for the permanent preservation of paper and digital records ensuring that records are available for future generations. The Conservation unit also preserves archives in their original form, carrying out a range of treatments to documents to slow down deterioration and offers advice and guidance on preservation standards. PCM also incorporates the Digital Repository and is responsible for digitisation in PRONI.

Records Management, Cataloguing and Access (RMCAT)

RMCAT is responsible for the appraisal, selection and acquisition of official and private records considered worthy of permanent preservation. The section provides Records Management advice to central and local government, the Courts Service and the wider public sector and co-ordinates the Annual Sensitivity Review and the release of non-sensitive NI departmental and NIO Belfast records each year.

RMCAT is responsible for facilitating access to the archives held by PRONI by cataloguing archival collections and making the descriptive lists freely available to view on PRONI’s e-Catalogue. The section also responds to official and customer requests for information contained in closed records made under the Freedom of Information Act 2000, the Data Protection Act 2018, the Public Records Act (NI) 1923 and the Court Files Privileged Access Rules (2016).
KEY RESPONSIBILITIES

The main responsibilities of the post include:

1. Sorting, classifying and cataloguing the papers of the Irish Language organisation, the ULTACH Trust, in accordance with both PRONI’s cataloguing policy and International Standards of Archival Description ISAD (G).

2. Reading and translating documents which are written in Irish into English.

3. Producing bilingual catalogue descriptions in both English and Irish which will be available to view through PRONI’s onsite and online catalogues.

4. To respond to queries from researchers wishing to gain access to the collection and to liaise with The ULTACH Trust.

5. Adhere to and promote NICS policies and PRONI guidelines on working with sensitive information;

6. Assisting with the public launch event at the conclusion of the cataloguing project.

7. Working independently and also working as part of a team.

Additional Information for Candidates –

The ULTACH Trust Collection in PRONI

The ULTACH Trust was established in 1990 to promote the Irish language and cultural heritage to the entire community of Northern Ireland. The ULTACH Trust archive is one of a number of privately-deposited archives in PRONI’s care. The archive provides a comprehensive overview of the development of the Irish language movement and the status of the Irish language in Northern Ireland from 1990 to 2014. The collection comprises annual reports and year plans, correspondence, a representative sample of grants awarded by the Trust, scripts for lectures delivered by employees of the Trust and the background research for those lectures, papers in relation to the first training course for Irish medium television production, publications and printed material by the ULTACH Trust or in partnership with others, campaign materials, publications and reports by groups including community groups and government bodies, newspaper clippings covering the Irish language and wider cultural issues, including Ulster-Scots, and a small number of photographs (1975-2014).
TERMS AND CONDITIONS

There is currently 1 full time temporary Curatorial F vacancy. This temporary appointment will last for a duration of up to 51 weeks.

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.

Secondment

This post may be filled by secondment of the successful candidate from his/her current employer. “Secondment” means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate’s current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

Location

This post will be based at PRONI, 2 Titanic Boulevard, Belfast, BT3 9HQ.

Salary

Salary will be within the range £27,299 - £28,167 (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

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days.
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

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

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.

Probation

If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Existing Civil Servants

If you are currently employed within the Northern Ireland Civil Service in a permanent or temporary capacity you are not eligible to apply.

For further information please refer to Section 5.4 of the NICS Recruitment Policy and Procedures Manual which is available on the NICS Recruitment website www.nicsrecruitment.gov.uk.

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.

**Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone David Huddleston on 02890534814 or email david.huddleston@communities-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 demonstrate that by the closing date for applications they meet the following criteria:

1. Have at least a second-class honours degree in any discipline.

   AND

2. At least one of the following:

   (i) A recognised post-graduate archival or records/information management qualification e.g Diploma in Archive Administration or an MA in Archive Administration or Records Management.

   OR

   (ii) At least 1 years’ experience in applying archival and/or records/information management principles, policies and practices.

   AND

3. Be proficient in written and spoken Irish equivalent to Level C1/C2 (Common European Framework of Reference for Languages.)

   **Please note that this will be tested during the assessment process**

Applications will also be considered from applicants with relevant formal qualifications 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.

You will be required to provide documentary evidence of your qualifications at assessment/interview so please ensure you have these readily available.
Please note:

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

Those applicants who satisfy the eligibility criteria will progress to the assessment stage. The assessment stage will consist of 3 parts – 1) a written assessment, 2) a competence based interview and 3) an oral assessment. The assessment stage will take place on the same day and in the order listed above.

The ability to communicate effectively both orally and in writing in Irish and to translate from Irish to English and English to Irish are key requirements for this role.

**Candidates must be able to demonstrate proficiency in written and spoken Irish equivalent to Level C1/C2 of the Common European Framework of Reference for Languages**

STAGE 1 – WRITTEN ASSESSMENT

Candidates will be asked to translate a piece of text from Irish to English and a piece of text from English to Irish. The pieces of text to translate will be provided to candidates when they report for interview and they will be given 45 minutes to complete the exercise. Candidates should therefore arrive 60 minutes before their allocated interview time to allow for the assessment to be completed. An Irish-English and an English-Irish dictionary will be provided for the use of candidates. The use of electronic or digital facilities is not permitted during this assessment.

Marks available: 90  Pass Mark: 63

STAGE 2 – COMPETENCE BASED INTERVIEW

Applicants will be expected to display the following qualities and skills at interview:

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.

Marks available: 20  Minimum Standard:12

2. Making Effective Decisions

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

Marks available: 20

3. Leading and Communicating

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

Marks available: 20 Minimum Standard:12

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 appropriately and effectively to support service delivery.

Marks available: 20

5. Delivery at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 60

The selection panel 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.

STAGE 3 - ORAL ASSESSMENT

Following the competence based interview candidates will be given a short oral exercise which will involve an oral assessment of spoken Irish. This will take the form of a 10 minute conversation in Irish based on a set question.
Candidates should also note that it is not possible to complete any part of the assessment using electronic or IT facilities.

Marks available: 90  Pass mark: 63

The assessment will be marked and the scores awarded will form part of the overall mark for the assessment process.

Any candidate who does not reach the minimum standard / pass mark in any part of the assessment process, will not be considered eligible for appointment.

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 23rd March 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 NI Direct: 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](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 will be required to bring documentary evidence of your qualifications / professional membership to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

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

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Security

1. Baseline Personnel Security Standard

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

a) Your passport OR
b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).

c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

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

**Basic Disclosure Certificate**

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

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

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

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

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

**Equal Opportunity Monitoring Form**

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

As women are currently known to be under-represented in this occupation across Northern Ireland and as Protestants are currently known to be underrepresented in this grade in the NICS, 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**