Candidate Information Booklet

IRC251165

Head of Grassland and Plant Sciences

Agri-Food and Biosciences Institute
Northern Ireland (AFBI)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 10th January 2020
Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.
FOREWORD FROM THE CHIEF EXECUTIVE

Thank you for your interest in this important post of Head of Grassland and Plant Sciences in AFBI.

The Agri-Food and Biosciences Institute (AFBI) is a non-departmental public body sponsored by the Department of Agriculture, Environment and Rural Affairs (DAERA) and is the Northern Ireland government’s main research and science provider in the agri-food and marine sectors. In addition to our work for DAERA, AFBI also undertakes a substantial and increasing programme of externally funded R&D and other scientific work, which is secured from a range of public sector funding organisations, other public sector bodies, industry funders and commercial companies.

We are an internationally recognised multidisciplinary scientific organisation with a broad remit of work spanning the key goals of 1) leading improvements in the agri-food industry 2) protecting animal, plant and human health and 3) enhancing the natural and marine environment. Our staff undertake scientific research, statutory surveillance, analytical and diagnostic testing in the fields of sustainable agricultural systems, animal health and welfare, plant science, food safety and innovation, environmental protection, fisheries and aquatic ecosystems.

AFBI’s Corporate Plan outlines our strategy and ambitions for the period 2018 to 2022. It sets out the 3 strategic outcomes which we aim to deliver for society, the economy and the environment, as well as for industry and customers in an ever more efficient and effective manner. The plan demonstrates the unique multidisciplinary strength of AFBI and how we will work with partners from science, government, industry and farmers to provide a positive impact. These achievements will be underpinned by attracting and developing excellent staff and further investing in our physical infrastructure and systems.

The Institute is now seeking an outstanding individual with a high level of expertise and knowledge of grassland and plant sciences to join its scientific team and to lead our work in this area. The Head of Grassland and Plant Sciences will lead AFBI’s work on research and statutory analysis in the areas of grass breeding, grass testing, arable production, plant health and horticulture.

The appointee will be expected to provide vision, leadership and strategic direction in the area of grassland and plant sciences and to ensure that the work undertaken meets the high quality, international standards expected.

This is a challenging and rewarding post, which will provide the opportunity to influence future policy as well as industry and governmental strategies as well as contributing to AFBI’s long term success as it continues to develop the quality and range of scientific services offered to DAERA and to AFBI’s local, national and international funders.

Thank you for your interest in this competition.

Dr Stanley McDowell (Chief Executive)
ABOUT THE AGRI-FOOD AND BIOSCIENCES INSTITUTE

AFBI is a non-departmental public body sponsored by DAERA and a leading provider of scientific research and services to government, non-governmental organisations and commercial companies.

In line with AFBI’s vision of “Advancing the local and global agri-food sectors through scientific excellence.” the Institute seeks to be an influential, internationally recognised, centre for research and scientific services in the agri-food and marine sectors, providing high quality and locally relevant science. Our current Corporate Plan for 2018-22 sets out our aims to deliver for society, the economy and the environment, and to meet the needs of customers and partners in an ever more efficient and effective manner. To achieve these aims, our Corporate Plan also outlines how we, with the support of our sponsoring department plan to invest in our people and infrastructure to provide innovative, efficient and effective service delivery. These plans include an ambitious programme of capital investment in AFBI’s infrastructure including a new animal health sciences building at AFBI Stormont and improved facilities at AFBI Hillsborough which will give us one of the most modern laboratory and ancillary estate infrastructures of any agri-food research institute in Europe.

As the Northern Ireland government’s main research and statutory testing provider in the areas of agri-food, fisheries and the environment, AFBI plays a major role in the Northern Ireland knowledge economy. AFBI’s scale, relationships with a wide range of international research organisations and close links with local universities and industry mean that it is ideally placed to carry out research that has both global and local impact. AFBI’s science is outcome-driven and aimed at solving important practical problems for a wide range of local, national and international funders in the public and private sectors. Our staff carry out world class scientific research, surveillance, and analytic and diagnostic testing for a wide range of customers in the fields of animal health and welfare, sustainable agricultural systems, plant science, food innovation and safety, environmental protection, fisheries and aquatic ecosystems, and agricultural and rural economics.

AFBI’s main work areas are aimed at leading improvements in the agri-food industry; protecting animal, plant and human health; and enhancing the natural and marine environments. We have a staff complement of approximately 650 people, with an annual turnover of approximately £60 million. Details of AFBI’s most recently published income and expenditure are available on its website.

AFBI is located on seven sites across the province, with its headquarters at Newforge Lane, Belfast. The AFBI sites are at Newforge Lane (1), Stoney Road, Stormont (2), Crossnacreevy (3), Hillsborough (4), Loughgall (5), Omagh (6) and Bushmills (7), along with a sea going research vessel, the RV Corystes (8).
AFBI has 7 sites across Northern Ireland;

1. Newforge Lane (Headquarters)
2. VSD Stormont
3. Hillsborough
4. Crossnacreevy
5. Loughgall
6. Omagh
7. Bushmills
8. A 53m dedicated marine research vessel based in Port of Belfast

AFBI has two science divisions, Sustainable Agri-Food Sciences Division (SAFSD) and Veterinary Sciences Division (VSD) as well as a Finance and Corporate Affairs Division which supports and ensures AFBI’s delivery of business.
*Under review
SAFSD currently employs approximately 320 scientific, technical and support staff across its seven scientific based branches.

As such SAFSD is a highly multidisciplinary division with a key focus on livestock, plant and in general agriculture production, its impact on the environment and the economy, and the sustainable management of aquatic systems both inland and at sea. This multi-disciplinary team spans all aspects of the food supply chain taking research from the soil through to the plant, the animal and the resultant food quality and nutritional value, while also working with colleagues at VSD to ensure animal health and food safety is optimised.

SAFSD utilises a highly instrumented platform across livestock, land management, environmental management as well as marine work to service its main deliverables of research and innovation and monitoring and surveillance. SAFSD also collaborates extensively with other research organisations, industry and government departments locally, nationally and internationally. A key drive within SAFSD is to produce high quality peer review publications while also ensuring the research conducted has impact through an active dissemination programme.

Key actors within SAFSD represent:

**The Economics Research** team who undertake quantitative and qualitative socio-economic research to inform agri-food and rural policy development and industry decision making, regionally and nationally.

**Livestock Production Sciences Branch** which links fundamental livestock science to systems level research to deliver innovations for the agri-food sector and advance scientific knowledge.

**Agri-Environment Branch** which interfaces between intensive livestock production, and environmental management and regulation which includes the impacts of agricultural land use practices on soil, water and air and identify ways of optimising land-based livestock production.

**Fisheries and Aquatic Ecosystems Branch** who conduct research and development, monitoring and technology transfer in the area of marine fisheries stock assessment, coastal zone science, biological oceanography, marine ecosystem health, and freshwater fisheries stock assessment.

**Food Research Branch** who deliver research in the areas of optimising eating quality and nutritional quality in meat, dairy and other food products, together with evaluating novel processes for extending shelf-life and increasing safety.

**Grassland and Plant Science Branch** who underpin DAERA’s policy development on plant health and deliver scientific advances in areas such as grass breeding, testing and agronomy, Plant Health and land management.

**Statistical Services Branch** which provide a Statistical Analyses and Consultation Services in support of Scientific Research Projects and Statutory work carried out by AFBI.
VETERINARY SCIENCES DIVISION (VSD)

VSD currently employs approximately 260 veterinary, scientific, technical and support staff across its four Branches (Bacteriology, Chemical and Immunodiagnostic Sciences, Disease Surveillance and Investigation, and Virology). The Division is predominantly based at Stoney Road, Belfast with a smaller disease surveillance centre based at Omagh, Co. Tyrone.

The Division undertakes an integrated programme of statutory, disease surveillance, emergency response and R&D work on the diseases of major animal and human health significance along with major programmes of work on the chemical and microbiological safety of food. The work supports government policy and disease eradication and control programmes in areas such as bovine tuberculosis, food-borne zoonotic infections and transboundary diseases. One of the key roles of the Division is in delivering a laboratory response to local, national and international emergencies involving animal diseases, and food and feed contamination incidents.

VSD also provides a disease investigation service covering all of the major farm animal species and fish, and provides commercial laboratory services in support of industry led disease eradication and control programmes. The work of the Division is underpinned by research and development (R&D) on animal diseases and food safety issues relevant to the local industry.

VSD includes the following branches

**Bacteriology Branch** undertakes statutory, analytical and research work on the major bacterial pathogens of animal and public health significance. Much of this work underpins important DAERA animal disease control programmes in areas such as bovine tuberculosis and food-borne zoonoses.

The work of **Chemical and Immunodiagnostic Sciences Branch** includes chemical analysis for a wide range of veterinary drug residues, marine biotoxins, pesticides, mycotoxins and heavy metals as well as immunodiagnostic testing in support of a number of disease control programmes including brucellosis, transboundary diseases, import/export testing and TSE.

**Disease Surveillance and Investigation Branch** undertakes a programme of scanning (passive) disease surveillance on behalf of DAERA and provides commercial laboratory services in support of industry led disease eradication and control programmes.

The work of the **Virology Branch** is aimed at improving the diagnosis and control of viral diseases of farmed animals (pigs, poultry, cattle, sheep and aquaculture). The Branch also has responsibility for the molecular confirmation of major infectious / epizootic diseases in animals.
FINANCE AND CORPORATE AFFAIRS DIVISION

Finance and Corporate Affairs Division currently employs approximately circa 95 staff across its Branches. The Division is based primarily at AFBI headquarters, Newforge Lane, Belfast but with staff deployed at some of the larger sites.

The Division supports the AFBI Chief Executive and senior management in securing and deploying the financial, people and infrastructure resources of AFBI. The Division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance.

The main areas of work of the Branches are outlined below.

Corporate Communications
Corporate Communications is responsible for all of AFBI’s internal and external communications. It supports scientists to ensure their message is impactful by running a press office (including social media and photography), events management, and print and digital publishing to the AFBI intranet and internet.

Estates, Emergency Planning and Health & Safety
The Estates Management and Development Branch has responsibility for delivering estate and property management services across the AFBI occupied estate as leased from DAERA, emergency planning capability for the Institute including business continuity management/incident management and the overarching management of Health and Safety.

Finance & Procurement
AFBI Finance & Procurement Branch is responsible for the administration of all finance related functions in support of AFBI’s 3 Divisions and Executive Management Team. This includes financial planning, budgeting and accounting and business planning and financial systems. The Branch provides a stores service on the Newforge and Stormont sites and also provides procurement advice to all AFBI staff.

Governance & Performance
The Governance and Performance Branch provides support and advice on a range of corporate and information governance matters including organisational performance management, risk management, business planning, audit and assurance, insurance & indemnities, data protection, freedom of information, environmental information regulations and records management.

Human Resources
The Human Resources Branch deliver a range of services to support the Institute in the functions of Learning & Development, Equality, Performance Management, Workforce Planning and Employee Relations. The team are extremely focused on providing support to staff and line managers in ensuring they have what they need to meet wider business plan objectives.
Information Systems Branch
AFBI Information Systems Branch provides comprehensive line-of-business IT infrastructure and application support. This service is offered in conjunction with the support for common IT services provided by IT Assist, Department of Finance (DoF) and Enterprise Shared Services (ESS). The Branch also develops bespoke software solutions for internal and external clients to the benefit of the agri-food industry. Through development of these systems, ISB forms quality partnerships which leads to further collaboration between AFBI and industry bodies. ISB’s operations are guided by AFBI’s IT Strategic Plan which seeks to ensure that IT continues to work as a strategic enabler for the Institute.

Research Support Office
The Research Support Office has recently been developed to enhance AFBI’s success in maximising the benefit from relevant external funding and commercialisation opportunities, including the provision of support and guidance to AFBI staff during the development stage of funding applications. The unit facilitates horizon scanning, seeking to ensure that management and scientific colleagues are kept informed of emerging opportunities. In addition, it supports colleagues through the administrative process involved in winning and then managing grant funded projects.

The Research Support Office will drive engagement with a broad range of partners from Government to industrial and commercial clients, resulting in increased external income generation. It is responsible for: identifying and developing potential research and enterprise incomes sources, promoting these opportunities to relevant colleagues, supporting staff in preparing grant and commercial applications, managing the application/tendering/contracting process and providing post-award support (including on such issues as reporting and auditing).
Grassland and Plant Sciences (GPS) Branch is one of seven branches within SAFSD and provides internationally important research, scientific analysis and knowledge transfer activities across a wide range of agricultural disciplines.

The core aim of the Branch is to support programmes focussed on plant health, crop protection, grass breeding, plant testing and agronomy and horticulture. The work of Grassland and Plant Sciences (GPS) aligns closely with DAERA’s four Strategic Goals: (1) Sustainable agri-food, fisheries, forestry and industrial sectors. (2) A clean, healthy environment benefiting people, nature and the economy. (3) A thriving rural economy, contributing to prosperity and wellbeing. (4) A well led, high performing organization focusing on outcomes. The branch has over 80 staff located at 3 sites (Newforge, Crossnacreevy and Loughgall) and a platform which includes land for field based grass and arable science, laboratories and specialised greenhouses.

Key outputs from GPS include the provision of evidence for governmental policy development, production of new grass varieties, peer reviewed scientific papers, technical reports for industry and stakeholders, conference papers and the delivery of seminars as well as an emergency response function for DAERA. The GPS team are also actively involved in national and international professional networks and expert committees.

GPS are also actively involved in cross-disciplinary work through collaboration with other science branches in AFBI in areas such as animal production, agri-environment, and animal health. The GPS team collaborate nationally and internationally with a range of partners including, Queen’s University Belfast, University College Dublin, Teagasc, and Ulster University.

The current work programme of the branch is divided into four main scientific sections each led by a project leader:

**Plant health and protection:** GPS provides the statutory testing service and expert advice for DAERA on plant health matters. Current and future research covers the study and control of pathogens (fungal, bacterial, nematodes) and invertebrate pests of arable, horticulture, grass, and forestry land uses. The current emphasis is on plant pest horizon scanning, integrated pest management, the sustainable use of pesticides, and the use of bio stimulants to alleviate biotic and abiotic stresses of plants. GPS also aims to be a centre of excellence in the UK for statutory testing and research on plant parasitic nematodes. These skills are used to protect and enhance the quality of existing plants as well as to find viable alternate crops for the future needs of the industry and public.

**Plant varieties and seeds testing:** GPS provides research and expert advice for various functions across plant variety testing and seeds. This includes statutory work, specialist advice and innovative research at local, national and international levels. Through a major EU H2020 project, GPS is leading the way in augmenting conventional plant testing with novel techniques which draw on advances in emerging technologies. Current and future research in
complimentary areas include soil health, arable weeds and evaluation of new crops for new markets.

**Grass breeding:** GPS grass breeding focuses on the breeding of new varieties of forage grasses, in association with other leading international plant-breeding organisations. The AFBI grass breeding programme has been highly successful through and delivery of a portfolio of varieties with significant increases in dry matter yield, herbage quality and reduced disease susceptibility.

**Horticulture:** Horticultural research and services reflect the needs of the local industry and concentrates on mushrooms and the bio-economy. Land use research and development is focused in the area of the options for managing trees within farming systems, particularly agro-forestry.

It is expected that food production from plants will become an increasingly important area for the NI agri-food industry. The use of land for non-livestock based food production as well as delivering ecosystems services is also expected to increase in the future. As such it is expected that this branch will develop in the future to deliver innovative research to address the changing needs of the consumer and agri-food industry. This is therefore an exciting time to be joining the GPS team and take forward an innovative research agenda for a dramatically changing agri-food system.
KEY DUTIES/RESPONSIBILITIES

Objectives of the role

The Head of Grassland and Plant Sciences in AFBI will lead AFBI’s work on research and statutory analysis aligned with grass breeding, grass testing, arable production, plant health and horticulture. These activities are key to developments in land based production as well as informing agri-food policy development and industry decision making, regionally and nationally. Going forward this area of science has much potential to deliver key initiatives and knowledge on plant based food production and plant health as well as land management and optimising productivity from the land. As such there is potential to expand on the current collaborations of the Grassland and Plant Sciences team within the local, national and international context.

The person appointed to the post will be expected to provide vision, scientific leadership and strategic direction for their work area and team and as a member of the wider leadership team assist in AFBI’s strategic development and corporate management.

The role includes a significant management component and the successful candidate must be able to demonstrate strong interpersonal skills and have the ability to present a clear and compelling vision of the future for staff. This will include fostering an environment and culture that delivers excellence in all activities and that is inspiring, creative and rewarding for staff.

Candidates for this position should be internationally recognised in the area of Grassland and Plant Sciences with a strong track record of leading and managing substantial programmes of science based work and building effective stakeholder networks.

Key responsibilities of the post include:

Scientific Leadership
• Provide overall leadership of Grassland and Plant Sciences in AFBI and set the strategic direction for current and future work programmes, to include expanded collaborations, locally, nationally and internationally and development of new areas of work such as the production of plant based food.
• Provide authoritative and expert advice to DAERA and stakeholders on plant science related issues

Programme delivery
• Lead the development and delivery of a complex research and statutory analysis programme, to deliver the goals of the branch, while interacting with a wide range of customers, including government departments, the agri-food industry, supply chain representatives and research sponsors, to promote the scientific excellence of AFBI;
• In agreement with DAERA and other funders agree and develop a programme of relevant R&D and statutory analysis for both the short and long term.
• Secure external (non-DAERA) research funding from local, national and international sources

Leadership and People Management
• Providing strong and energetic leadership and vision to staff, innovatively and effectively leading and managing change;
• Maintaining a positive working environment and a clear understanding of the business goals for all staff;
• Ensuring effective staffing structures are in place with the appropriate levels of skills and expertise.

Finance and Corporate Governance
• Lead the preparation of budget plans and manage the branch resources and budget allocations (approximately £4m) and ensure that the required income targets are achieved
• Maintaining a sound system of internal control including ensuring compliance with corporate policies and other governance requirements
• Ensuring compliance with the relevant legislation such as data sharing, health and safety

Planning and Strategy
• Preparing the branch annual business plan and manage the delivery of related KPI’s
• Clearly communicating goals and objectives to key stakeholders and managing performance against agreed targets in line with strategic plans;

Public Affairs and Policy
• Representing and negotiating on behalf of AFBI on scientific and policy matters at local, national and international level.
• Communicate the work of the branch to other scientists, the agri-food industry, other stakeholders and the wider public.

This list is not exclusive and the successful candidate will be required to carry out other duties as allocated by the divisional director.

Occasional out-of-hours working may be required.
JOB DESCRIPTION

There is currently one full-time permanent position to be filled. A reserve list will exist and will be held for a period of 12 months from the date of interview, to cover any further Permanent or Fixed Term vacancies which may arise.

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.

Salary

Salary will be within the range £57,525 - £64,779 (under review) which pay increases will be on an incremental basis provided staff performance reports are satisfactory.

Starting salary will normally be at the minimum of the scale except for existing AFBI staff for whom starting salary may be determined by either promotion or re-grading terms if these are more favourable.

In exceptional circumstances consideration may be given to starting at a higher point on the salary scale for applicants with additional relevant experience and/or qualifications. The relevance and extent of the additional experience will be determined by AFBI at the time of offer of appointment.

Pensions

The NICS offers all employees an attractive pension’s package. Further details of this can be found on page 28 of this booklet.

Annual Leave

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 30 after five year’s satisfactory service.
Working Hours

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. On occasions the duties may include some evening and weekend working. AFBI operates a flexi working system.

Location

The successful candidate will be based at AFBI Newforge, 18a Newforge Lane, Belfast, BT9 5PX, however, they may, on occasion, also be expected to work at other sites in Northern Ireland as required.

Travel

The post will entail travel locally, nationally and internationally and for this reason the successful applicant will require access to a form of transport which will permit them to meet the requirements of the post in full.

Probation

The post holder will serve 12 months probation in the new post. This will commence from the date of appointment. At the end of the probation period a formal review will be conducted to determine if the posting will be made permanent.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Amy Gilbride on 02890255055 or email Amy.Gilbride@afbini.gov.uk.

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email recruitment@hrconnect.nigov.net
ELIGIBILITY CRITERIA

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

1) A PhD in plant sciences, agriculture or closely related are;

2) At least 5 years post-doctoral experience of successfully leading, managing and delivering research in the area of plant sciences or a closely related discipline;

3) Evidence of a national and / or international standing in the area of plant sciences through authorship of peer reviewed publications and other science contributions*;

4) Proven experience of securing research funding.

5) Proven experience of leading and managing a team

Relevant and Equivalent qualifications: Applications will be considered from applicants with formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated or within another relevant subject area. Candidates should provide as much information as possible on their application form to demonstrate to the panel that their qualification is at an equivalent level or within a relevant subject area. This should include the type of qualification, details of all modules studied, percentage scores obtained and any other information deemed necessary so that a well-informed decision can be made.

*Scientific publications and other research outputs: Candidates must provide evidence of eligibility criterion 3 by submitting a fully cited bibliography of all refereed and non-refereed publications, and other science contributions.

Candidates can provide this information within the application form itself, or if necessary, it can be sent by the closing date for applications as a separate attachment to: recruitment@hrconnect.nigov.net. The bibliography should be marked with the relevant competition reference number (IRC251165), competition title and your full name.

SHORTLISTING

In the event that further shortlisting is required the selection panel will reach a decision as to whether or not an applicant meets each criterion on a scored basis for criteria 2 - 5 with a minimum score set for each criterion. Only those applicants assessed as meeting all essential criteria will be eligible to proceed to the next stage of the selection process.

However, in the case of a high volume of applicants AFBI may decide to limit the number of applicants it invites for interview in a proportionate manner. In this instance all applicants who meet the essential requirements will be listed in merit order according to their total score and the highest scoring applicants will proceed to interview.
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 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.
- 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.
- Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.org.uk
PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the Essential Criteria. In addition, they will also be required to demonstrate competency in Professional Knowledge & Skills pertaining to this post together with the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 4 for the purpose of personal and professional development.

Head of Grassland and Plant Sciences is analogous to Grade 6 in the NICS.

What is the NICS competency framework?

The 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 through [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 the assessment / interview criteria as outlined below. You should refer to the behaviours listed under level 4 of the relevant competence areas.
INTERVIEW CRITERIA

The selection process will include a presentation and a competence based interview. Applicants will be expected to demonstrate the following selection criteria/competences at interview:

**Presentation**

Candidates will be required to deliver a presentation, lasting no more than 7 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

Candidates should fully prepare their presentation in advance of the interview and no preparation time will be provided on the day of interview. Your presentation should be delivered via PowerPoint and you will be asked to submit it to HRConnect by a specific date prior to your interview. Full details will be provided should you be invited to interview.

Following the presentation, the panel may elect to ask questions on the presentation.

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

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**

1. **Professional Knowledge & Skills**

Develops and updates professional/specialist/technical knowledge and skills to meet objectives and improve performance; demonstrates an in-depth knowledge and understanding of current developments and best practice in the relevant area.

**Marks available: 30 Minimum standard: 18**

2. **Delivering 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: 10**
3. 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: 10

4. Leading & 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

5. 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: 10

6. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in ‘smarter’, more focused ways.

Marks available: 10

Total marks available: 110
Overall pass mark: 66 (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.

INTERVIEWS

It is intended that interviews for this post will take place in AFBI HQ, Newforge Lane, Belfast during February 2020.
INTERVIEW GUIDANCE FOR APPLICANTS

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 in relation to each of the competences. 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.
SELECTION PROCESS

The Merit Principle

Appointments to AFBI are made under the ‘merit principle’, where the best person for any given post is selected in fair and open competition.

Making your application

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.

Guidance for Applicants

- 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.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- 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.
- 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.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out 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.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- 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.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to
HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.

- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

**Changes in personal circumstances**

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

**Communication between HRConnect and you**

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

**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.

**Further appointments from this competition**

Where a further position in AFBI is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

**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.

**Equal Opportunity Monitoring Form**

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement to which AFBI adheres please refer to page 30.

Applications are particularly welcomed from Roman Catholics and Females as these groups are currently under-represented within AFBI.

**AFBI is an Equal Opportunities Employer.**

All applications for employment are considered strictly on the basis of merit.

**Assessment Information**

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

**Employment Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom.

Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. If you are invited to interview we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996.

Advice on entitlement to work may be obtained from the Home Office website, [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

**Nationality Requirements**

There are no nationality requirements for AFBI posts.
Vetting Procedures

1. Baseline Personnel Security Standard

For this post 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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.

For more information, the address of the AccessNI website is: http://www.accessni.gov.uk/. 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.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.
GENERAL INFORMATION

Pensions

New entrants who join the Agri-Food and Biosciences Institute (AFBI) are eligible to join the NICS pension scheme.

Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

www.finance-ni.gov.uk/civilservicepensions-ni

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP
Tel: 02871 319000
Email: cspensions.cpg@dfpni.gov.uk

Feedback

AFBI is committed to ensuring that the processes used to recruit and select staff are fair. 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
Please apply online or post your hardcopy completed application form to the HRConnect Recruitment Team:

HRConnect
PO Box 1089
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

NOTE: Late applications or applications received by fax or email will not be accepted.

Contact details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by;

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665
Equality, Diversity and Inclusion

Policy Statement

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement to which AFBI adheres is set out below:

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

**Equality** – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

**Diversity** – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

**Inclusion** – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.
Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

Legislative Context
This section explains the reasons for gathering this information by setting out the legislative background.

Gender
The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

Age
The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different ages and age groups.

Community Background
The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission
for NI the NICS has decided to use “community background” information as a proxy for political opinion.

Disability

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability, and social functioning.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?
The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?
Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.
Are there any types of condition covered by special provisions in the DDA?
Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:
Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;
Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and
People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?
Yes, the following conditions specifically do not count as impairments:
Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);
Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;
Tendency to set fires, or steal, or physically or sexually abuse other persons;
Exhibitionism and voyeurism;
Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?
Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

Race
The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

Sexual Orientation
The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies information is gathered on sexual orientation. Section 75 of the Northern
Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

**Marital Status**
The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status.

**Dependants Status**
Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions in NI, to have due regard to the need to promote equality of opportunity between persons with dependants and persons without.

**Confidentiality of Monitoring Information**
The following general principles will be applied to all individual monitoring information:

- individual monitoring information will be afforded a high degree of confidentiality;
- misuse of monitoring information will be viewed as a disciplinary offence; and
- individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.