

**Candidate
Information
Booklet**

**IRC252042
Driving Examiner
Driver & Vehicle Agency
Department for Infrastructure**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 7th May 2021***

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

**Driver & Vehicle Agency
Department for Infrastructure**

Communication between HRConnect and you

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

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BACKGROUND

The Driver & Vehicle Agency (DVA) is an executive agency within the Department for Infrastructure. It was created under the Review of Public Administration on 1 April 2007 through a merger between Driver and Vehicle Licensing Northern Ireland (DVLNI) and the Driver & Vehicle Testing Agency (DVTA).

The Agency's key business activities and principal responsibilities in each of these areas are outlined below.

Driver, Vehicle and Road Transport Licensing

- Driver licensing - issuing (and where appropriate withdrawing) licences in respect of drivers of cars, motorcycles, lorries, buses, etc; and
- Road transport licensing – issuing (and where appropriate withdrawing) licences in respect of taxi drivers and road freight and bus operators.

Driver and Vehicle Testing and Standards

- Driver testing - ensuring effective systems are in place to check whether learner drivers have the competence necessary to drive safely on public roads;
- Vehicle testing – checking cars, lorries, buses, taxis, motorcycles and other vehicles against statutory roadworthiness standards;
- Driving instructor registration – assessing the suitability of applicants and checking tuition standards; Standards - liaising with the Department's Road Safety & Vehicle Regulation Division to identify, develop and deliver new developments in driver or vehicle testing requirements arising from changes in policy or legislation at the local, national or European level; and
- Technical training – delivering initial and periodic refresher training to ensure that staff have the necessary technical skills to carry out their duties in accordance with specified standard.

Compliance / Enforcement and Business Development

- Roadside enforcement – promoting compliance with licensing, roadworthiness and other legal requirements in respect of goods and passenger carrying operators and vehicles;
- Quality control and assurance – ensuring the application of appropriate quality standards across the range of the Agency's activities, and coordinating the use of quality standards such as the business excellence model of the European Foundation for Quality Management (EFQM), Customer Service Excellence and ISO;
- Customer services – dealing with enquiries and complaints, monitoring service standards, developing and delivering strategies for continuously improving customer service, and managing internal and external communication;

- Programme and project management – managing new developments in a coordinated and coherent manner, to ensure that required benefits and outcomes are delivered as specified; and
- Corporate governance – managing relevant responsibilities associated with corporate and business planning, internal and external audit, and risk management.

To underpin these key activities, the Agency is also responsible for the management of a number of contracts with private sector providers e.g. for the provision and maintenance of vehicle testing equipment, telephone and internet booking services, IT managed services, and the driving theory test.

How we operate

The Agency is led by its Chief Executive, who reports through the head of the Department's Road Safety & Corporate Services Group to the Permanent Secretary of the Department for Infrastructure and the Minister for Infrastructure.

The Chief Executive, who is also the Agency Accounting Officer, has day to day responsibility for its activities, and is accountable for its performance against the targets set by the Department and the Minister.

The Agency, which has a staffing complement of around 850, serves over 1 million customers a year. It operates from a variety of locations across Northern Ireland including three main administrative centres, in Belfast (2) and Coleraine (1), 15 driver and vehicle testing centres, two satellite driving test centres, six theory test centres.

The Agency carries out around 1,000,000 roadworthiness checks annually on cars and motorcycles, light goods vehicles, trailers, large passenger carrying vehicles and heavy goods vehicles. Over 100,000 driving related tests are carried out each year, i.e. theory tests, practical 'L' tests, large goods vehicle (LGV) tests and passenger carrying vehicle (PCV) tests. In addition the Agency maintains an up to date register of around 1200 approved driving instructors. The Agency's Compliance Section are responsible for checking both vehicles and drivers to ensure they comply with statutory legal requirements.

On an annual basis the Agency issues 14,000 individuals or organisations renewed taxi and road transport vehicle and operator licences.

Further information on the DVA can be found at www.dvani.gov.uk.

KEY RESPONSIBILITIES

- The duties will primarily involve the testing of L drivers and may include the testing of certain classes of vocational drivers (LGV, PCV tests) as required by legislation.
- Examiners may also be required to carry out driving tests for potential driving instructors and assess the driving standard of employees of various Government bodies.
- Driving Examiners may be involved in the non-technical aspects of the enforcement of Road Traffic Law, e.g. checking drivers licences, Approved Driving Instructor and trainee licences and vehicle documents. Preparation of reports and attendance at Court may be required. This work may involve co-operation with other enforcement agencies.
- Conduct driving tests for short periods at other DVA locations to assist meet business needs.

Successful candidates are expected to wear an official name badge and smart dress while on duty.

An Examiner's Day.

Full time Driving Examiners will carry out 7 driving tests each day, to a high standard and follow the guidance in the Agency's Driving Examiner Manual (DT1). Each test slot is 60mins long, with the on road driving part last at least 30 minutes.

During the 60 minute time slot you will have to:

- Meet the candidate.
- Carry out the eyesight check and vehicle safety questions.
- Carry out the driving test.
- Give the candidate and instructor feedback.
- Complete the driving test using a digital tablet device.
- Complete a more detailed report on any faults the candidate made during their test when you get back into the test centre.
- Prepare for the next test.

General Administration Work

- Keeping up to date with news and updates on test related issues.
- Complete any mandatory online learning.
- Use relevant IT systems (HR Connect and AccountNI).
- Be involved in test route development.

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

JOB DESCRIPTION

There are currently 10 full time, permanent vacancies.

Where a further position in the NICS 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.

Location

The Agency's Headquarters is based at Balmoral Road, Belfast and it operates 15 Test Centres across Northern Ireland.

Driving Tests are carried out from Testing Centres at Armagh, Ballymena, Belfast, Coleraine, Cookstown, Craigavon, Downpatrick, Enniskillen, Larne, Lisburn, Londonderry, Newry, Newtownards and Omagh.

The current vacancies exist in the following locations:

Ballymena,
Belfast,
Cookstown,
Craigavon,
Enniskillen,
Larne,
Lisburn,
Londonderry (Altnagelvin),
Newtownards,
Omagh.

There are currently no vacancies in the Armagh, Newry, Coleraine or Downpatrick locations, however, there is a possibility that future vacancies may arise in these locations.

Please note: Applicants can select more than one location in which they would be willing to work. Please note however that it is NICS policy that, except in very exceptional circumstances, candidates will only receive one offer of appointment from a competition which, if not accepted, will result in the candidate being withdrawn from the competition. Candidates should therefore be sure that they are content to travel to and work in all areas they select on their application form.

Salary

Salary will be within the range £25,229 - £26,051 (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, rising to 30 days after 5 years' service.

Hours of Work

The standard working pattern is a 5 day week (Monday – Friday) from 8.45am to 4.55pm with a 45 minute lunch break. Some evening and weekend work may be necessary for which overtime rates apply.

Probation

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

Conditions of Employment

Those successful at the special practical driving test stage of the selection process will be made a conditional offer of employment and they must then attend the New Entrant Driving Examiner training course. Following successful completion of the course and trainees receiving qualified Driving Examiner status your employment will be considered as permanent and subject to NICS Pay and Conditions.

Supervision and Assessment

EO2 Driving Examiners will be subject to assessment of their work performance. They will report to line management who will be responsible for their development through training and the completion of performance review reports.

Minimum Period in Post

Successful applicants will be expected to carry out the role of an EO2 Driving Examiner for a minimum period of two years from date of formal qualification. The need for “a minimum service” period is due to the significant costs incurred by the Agency in selecting and training new Driving Examiners.

Further Information

Successful applicants who are Approved Driving Instructors (ADI) will have the option of retaining their ADI licence but will be expected to sign a declaration agreeing not to operate as a driving instructor while employed by the Agency.

Candidates wishing to learn more about the post before deciding to apply should use the following email Belfast.OpsDVA@infrastructure-ni.gov.uk. The email should include a contact telephone number and brief details of the query. Please insert IRC252042 in the subject line and a member of staff will contact you.

Further information about the Agency can be obtained on the internet at www.dvani.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:

1. GCE 'A' level passes in 2 separate subjects;
2. GCSE/GCE (O' level) at grade C or above in both English and Maths;
3. Have a valid full Category B car driving licence for at least 3 years which enables the post holder to drive in the UK;
4. Be at least 23 years of age (by closing date for applications);
5. Not hold a driving licence with more than 3 penalty points, which the Agency believes to indicate a poor driving standard or have been disqualified from driving in the last four years.

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* 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.**
- **State clearly your personal involvement in any experience you quote. State "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

Selection will be over 5 stages, with only those deemed most suitable at each stage passing on to the succeeding phase.

STAGE 1 – ONLINE APTITUDE TEST

The first stage of assessment will be the completion of an online 'Management Decisions' test. All applicants are required to provide an email address on their application form for this purpose.

In the Management Decisions test you will be provided with a number of scenarios/situations which are fictional, but based on the real work of EOIs in the Northern Ireland Civil Service. You will then be asked how you would deal with each situation and given a list of 5 different responses. Your task will be to rate, using a four point rating scale, how appropriate each response is for the situation described.

Applicants will receive an email containing a link to the online test facility; this email will be sent from HRConnect. It is anticipated that this email will be issued to you on **Friday 14th May 2021**. Please check your email and junk mail folders during this time to ensure you receive the email. The email you receive will include full instructions on how to complete the online test and you will have from **Monday 17th May 2021** until **5pm Sunday 23rd May 2021** to verify your identity, study the familiarisation material and complete the online test. You should set aside at least an hour clear for the live test session. Unfortunately, we cannot offer any other dates for these tests.

Instructions

To complete the online test, applicants will require a computer which has a reliable internet connection and a working webcam. You will need to have an up to date Chrome or Microsoft Edge browser on a PC. If you are using a Mac, please use Chrome. If you need to use Safari on your Mac, please email support@assessmentintelligence.com for instructions before starting a live test.

Do not use a tablet, phone or Chromebook to complete the assessments - these are not supported.

It is **ESSENTIAL** that you use the online familiarisation material to check that your browser and the internet connection that you intend to take the live test on are compatible with the online tests. Note that some network firewalls may block access to the test site or prevent images from showing. If you can complete the verification of ID process and the familiarisation materials work well on your IT equipment, this is a good indication that the live tests will work also. It is **ESSENTIAL** that you access the familiarisation materials using the computer and internet connection that you intend to take the live test on well in advance of the tests.

Please note: Candidates are advised **not to use computer equipment supplied by an employer to complete the testing process**, as the use of such equipment may create security conflicts that will block access.

For best results we recommend completing the online assessments in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV and music. Concentration is needed throughout the assessments, so when completing each test, ensure other people are aware that they should not disturb you until you are finished. No responsibility can be accepted for any issues arising from where you choose to sit the tests.

Before starting a test you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable.

If you lose internet connection while in the live test, you should immediately close your browser. When your internet connection is restored and you are confident it will be reliable, you should log back into the live test. Your previous answers will have been saved (except possibly on the last page you were on before losing connection) and you will not lose any time.

Once you log into the test platform and complete the honesty and privacy statements you will see a menu showing (i) the Identity Verification and (ii) the Familiarisation. The links to the Live assessment will appear on the menu once your identity has been verified. **We strongly advise that you access the familiarisation material before taking the live test.** This will give you a more detailed description of the test, include full instructions for completing the test and provide example questions. It also explains how you can record your answers and navigate your way around the test. You should access the familiarisation material using the same computer and internet connection that you intend to take the live test on, to ensure that your machine and software are compatible with the testing programme.

Online proctoring – candidate information

This assessment will be proctored.

Proctoring means that your identity will be verified before starting the assessment and that you will be monitored via your webcam during the assessment.

IMPORTANT – you will need a working webcam to enable the proctoring to take place.

IMPORTANT – you will need to use an up to date Chrome or Microsoft Edge browser on a PC. If you are using a Mac, please use Chrome. If you need to use Safari on your Mac, please email support@assessmentintelligence.com for instructions before starting a live test.

IMPORTANT – you must complete the identity verification process online. **Under no circumstances send any images or personal documents by email – unless we specifically request it.**

You should access the test site and verify your identity **as soon as possible** on receiving this invite. You should anyway have submitted your images for identity verification by **midnight Wednesday 19th May 2021** **otherwise we cannot guarantee that the identity verification process will be completed in time for you to take the live tests before the final deadline.**

Please note it is your responsibility to ensure that you submit your images in good time.

The live tests will be available to you as soon as your ID has been approved and must be completed by the final deadline of **5pm Sunday 23rd May 2021**. The Familiarisation and Practice materials are available immediately, as is the identity verification process. We recommend that you access the site and start the process straight away. The Live test links will appear on the main menu page below the Familiarisation link as soon as your ID has been approved and you can then proceed to complete them.

Verifying your identity – for this you will need to have a valid photo ID (Passports, driving licenses and electoral cards are acceptable photo IDs). The process is straightforward and is explained at the time. Using the webcam, you will need to take a photo of your photo ID and also a photo of yourself. You will be asked to enter your email after taking the photos so that we can inform you of the verification by email. We will check your ID (generally within 24 hours) and you will receive an email from ProctorSupport@assessmentintelligence.com informing you of the outcome. You may be asked to re-take the photos, so please start the verification process early to ensure you have enough time to complete the process.

IMPORTANT – if the name on your photo ID will differ significantly from your name on your application, you **MUST** inform us by emailing support@assessmentintelligence.com including your **Candidate Reference Number** and the **IRC competition reference (IRC252042)** in the subject line.

IMPORTANT – you must have submitted your photos for identity verification by **midnight Wednesday 19th May 2021** in order to guarantee that your ID will be verified in time for you to complete the tests, and we advise you to do this as soon as possible.

IMPORTANT – you must complete all the Live tests before **5pm Sunday 23rd May 2021** and we strongly advise that you complete them well in advance of the deadline. If you leave it towards the end of the assessment window and find you have a problem (e.g., with your computer or internet) you may not have time to resolve your problem and complete the tests before the deadline.

Taking the assessment – before starting a test you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable.

Immediately before you click the start button to begin a Live assessment, there will be an image of you at the bottom of the page. This should be a front-on view of you as you take the assessment. You need to make sure that you are clearly seen in this image before starting the assessment and that you will remain visible in the image during the assessment. Another photo of you will be taken by the webcam for a last automated check before starting each assessment.

During the assessment, you will see a small video stream from your webcam in the top left corner. Images from this stream will be monitored. We take great care with your webcam images and retain them for as short a time as possible. The image of your photo ID is deleted as soon as your identity has been verified (typically within 24 hours).

If you lose internet connection while in the live test, you should immediately close your browser. When your internet connection is restored and you are confident it will be reliable, you should log back into the live test. Your previous answers will have been saved (except possibly on the last page you were on before losing connection) and you will not lose any time.

STAGE 2 – ELIGIBILITY SIFT

Following the online aptitude tests the top scoring applicants will be assessed against the eligibility criteria outlined on page 9. Applicants will be required to provide evidence against the eligibility criteria on the application form. Only those candidates who meet the eligibility criteria outlined will progress to the next stage of the competition.

STAGE 3 – INTERVIEW

The final assessment stage will consist of a competency based interview based on the key competencies for the EO2 grade set out in the Northern Ireland Civil Service (NICS) competency framework at Level 2.

NICS Competence Framework

The competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, 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. Competences are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competences are intended to be discrete and cumulative; with each level building on the levels below i.e. a person demonstrating a competency at level 2 should be demonstrating level 1 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed through www.nicsrecruitment.gov.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.

The key competence requirements for this grade are:

1. Making Effective Decisions

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

Marks available: 40

Minimum Standard: 24

2. Leading and Communicating

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

Marks available: 20

3. Managing a Quality Service

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

Marks available: 20

4. 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: 20

Total Marks Available: 100

Overall pass mark: 60 (60%)

Questions will be designed to test applicant's knowledge and experience in each of the above areas and award marks accordingly. The evidence you use may relate to your achievements and/or experiences in any kind of setting, for example, work, education or leisure and must, of course, be factual.

It is intended that interviews will take place via Webex from week commencing Monday 5th July 2021.

Reschedule requests will only be considered in very exceptional circumstances. Please note that interviews will not be rescheduled due to work commitments or being on holiday. You should also note that in circumstances where a request to reschedule is accepted you will be rescheduled to the next available date.

If having received your invitation, you decide to withdraw from the interview, please inform HR Connect as soon as possible, ideally within 48 hours of receiving your invitation.

STAGE 4: SPECIAL PRACTICAL DRIVING TEST

The best performing candidates at interview will then be invited to take and pass a special practical driving test. Tests will be conducted from the Agency's Mallusk Test Centre at Hydebank Way Mallusk and will be on a variety of roads and traffic conditions. Each test will be assessed and conducted by 1 experienced DVA staff member. **(See attached Annex A for candidate information)**

STAGE 5: FORMAL ASSESSMENT COURSE

Candidates who have successfully progressed to this phase will be required to attend a New Entrant Driver Examiner training course which normally lasts for 4 weeks but can last between 2 and 6 weeks depending on performance of each trainee. The venue for the New Entrant Driving Examiner training course is expected to be in the Antrim area.

NOTE This training course involves the continuous assessment of trainees with formal daily reviews of performance and weekly tests of practical ability.

Unsatisfactory performance recorded on more than three consecutive days and failing a weekly test of practical ability will lead to the training being terminated before the full 4 weeks have been completed which in practical terms can be as early as the end of week 2.

Failure to satisfactorily complete the course will result in your employment being terminated without notice.

In line with the NICS Code the Agency will pay/reimburse applicants for travelling expenses incurred over and above the distance from their home to the location named in the conditional offer of employment.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

You can apply online at www.nicsrecruitment.org.uk.

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:

- 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 submitted 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. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

GENERAL INFORMATION

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part

of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

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

You will be required to bring documentary evidence of your qualifications 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. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

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 at this grade across the NICS, applications from women would be particularly welcome.

The Northern Ireland Civil Service is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF
CONDITIONS OF EMPLOYMENT**

ANNEX A - CANDIDATE INFORMATION ON SPECIAL DRIVING TEST

The special practical test of driving ability consists of tests of both eyesight and driving technique. The test lasts for about 1½ hours and you must pass both parts of the test at the same time.

The test of eyesight

You must be able to read a motorcar number plate at a distance of 27.5m (90') where the letter and numbers are 79.4mm (3.125") tall in good daylight, with the help of glasses or contact lenses if worn. If you do not pass the eyesight test, you will not be allowed to take the driving technique test.

The test of driving technique

This test is not just a slightly more difficult 'L' test. It is of an advanced nature and a **very high standard of competence is required**. You must show that you have a thorough knowledge of the principles of good driving and road safety and that you can apply them in practice. In particular you must demonstrate through your driving the following:

- expert handling of the controls;
- hazard identification and planning;
- knowledge of the Highway Code;
- use of correct road procedures;
- anticipation of the actions of other road users and the taking of appropriate action;
- sound judgement of distance, speed and timing; and
- consideration for the convenience and safety of other road users.

The routes used for the test will include roads, which may carry heavy traffic or fast moving traffic, for example, motorways and/or dual carriageways. The routes will be both inside and outside built-up areas.

In addition you must show the ability to perform any or all of the following manoeuvres:

- move away straight ahead or at an angle;
- overtake, meet or cross the path of other vehicles and take any appropriate course without undue hesitancy;
- turn left-hand and right-hand corners correctly without undue hesitancy;
- stop the vehicle as in an emergency;
- drive the vehicle in reverse gear and whilst doing so enter a limited opening to the right and to the left;
- turn the vehicle to face in the opposite direction by the use of forward and reverse gears; and
- parking close to the kerb and into a parking bay using forward and reverse gears.

You must provide a car for the test and prove that it is properly taxed, insured and MOT'd if necessary. It must be a saloon car or estate car in proper working condition, at least 13 feet in length with front and rear seatbelts in working order, rear seats, front head rests and a suitable rear view mirror fitted for the examiners use (a mirror fitted to the sun visor is not suitable). It must be capable of the normal performance of vehicles of its type with a manual transmission, right-hand steering and a readily adjustable seat for a forward facing front passenger. The car must not be displaying 'L' plates. If your vehicle does not meet the above requirements it will not be possible to carry out the test. Remember the car may be going onto a motorway or dual carriageway, so make sure that any roof signs are either removed or securely fastened.