Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Monday 16th March 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.

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Foreword from the Chief Executive

Thank you for your interest in this important executive post of Director of Veterinary Sciences Division.

The Agri-Food and Biosciences Institute (AFBI) is 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 which spans across leading improvements in the agri-food industry, protecting animal, plant and human health and 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, and agricultural and rural economics.

AFBI’s Corporate Plan outlines AFBI’s ambitions for the period 2018 to 2022. It sets out the 3 strategic outcomes AFBI aims to deliver for society, the economy and the environment, as well as industry and customers in an ever more efficient and effective manner. The plan, demonstrates the unique multidisciplinary strength of AFBI and how AFBI 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 building fit for purpose physical infrastructure.

The Institute is now seeking an outstanding veterinary / animal health scientist to join its Executive Management Team to lead, coordinate and develop AFBI’s work in protecting and improving animal health and its associated work in relation to ensuring the safety of food of animal origin. The appointee will be expected to provide vision, leadership and strategic direction for its Veterinary Sciences Division and ensure that the work undertaken by the Division meets the high quality standards expected. As a member of AFBI’s Executive Management Team, which is responsible for the corporate management of the organisation, the appointee will also be expected to play a key corporate leadership role assisting in AFBI’s strategic development and corporate management.

The person appointed to this high profile position will be critical to AFBI’s long term success as it continues to develop the quality and range of scientific work undertaken for DAERA and AFBI’s local, national and international funders. This is a challenging and rewarding post, which will provide the opportunity to influence the control of animal diseases and the protection of human health at a regional, national and international level, to build international scientific collaborations and to strengthen links with leading universities and other science organisations.

Candidates for this position should be veterinary / animal health scientists with a strong track record of leading and managing substantial programmes of work and building
effective stakeholder networks. They will have the ability to project a clear and compelling vision of the role of science in improving and protecting animal health and the contribution that this makes to creating a more profitable, sustainable and environmentally sensitive agri-food industry and to wider society.

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 SITES ACROSS NORTHERN IRELAND

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
ORGANISATIONAL STRUCTURE*

AFBI BOARD

AFBI CEO

SUSTAINABLE AGRI-FOOD SCIENCES DIVISION

VETERINARY SCIENCES DIVISION

FINANCE AND CORPORATE AFFAIRS DIVISION

*Currently under review
SAFSD currently employs approximately 320 staff across its seven Branches.

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

**Agriculture**

The work of Agriculture Branch links fundamental science to systems level research to deliver innovations for the Agri-food sector and advance scientific knowledge in ways that assist policy makers. An innovative approach is taken linking large-scale applied research studies, conducted on farms across Northern Ireland, to strategic research and development at AFBI Hillsborough and further to more fundamental research in partnership with other AFBI Branches and external research organisations. In addition, Agriculture Branch provides analytical services for livestock feedstuffs, manures and Agri-food products for DAERA and the Agri-food sector.

**Agricultural and Food Economics**

Agricultural and Food Economics Branch is one of the main centres in the UK and Ireland for research and knowledge transfer in the field of Agri-food Economics and Rural Development. The Branch delivers AFBI’s Agri-food and Rural Economy Programme which is grounded in the economic and social sciences. The main role of the Branch is to undertake quantitative and qualitative socio-economic research to inform Agri-food and rural policy development and industry decision making, regionally and nationally.

**Agri-Environment**

Agri-Environment Branch is situated at the interface between intensive livestock production, and environmental management and regulation. Its remit is to develop and sustain nationally and internationally recognised integrated research programmes, for investigating the impacts of agricultural land use practices on soil, water and air and identifying ways of optimising land-based livestock production - focusing particularly on the needs of Northern Ireland.

**Fisheries and Aquatic Ecosystems**

Fisheries and Aquatic Ecosystems Branch conducts research and development, monitoring and technology transfer in support of sustainable management of fisheries and aquatic resources, focusing particularly on the needs of Northern Ireland. The Branch has a 53 meter marine research vessel, the *R. V. Corystes*, underpinning the marine science programme. The Branch conducts science programmes across several core areas: marine fisheries stock assessment, coastal zone science, biological oceanography and marine ecosystem health, and freshwater fisheries stock assessment.

**Food Research**

Food Research is conducted with and for the Agri-food industry in Northern Ireland and across the world to underpin competitive development. Research topics include 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. Research on food
is linked closely with AFBI’s research on sustainable livestock systems, grassland and crop production and Agri-food economics.

**Grassland and Plant Science**

Grassland and Plant Science Branch activities underpin DAERA’s policy development for long-term sustainable and profitable farming and rural development and support the requirements of the broader Agri-Food Industry in Northern Ireland. The Branch has been recently created to amalgamate all of AFBI’s grassland and plant science capability under one structure covering the area’s of Grass Breeding, Grass Agronomy and Plant Health.

**Statistical Services**

Statistical Services Branch provides a Statistical Analyses and Consultation Services in support of Scientific Research Projects and Statutory work carried out by AFBI and in support of DAERA.
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 significant 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.

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.

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. This is in support of government and industry, and includes contingency planning and exercising, horizon scanning, research and development of laboratory methods, incident response and management, as well as expert scientific advice to government and industry.

A key strength of the division is its multidisciplinary skill base which includes expertise in traditional disciplines such as pathology and microbiology along with cutting-edge molecular and chemical analytical capability. Our facilities include ACDP and SAPO Containment Level 3 laboratories and experimental animal facilities. Significant capital investment is also planned for the Stoney Road site with design work underway for a new animal health sciences building which will provide replacement CL2 laboratory, post-mortem and ancillary office accommodation.

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

**Bacteriology Branch**

Bacteriology Branch is located in a modern building which houses suites of laboratories at bio-containment levels 2 and 3. The Branch work programme includes 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, brucellosis and salmonellosis. Other work areas include food-borne zoonoses, antimicrobial resistance and paratuberculosis. The skill base within the Branch comprises traditional and specialist bacteriology methods, molecular diagnostics, test development, molecular epidemiology, experimental infection models, immunology, genetics, experimental design, wildlife ecology, veterinary epidemiology and biometrics. Multi-disciplinary approaches to bovine tuberculosis and the detection and control of *Campylobacter* are currently major research focuses of the Branch.
Bacteriology Branch incorporates the National Reference Laboratories (NRL-UK-NI) for Brucellosis and the NRL-UK-NI for Salmonella. Laboratory tests in support of statutory disease control are accredited and audited to ISO17025 and projects are managed and audited to ISO9001 certification standard. The Branch has a major international reputation for research and innovation, and works with a range of external industry and academic collaborators. Research funding sources include DAERA, the research councils, and the EU.

**Chemical and Immunodiagnositics Sciences Branch (CISB)**

The Chemical and Immunodiagnostic Sciences Branch undertakes a wide programme of mainly statutory work in the animal disease and chemical residues/contaminants areas. The Branch has EU NRL status for illegal veterinary drug residues, and provides screening and confirmatory analysis for a wide range of veterinary drug residues, marine biotoxins, pesticides, mycotoxins and heavy metals. Tests are carried out for residues in meat products from cattle, sheep, pigs, poultry, shellfish and fish, milk and eggs, as well as animal feeding-stuffs. This work is supported by basic and strategic research that has resulted in the development of novel analytical methods for a wide range of compounds. A large volume of serological testing is carried out in CISB on behalf of DAERA and industry customers. This work includes serological testing in support of DAERA’s brucellosis eradication programme, surveillance for exotic diseases such as enzootic bovine leucosis, bluetongue virus and highly pathogenic avian influenza, equine viral serology, avian viral and *Mycoplasma* serology, and testing required for the export/import of animals. The Branch also encompasses a transmissible spongiform encephalopathy (TSE) testing unit. The Branch provides DAERA and FSA with an emergency response in the event of outbreaks of major epizootic diseases, marine biotoxin incidents, and misuse of veterinary drugs, pesticides or chemical contaminants.

**Disease Surveillance and Investigation Branch (DSIB)**

The animal disease diagnostic services provided by the AFBI Stormont and Omagh laboratories safeguard animal and public health by identifying the causes of disease in submitted material and promote the competitiveness of the agri-food industry. Surveillance for notifiable, zoonotic (transmissible to humans) and emerging diseases forms an important part of this work. A comprehensive range of laboratory tests is available to assist in the diagnosis of animal disease and to provide detailed information on the health status of herds and flocks. Specialist advice on animal diseases is given to the agricultural industry and veterinary profession. A high throughput of diagnostic work allows AFBI to identify outbreaks of notifiable diseases, new or emerging diseases, changes in patterns of endemic diseases and conditions appropriate for further research. These activities underpin the animal health status of Northern Ireland. DSIB also operates the AFBI Cattle Health Scheme which provides voluntary eradication of certification disease control programmes. Benefits of this scheme include improved disease control, improved profitability, advice on biosecurity and certification of cattle health status with regard to bovine viral diarrhoea (BVD), infectious bovine rhinotracheitis (IBR), leptospirosis, neosporosis and Johne’s disease.
Virology Branch

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) in support of DAERA policy objectives on animal health and welfare of N. Ireland livestock. Through its research programme, the Branch aims to develop or improve diagnostics for a range of virus infections, particularly exotic viruses which pose a potential threat to the local industry; to provide or improve vaccines for the control of viral diseases; and to investigate new disease syndromes of potential viral etiology, with the aim of providing new diagnostics and control measures. The Branch has responsibility for the molecular confirmation of major infectious / epizootic diseases in animals and provides a range of support services to other branches such as tissue culture and the animal services unit. Virology staff provides expert scientific advice to DAERA on animal health issues including the statutory testing programmes for animal diseases, emerging animal health risks and emergency responses to epizootic disease incidents. The skill base within the Branch comprises traditional and specialist virology methods, molecular diagnostics, test development, experimental infection models, immunology, experimental design and access to veterinary epidemiology and biometrics. The Branch has a major international reputation for research and innovation, and works with a range of commercial, government and university research organisations. Research funding sources include DAERA, commercial companies, research councils, and the EU.
FINANCE AND CORPORATE AFFAIRS DIVISION

Finance and Corporate Affairs Division currently employs approximately 80 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 communicating the values and mission of the Institute internally to staff and externally to stakeholders in the agri-food industry locally, nationally and internationally. Corporate Communications is responsible for running a press office (including social media and photography), events management, and print & digital publishing to the AFBI intranet and internet. This office is also responsible for running communications work packages for EU funded projects.

Estates, Emergency Planning and Health and 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.

Included within this remit are the delivery and management of estate maintenance and development, site security, estate related contracts, fire Safety, AFBI input to the carbon reduction commitment energy efficiency scheme, estate related overhead budget, Health & Safety, incident management & business continuity planning.

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.

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 and 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. Governance and Performance Branch takes the lead in supporting the Chief Executive as Accounting Officer in ensuring that good governance arrangements are in place. This includes coordinating the Institute’s contact with the Board, its sub-committees and internal and external auditors. The Branch also incorporates the AFBI Secretariat and Co-ordination Unit which provides administrative and secretarial support to the AFBI Board, its Sub-Committees, the Executive Management Team and various ad-hoc groups.

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 RSO aims 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.
JOBD 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 vacancies which may arise.

Grade

The Director of Veterinary Sciences Division post is analogous to a Grade 5 post in the Northern Ireland Senior Civil Service grade.

Reporting to

The post holder reports to the Chief Executive on all strategic and operational activities.

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

The salary will be within the band range of £70,522 - £80,847 (pending pay 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.

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.

Pension

AFBI offers all employees an attractive pension package. Further details of this can be found at the following link: www.finance-ni.gov.uk/civilservicepensions-ni
Annual Leave

In addition to the usual public and privilege holidays, there is an annual leave allowance of 30 days.

Working Hours

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. However, the Director of Veterinary Sciences Division will be required to work such additional hours as may be required and is reasonable and necessary for the efficient performance of the duties.

The job requires a considerable degree of commitment, flexibility and adaptability on the part of the post holder to meet quality standards and work deadlines. He/she will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job. Working outside normal office hours may be required from time to time.

Location

The successful candidate will be based at AFBI Stormont, Stoney Road, Belfast but will be expected to work at other AFBI sites in Northern Ireland as required.

Travel

The post may entail some travel throughout the UK, Ireland and internationally and for this reason the successful applicant will require access to a form of transport that will permit them to meet the requirements of the post in full.

Vetting Procedures

The successful applicant will be required to be cleared to CTC level.

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 appointment may be terminated. An appointee will be expected to demonstrate a track record of effective service within this period.

Further Information

Further Information about the post may be obtained from Fiona Campbell, AFBI Head of Human Resources on 028 9025 5657.

If you have any queries about the recruitment process you should contact HRConnect on 0800 1 300 330, or email recruitment@hrconnect.nigov.net.
KEY RESPONSIBILITIES

Objectives of the role

Veterinary Sciences Division undertakes an integrated programme of statutory, disease surveillance, emergency response and R&D work on the diseases of major animal and human health importance. The person appointed to the post will be expected to provide vision, leadership and strategic direction for Division and ensure that the work undertaken meets the high quality standards expected.

The appointee will have a key role in contributing to AFBI’s long term success through developing the quality and range of scientific services offered to DAERA and to AFBI’s local, national and international funders. They will also be expected to provide expert animal health and scientific advice, and to influence the control of animal diseases and the protection of human health at a regional, national and international level. They will also be required to develop and strengthen links with leading universities and other science organisations and to collaborate closely with DAERA’s College of Agriculture, Food and Rural Enterprise (CAFRE).

As a member of AFBI’s Executive Management Team, which is responsible for the corporate management of the organisation, the appointee will be expected to play a key corporate leadership role assisting in AFBI’s strategic development and corporate management ensuring that AFBI is an efficient, effective and accountable organisation, capable of providing DAERA with its required statutory and surveillance testing programme, R&D and emergency response to specified animal disease and food safety emergencies.

The role includes a considerable leadership and management component and the successful candidate must be able to demonstrate strong interpersonal skills, along with financial and business management skills and have the ability to paint a clear and compelling vision of the future for staff.

In managing their staff the Director will be expected to apply both scientific and managerial knowledge, skills and expertise directly and indirectly in the management and delivery of the work of their Division. The successful candidate will be involved in the conduct and strategic management of scientific research and will ensure that the statutory and regulatory work being undertaken by AFBI is based on sound scientific principles and identify opportunities for it to benefit from innovation or relevant developments.

Significant capital investment is planned for the Stoney Road site with design work underway for a new animal health sciences building which will provide replacement CL2 laboratory, post-mortem and ancillary office accommodation along with significant investment in corporate IT systems. The appointee will have a key role in ensuring that such investments meets the infrastructural needs of DAERA, the division and the wider-agri-food industry.

Candidates for this position should be have a strong track record of leading and managing substantial programmes of work and building effective stakeholder networks.
Key responsibilities of the Director include:

**Scientific Leadership**
- Provide overall scientific leadership of the Division and set the strategic direction for current and future work programmes.
- Support the strategic development of relevant science programmes.
- Ensure that work is innovative and anticipates future science needs.
- Provide authoritative and expert advice on animal health and food safety issues to DAERA, other government bodies and the agri-food industry.

**Programme delivery**
- Manage the delivery of research, statutory and diagnostic programmes to approved international quality and standards.
- Interact with a wide range of customers, including government departments, the agri-food industry, farmers, producers, 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 for both the short and long term.

**Leadership and People Management**
- Provide supportive and effective leadership and vision to staff, innovatively and effectively leading and managing change.
- Provide effective management of approximately 260 staff across the Division.
- Maintain a positive working environment and a clear understanding of the business goals for all staff within the Division.
- Ensure effective staffing structures are in place with the appropriate levels of skills and expertise.
- Encourage cross-branch and cross-divisional team working to maximise AFBI’s diverse range of scientific expertise and capabilities.

**Finance and Corporate Governance**
- Manage the divisional resource and capital allocations and ensure that the division achieves its required income target.
- Maintain a sound system of internal control including ensuring divisional compliance with corporate policies and other governance requirements.
- Ensure compliance with the relevant legislation within the Division including that relating to health and safety, waste management, biocontainment, the transportation of dangerous goods etc.

**Planning and Strategy**
- Prepare the divisional business plan and manage the delivery of divisional objectives
- Responsibility for the performance of the Division and for supporting the implementation of corporate strategies and decisions in relation to the organisation.
- Contribute to the identification of key strategic priorities that will impact on the organisation within the corporate governance framework and risk management.
- Clearly communicate corporate goals and objectives to key stakeholders and manage performance against agreed targets in line with strategic plans.
Public Affairs and Policy

- Providing representation at forums including the Executive Management Team, Board, Committees, Sub-committees, and other bodies as required.
- Representing and negotiating on behalf of AFBI on scientific and policy matters at local, national and international level.
- Communicate the work of the division 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 CEO.

Occasional out-of-hours working may be required, particularly in relation to emergency situations.
ELIGIBILITY CRITERIA

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

1a) A degree in veterinary medicine or veterinary science;

Or

1b) A degree in animal science, biological science or other science area plus a minimum of five years post-graduate experience in the area of animal diseases (or very closely related);

AND

2) Demonstrable in-depth knowledge and understanding of current animal health challenges and the application of current scientific approaches to animal health issues;

AND

3) At least 3 years senior management* experience leading and motivating a team of professional staff in a multi-disciplinary context to deliver improved organisational and personal performance;

AND

4) At least five years’ post-graduate experience in one or more of the following areas:

(a) leading, managing and delivering substantial programmes of scientific work in the area of animal health;

(b) leading, coordinating and conducting animal disease surveillance work in a veterinary disease surveillance centre, government institute, university or similar organisation;

(c) leading major animal disease control initiatives at a national or international level;

AND

5) Evidence of a national or international standing in the area of animal health through at least two of the following: involvement at a senior level in major animal disease control initiatives; representation on national and international committees; authorship of peer reviewed publications and other science contributions and outputs; award of competitive research funding.
Authorship of peer reviewed publications and other science contributions and outputs: Candidates can provide the information required at eligibility criterion 5 by submitting a fully cited bibliography of all refereed and non-refereed publications.

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 (IRC254106), competition title and your full name.

Definitions:

*Senior management* - includes taking decisions affecting the corporate body or organisation within which an individual is working, or providing detailed advice at board level on such issues. In the case of existing civil servants this would normally be at Grade 7 level or equivalent (analogous), or above.

**SHORTLISTING**

In the event that 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.

**FURTHER SHORTLISTING**

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

1a) A post-graduate qualification relevant to the work of the Division (to at least Masters level);

Or

1b) Membership or fellowship of a relevant specialist veterinary college (such as the Royal College of Pathologists or one of the European Board of Veterinary Specialisation recognized veterinary specialist colleges);
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.gov.uk](http://www.nicsrecruitment.gov.uk).
PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework.

The Northern Ireland Civil Service competency framework can be accessed through www.nicsrecruitment.gov.uk. Candidates are expected to demonstrate skills and competencies at Level 5 in this document.

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.

What is the NICS competency framework?

The competency framework sets out how all Northern Ireland Civil Service 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.
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. In addition, the panel will ask a further competence based question and it will contribute to the overall mark for this competence.

The presentation will be used to partly assess the ‘Leading and Communicating’ competence.

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. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the organisation.

Marks available: 30 Minimum Standard: 18

1. Professional Knowledge & Skills

Marks available: 30 Minimum Standard: 18

2. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive’s priorities.

Marks available: 20 Minimum Standard: 12
3. 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. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks.

Marks available: 20

4. 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. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20

5. 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. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks available: 20

6. 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 organisation, 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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries.

Marks available: 20 Minimum Standard: 12

Total marks available: 160
Overall pass mark: 96
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.

Please note that no interpreters will be permitted in the interview room.

INTERVIEWS

It is intended that interviews for this post will take place during April 2020 at AFBI Newforge.

INTERVIEW EXPENSES

For candidates travelling from outside Northern Ireland, reasonable travel costs may be re-imbursed up to a maximum of £250.
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.

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.

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.

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 33.

All applications for employment are considered strictly on the basis of merit. Applications are particularly welcomed from Roman Catholics and Females as these groups are currently under-represented within AFBI.

AFBI IS AN EQUAL OPPORTUNITIES EMPLOYER.

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment brings 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.

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 Security Check (SC). 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.

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. This can be downloaded from the AccessNI website. Guidance notes of the completion of the form are also included on the website. 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 above 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.

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.


**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

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 a 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.