



Head of Finance and Corporate Affairs (Deputy Principal)

IRC255013

**Completed Application Forms must be submitted to
HRConnect no later than 12 noon (UK time) on
*Friday 27th November 2020***

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

Commission for Victims and Survivors for Northern Ireland

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.

Contents

	Page
Foreword	3
Background	4
Terms and Conditions	7
Key Responsibilities	9
Eligibility Criteria	15
Selection Process	18
Further Information	22

FOREWORD

Thank you for your interest in this competition to fill the position of Head of Finance and Corporate Affairs.

This challenging and rewarding role will offer the appointee a unique opportunity to make a real difference to the lives of victims and survivors.

The successful candidate will have a key role in supporting the organisation through the management and development of the Corporate team. This will include promoting strategies to deliver best, deliver our corporate plan and work programmes while at the same time balancing the competing demands of the organisation's corporate governance and the wider community.

I would encourage you to carefully consider the information in the following pages in particular the vision and mission of the Commission for Victims and Survivors and if you feel you would want to be part of this important work I would encourage you to apply.

I very much look forward to hearing from you.

A handwritten signature in black ink that reads "Andrew Sloan". The signature is written in a cursive style with a small dash at the end.

Andrew Sloan
Chief Executive

THE COMMISSION FOR VICTIMS AND SURVIVORS (THE COMMISSION)

The Commission was established in May 2008 under the Victims and Survivors Order 2006, as amended by the Commission for Victims and Survivors Act 2008.

The Commission is a Non-departmental Public Body of The Executive Office (formerly OFMDFM). The principal aim of the Commission is to promote the interests of victims and survivors of the Troubles/Conflict.

The Commission is unique in its construction and remit. Founded in May 2008 in the aftermath of 40 years of conflict in Northern Ireland and ten years after it was first recommended in the Good Friday Agreement, which states:

“The participants believe that it is essential to acknowledge and address the suffering of the victims of violence as a necessary element of reconciliation. They look forward to the results of the work of the Northern Ireland Victims Commission.

It is recognised that victims have a right to remember as well as to contribute to a changed society. The achievement of a peaceful and just society would be the true memorial to the victims of violence.”

This aim is the central reference point for all of The Commission’s work.

The Commissioner

The Commissioner for Victims and Survivors is appointed by the First and deputy First Minister for an initial period of four years. Judith Thompson currently holds the post of Commissioner. The Commissioner also fulfils the role of the Board to The Commission and acts as a corporate sole.

Article 6 of the 2006 Order outlines the duties of the Commissioner as:

- (i) Promoting an awareness of matters relating to the interests of victims and survivors and of the need to safeguard those interests;
- (ii) Keeping under review the adequacy and effectiveness of law and practice affecting the interests of victims and survivors;
- (iii) Keeping under review the adequacy and effectiveness of services provided for the victims and survivors by bodies or persons;
- (iv) Advising the Secretary of State, the Executive Committee of the Assembly and anybody or person providing services for victims and survivors on matters concerning the interests of victims and survivors;
- (v) Taking reasonable steps to ensure that the views of victims and survivors are sought; and
- (vi) Making arrangements for a Forum for consultation and discussion with victims and survivors.

Article 7 of the 2006 Order outlines the general powers of the Commissioner as:

- (i) To undertake, commission or provide financial or other assistance for research or educational activities concerning the interests of victims and survivors or the exercise of its functions;
- (ii) After consultation with such bodies or persons as it thinks fit, issue guidance on best practice in relation to any matter concerning the interests of victims and survivors;
- (iii) To compile information concerning the interests of victims and survivors;
- (iv) To provide advice or information on any matter concerning the interests of victims and survivors;
- (v) To publish any matter concerning the interests of victims and survivors, including the outcome of any research or activities mentioned above and any advice provided by the Commission; and
- (vi) To make representations or recommendations to anybody or person concerning the interests of victims and survivors.

Vision

The Commission's vision is to improve the overall wellbeing of victims and survivors.

Mission

The Commission's vision is to address the needs of victims and survivors by addressing the legacy of the past, ensuring excellent service provision and building for a better future.

Values

The Commission's core values guide how each of us work in our individual day-to-day job:

- **TRUST** - Working confidentially, impartially and respectfully with victims and survivors and others to develop and sustain an open and honest relationship;
- **UNDERSTANDING** - Listening to and learning from victims and survivors and others;
- **RESPONSIVE** - Continually developing our people and raising service standards through growth and innovation;
- **ACCOUNTABLE** – Applying the highest level of corporate governance and professional standards to all that we do; and
- **INDEPENDENCE** - Upholding our statutory duties and maintaining a critical distance to challenge government and relevant authorities on behalf of victims and survivors.

The Commission has a staff compliment of 12 and an annual budget of c£900,000.



TERMS AND CONDITIONS

This is a permanent full-time appointment. You are an employee of The Commission and not an employee of the Northern Ireland Civil Service (NICS).

Reports to

You will report to the Chief Executive of The Commission.

Salary

The salary will be within the range £38,017 - £41,799 (NICS Deputy Principal scale currently under review). Pay progression will be in accordance with NICS pay policy.

Starting salary is normally the minimum of the pay scale. Consideration may be given to a higher starting salary for applicants who demonstrate exceptional experience.

Location

The Commission is currently located at Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP.

Working Hours

The Head of Finance and Corporate Affairs will normally be required to work 5 days a week, totalling 37 ½ hours. Duties will include some evening and weekend working for which you will get time off in Lieu (TOIL).

The Commission operates a flexible working policy.

Annual Leave

In addition to the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 25 days, increasing to 30 days after 5 years of service.

Travel and Transport

The Head of Finance and Corporate Affairs will be required to travel to various meetings and events locally and on occasion within Great Britain, and therefore, must have access to a form of transport which permits them to meet the requirements of this post in full.

Pension

New entrants who join the Commission for Victims and Survivors for Northern Ireland 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

Probation Period

The probationary period for this post is one year.

Further Information

Applicants who wish to learn more about the post may contact Marie Neill by telephone at 02890 311 000 or email to marie.neill@cvsni.org.

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

KEY RESPONSIBILITIES

Reporting to the Chief Executive and in conjunction with the other Director, the post holder will support the organisation in fulfilling its statutory duties and the achievement of its strategic objectives.

Key responsibilities include:

1. To advise the Chief Executive on fulfilling his/her duties as Accounting Officer of the organisation including compliance with the Management Statement and Financial Memorandum, Managing Public Money Northern Ireland, Government Financial and Reporting Manual, Dear Accounting Officer Letters and any other relevant guidance;
2. To lead, plan, manage and coordinate the work of the Finance and Corporate Affairs Directorate, in order to ensure the provision of high-quality, up-to-date expert specialized knowledge and services to the organisation;
3. To develop, implement and accomplish the Finance and Corporate Affairs Directorate's strategy by determining accountabilities, reviewing, communicating and enforcing policies and procedures, ensuring alignment with the overall organisation's strategy and appropriate coordination with the other Directorates whilst adhering to best practices;
4. To ensure continuous improvement in service provision to maximize efficiency and value for money;
5. To advise the Chief Executive on continuous development of the organisation in order to support strategic objectives;
6. To identify Finance and Corporate Affairs' shortcomings and define and implement effective corrective measures, ensuring control mechanisms are in place in order to safeguard the integrity of the organisation's systems;
7. To represent the Commissioner and/or the Chief Executive at internal and external meetings as required.

The functional areas which the Finance and Corporate Affairs Directorate are responsible for include:

- Financial Management;
- Human Resource and Facilities Management;
- Governance and Accountability;
- Strategic and Operational Planning and Reporting;
- Investment Assurance and Procurement;
- Information and Communications Technology;
- Section 75, Freedom of Information, Complaints and Information Requests

- Data Protection

Specific responsibilities of the post are as follows;

General Management

- Work closely with the Chief Executive, participating as an integral member of the senior management team and actively leading and contributing to the organisation's strategic and operational planning and the reporting performance against these plans.
- Provide leadership and direction to the staff within the Finance and Corporate Affairs team ensuring that they appropriately line managed and supervised in accordance with the organisation's policies and procedures.
- Lead and continuously develop/improve Finance and Corporate Affairs to be as efficient and effective as possible within budget constraints.
- Provide technical, professional and practical support and mentoring to colleagues within the Directorate and the wider organisation.
- Develop relationships with external partners to collaborate and deliver the agreed objectives of the Finance and Corporate Affairs Directorate.
- Meet the organisation's requirements regarding internal control and business improvement. This includes managing and monitoring compliance with the Commission's governance and quality standards.
- Manage the resources (financial and human) of the Finance and Corporate Affairs Directorate, ensuring they are utilised to greatest effect.

Financial Management

- Ensure that an appropriate financial policy, strategy and procedures framework is in place to ensure effective financial management to guide the organisation's financial decision making and advise on likely financial consequences of proposed courses of action.
- Direct the operations of the Finance and Corporate Affairs team, ensuring the development and maintenance of appropriate accounting systems, controls and records, ensuring compliance with statutory and related accounting regulations, guidance and requirements.
- Provide financial advice and information to the Board, Chief Executive, senior management and act as the leading interface between management and the Board on financial matters, ensuring clear and accurate financial communication of the financial position.
- Maintain records to meet legal and sufficient to measure, monitor and evaluate financial plans in relation to both the inputs and outcomes of the organisation's operations.
- Lead the preparation of the organisation's annual and longer-term budgets ensuring the appropriateness of the key assumptions included in plans. Provide advice to colleagues and the Board on these matters.
- Provide accounting services and information for use by managers in planning and controlling the work of the organisation. This includes financial accounting, management accounting, forecasting, budgeting, any

tax implications of proposals, periodic reporting to external funders, ad hoc reporting and control systems.

- Prepare and lay the annual report and accounts in accordance with relevant accounting standards, regulations and guidance. Deal with all questions and queries from the organisation's external auditors (Northern Ireland Audit Office);
- Plan and manage cash flows.
- Maintain the organisation's relationships with the Sponsoring Department, bankers, pension advisers, and internal and external auditors.
- Keep abreast of financial developments across the public finance sector by building relationships with senior finance staff in other public organisations.

Human Resources and Facilities Management

- Ensure that an appropriate human resources policy, strategy and procedures framework is in place to ensure effective human resources management and to guide the organisation's human resources decision making and advise on likely human resources consequences of proposed courses of action.
- Provide advice and recommendations to the Chief Executive and management to enable the most effective utilisation of the human resources in relation to capacity planning and changing organisational needs.
- Provide specialist advice and guidance to the Chief Executive, managers and employees on all employee relations matters including for example: probation, performance, conduct, absence management, redundancy, flexible working, maternity, paternity and parental leave in compliance with up to date policies and procedures.
- Provide coaching and advice to line managers to enable them to drive high standards of performance. Focus on ways to continually improve performance and, provide a robust process and advice on how to handle matters of poor performance.
- Develop and deliver a learning and development plan in line with the organisation's needs.
- Oversee, manage and deliver recruitment processes for the organisation.
- Develop and maintain a positive and constructive partnership with Trade Union colleagues, building a relationship which brings benefit to all our staff.
- Involve staff in human resources initiatives ensuring the views and opinions of our workforce are reflected in what we do.
- Lead the drive for consistent quality leadership across the organisation.
- Seek to make continuous improvements in your area of work. Undertake training and personal development that is identified by the business through the annual appraisal process.
- Other duties including:
 - Annual pay remit
 - Benchmarking exercises

- Job grading evaluations (JEGS)
- Produce organisational human resources metrics
- Produce human resources monitoring returns
- Manage the office premises and facilities Memorandum of Terms of Occupation (MOTO)
- Insurances

Governance and Accountability

- Develop, implement and monitor the full range of governance policies and procedures across the organisation including for example: Scheme of Delegation, Code of Conduct, Fraud and Anti-Corruption, Whistleblowing, Gifts and Hospitality and Conflicts of Interest.
- Develop, implement and monitor the organisation's risk management strategy (including risk appetite) and procedures ensure that it is mainstreamed throughout the organisation.
- Lead the review on a periodic basis with the Sponsoring Department of the Management Statement and Financial Memorandum.
- Act as secretariat to the Audit and Risk Committee consulting with the Chair on proposed agenda, minutes of meetings and action point follow up;
- Ensure that the Internal Audit strategy as agreed by the Audit and Risk Assurance Committee is implemented within the agreed timeframe including acting as the point of contact for the appointed internal auditors.
- Ensure that an internal audit service is appropriately procured in consultation with the Chief Executive and the Chair of the Audit and Risk Assurance Committee.
- Co-ordinate the implementation of internal and external audit recommendations across the organisation within the agreed timeframe.
- Support the Chief Executive and Commissioner attendance at quarterly accountability meetings with the Sponsoring Department.
- Maintain a Register of Interests and ensure that it is updated on a periodic basis
- Support the Commissioner in undertaking a Board Effectiveness Review.

Strategic and Operational Planning

- Lead, with the Chief Executive and the Commissioner, the organisation's strategic and annual operational planning process ensuring it fits with the Sponsoring Department's plans and the Draft Programme for Government.
- Prepare quarterly update reports on performance against the annual operational plan and identifying variances from target for discuss at Board and with the Sponsoring Department.

Investment Assurance and Procurement

- Develop, implement and monitor the investment assurance policy and procedures to ensure that all expenditure by the organisation is supported by a proportionate business case in accordance with the Northern Ireland

Guide to Expenditure Appraisal and Evaluation (NIGEAE) and that Post Project Evaluations are carried out.

- Provide advice and guidance on preparing business cases and post project evaluations within the organisation to all levels of staff, including the delivery of training.
- For investments by the Finance and Corporate Affairs Directorate complete business cases and ensure when the projects are completed that a post project evaluation is carried out.
- Develop, implement and monitor procurement procedures within the organisation in line with guidance from the Sponsoring Department and Central Procurement Directorate (CPD).
- Lead and manage procurement projects to ensure successful delivery within allocated targets, timescales and budgets.
- Design and implement practical procurement solutions for complex procurement issues.
- Provide advice and guidance on procurement processes, systems and procedures within the organisation to all levels of staff, including the delivery of training.

Information and Communication Technology (ICT)

- Ensure that an appropriate ICT policy, strategy and procedures framework is in place and is implemented within the organisation.
- Ensure that the ICT network and Information Systems are developed effectively to meet the evolving needs of the organisation.
- Manage and monitor the Service Level Agreement and relationship with the organisation's ICT provider.

Section 75, Freedom of Information, Complaints and Information Requests

- Lead the development, implementation and review of the organisation's Equality Scheme under Section 75 of The Northern Ireland Act 1998.
- Provide advice and guidance on apply the provisions of Section 75 of the Northern Ireland Act 1998 to all levels of staff, including the delivery of training. This includes policy screening, impact assessments, consultation and monitoring and evaluation.
- Prepare the organisation's Equality Scheme Annual Report for submission to the Equality Commission.
- As the organisation's Freedom of Information Officer, responding to information requests received under the Freedom of Information (NI) Order 2000 within the required timeframe.
- Monitor and review the Freedom of Information Scheme.
- Lead the development, implementation and review of the organisation's complaints procedure.
- Coordinate the investigation of all complaints in consultation with the Chief Executive within the required timeframe.
- Lead on responding to all Departmental returns and requests for information (including AQs) within the required timeframe.

Data Protection

- The post holder is the organisation's Data Protection Officer and reports directly to the Board to ensure independence in this role.
- Advising the Board, Chief Executive, Senior Management Team and staff on issues relating to the protection of organisational and personal data.
- Ensure that policies and procedures relating to the protection of personal and organisational data are developed, implemented and monitored.
- Conducting Data Protection Impact Assessments and for monitoring compliance with the General Data Provision Regulation (GDPR) and other data protection laws.
- Responsible for awareness-raising, training, and audits in relation to organisational and personal data.
- Conducting and monitoring Data Protection Impact Assessments.
- Deal with all queries from or to the Information Commissioners Office.

Additional Responsibilities

- To be fully committed to organisation's vision, mission and values.
- To treat all victims and survivors in a courteous and respectful manner.
- To ensure the ongoing confidence of the public in the organisation, staff must ensure they maintain the highest standards of personal accountability.
- To comply with the organisation's code of conduct.
- To observe all health and safety requirements.
- To work within and promote policies in relation to equal opportunities and anti-discriminatory practices.

The above is given as a broad range of the post holder's responsibilities and is not intended to be exhaustive. It is important to note that the responsibilities may change to meet the evolving needs of the organisation.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. Successfully completed the professional examinations and be a full, current member of at least one of the following bodies:
 - Chartered Accountants Ireland;
 - The Institute of Chartered Accountants in Scotland;
 - The Institute of Chartered Accountants in England and Wales;
 - The Chartered Institute of Management Accountants;
 - The Association of Chartered Certified Accountants;
 - The Chartered Institute of Public Finance Accountancy;
 - The Institute of Certified Public Accountants in Ireland.
2. A minimum of 4 years relevant post qualification experience. Relevant post qualification experience is defined as experience gained working whilst a full member of the relevant body in one or more of the following areas:
 - Management accounting and cost analysis
 - Planning and budgeting
 - Financial accounting
3. A minimum of 3 years' senior management* experience, within the last 7 years, in the private, public or voluntary sector in financial management, human resource management, strategic and operational planning and governance and accountability.
4. A minimum of 3 years senior management* experience, within the last 7 years, of building effective internal and external partnerships and using influencing skills to deliver agreed outcomes.
5. A minimum of 3 years senior management* experience, within the last 7 years, of managing sensitive issues in a highly political environment.
6. Knowledge of the issues relating to victims and survivors of the Northern Ireland conflict which demonstrates the ability to be empathetic and understanding of the needs of Victims and Survivors.

* Senior management – providing detailed advice at board level on, or taking decisions affecting, strategic issues concerning the corporate body or organisation within which an individual is working.

Applications will also be considered from applicants with relevant formal professional membership considered by the selection panel to be of an equivalent or higher standard to those stated. You should provide details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the

panel with details of the professional membership so that a well-informed decision can be made.

SHORTLISTING

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

1. Have obtained Chartered Membership of the Chartered Institute of Personnel and Development.

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 Commission 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, eligibility/shortlisting criteria) will be provided to the selection panel.
- Further information on the Core Competences for this grade can be accessed through www.nicsrecruitment.org.uk

PERSON SPECIFICATION

CVS follow the NICS Competency Framework and 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 at Level 3 for the purposes of personal and professional development.

Head of Finance and Corporate Affairs is analogous to Deputy Principal in the NICS.

What is the NICS competency framework?

The competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results. Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

How does the NICS framework look?

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

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the assessment / interview criteria as outlined below.

SELECTION PROCESS

The selection process will constitute a presentation and a competence based 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. Full details will be provided should you be invited to interview.

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

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

Competence based interview

The following competencies will be assessed at interview with questions designed to test your knowledge and experience in each area and award marks accordingly.

1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet organisational goals and deliver the greatest value.

2. 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.

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.

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.

5. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

6. Delivering at Pace

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

7. Collaborating & Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside CVS, 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.

The presentation and each competence will be marked out of 20 with 160 marks being available. Candidates will be required to achieve a score of at least 96 (60%) to pass the interview.

INTERVIEWS

It is intended that interviews for this post will take place in Belfast on the 7th and 8th January 2021. Candidates should make themselves available on these dates. Candidates should be aware that the interview room will be set up to accommodate social distancing during the current COVID-19 situation. Alternative ways to facilitate remote interviews may also be considered.

Requests for reschedules will only be considered in exceptional circumstances.

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.

FURTHER INFORMATION

The Merit Principle

The Commission follows NICS standard guidelines. Appointments to the Commission are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application:

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your *unique* role the panel are interested in, not that of your team or division.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does

not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.

- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- Please note - the session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- Please do not attempt to reformat application forms as this will result in disqualification.

Changes in personal circumstances

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

Communication between HRConnect and you

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

Further appointments from this competition

Where a further position in the Commission for Victims and Survivors 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.

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.

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 the Commission follows please refer to the DoF website www.finance-ni.gov.uk.

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

Assessment Information

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

You should ensure that these documents are readily available.

Nationality Requirements

There are no nationality restrictions on this post: however, before an offer of appointment can be made to an overseas candidate, The Commission will need to ensure that all UK visa and immigration requirements are met.

Vetting Procedures

1. Baseline Personnel Security Standard

For this post the level of vetting is a Basic Check. For this check you will be required to provide the following:

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

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

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

Standard Disclosure Certificate

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

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

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

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

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

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.

Feedback

The Commission for Victims and Survivors 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