

**Candidate
Information
Booklet**

IRC255806

Mapping and Charting Officer (MCO)

**Department of Finance (DoF),
Land and Property Services (LPS),
Ordnance Survey Directorate**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 11th September 2020***

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

Department of Finance (DoF)

Communication between HRConnect and you

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

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FOREWORD

Thank you for your interest in this competition for a Mapping and Charting Officer (MCO) position within the Department of Finance (DoF) Land & Property Services. We are pleased to provide you with this information pack.

On behalf of the Department of Finance, LPS provides a range of integrated land and property services for a diverse range of customers and stakeholders across both the public and private sectors. This professional and technical post is within Ordnance Survey Directorate.

The post plays an important role in our core activity of collecting, processing and managing land and property information. LPS also supports the Geographic Information (GI) Strategy for Northern Ireland by providing skilled Geographic Information staff to meet the growing needs of the Public Sector in Northern Ireland.

Please read the information provided in the candidate information booklet carefully and if you are interested in this opportunity and you have the skills and qualifications for the post, I would be delighted if you would take the next step and complete and submit the application form.

You can find out more about LPS and our work at www.finance-ni.gov.uk/land-property-services-lps.

Jim Lennon

Director of Ordnance Survey

BACKGROUND

Land & Property Services

Land & Property Services (LPS) is a division within the Department of Finance (DoF) that delivers an integrated range of land and property services and products. It plays an important role in supporting economic development in Northern Ireland. The services it provides underpin the ownership of land throughout NI – an important foundation for a progressive economy. Our vision is that ‘together we will deliver excellence and innovation in the provision of Land and Property Services upon which our customers can rely’.

LPS has a total annual budget of £60m and some 1050 staff who are based in six locations across the province. It is structured into seven Directorates namely Valuation Services, Ordnance Survey, Land Registration, Revenues and Benefits, Digital Services, Rating Policy Division and Transformation and Organisational Development.

The organisation has around one million interactions with citizens, customers, and a wide range of stakeholders each year. To deliver its vision LPS has a strategic plan which seeks to improve the services it delivers across all areas of its work. LPS has the following functions:

- Provides Mapping Services for Northern Ireland which are used widely across public and private sectors, informing policy development and enhancing service delivery;
- Maintains the Land Register (which provides a state guarantee of title), Registry of Deeds and Statutory charges Register and provides land information services relating to those Registers for conveyancing purposes;
- Carries out the statutory responsibility to maintain the Valuation Lists with some 800,000 domestic properties and 75,000 non domestic properties which supports the collection of rates;
- Delivers property valuations, estate management and property data services to the public sector (asset valuations and Client Services work e.g. Road Schemes);
- Collects over £1.3 billion of rates to fund important public services provided by central and local government. LPS has recently, through data analysis and process re-engineering improved customer and debt segmentation to provide a more targeted approach to rate collection and recovery;
- Administers various rate related reliefs including Housing Benefit, Lone Pensioner allowance to owner occupiers and Disabled Persons Allowance, and a number of business related reliefs, to help those in need pay their rates and provide assistance to business. LPS also administers the new Rate Rebate Scheme which was launched on 27 September 2017 and replaces Housing Benefit for rates for working age Universal Credit claimants.

These permanent posts are within Ordnance Survey Directorate which is responsible for supplying mapping and geographic information services for Northern Ireland by maintaining among other things the Ordnance Survey of Northern Ireland (OSNI) large-scale digital database. The Directorate also supports the GI Strategy for Northern Ireland and offers GI support to a range of public sector customers.

Ordnance Survey delivers its mapping services from four regions throughout Northern Ireland, namely Ballymena, Craigavon, Londonderry, Omagh, and from offices in the Greater Belfast area.

Under the Northern Ireland Mapping Agreement (NIMA) Ordnance Survey outposts a number of MCOs to NICS Departments and other Government bodies. The office location for these posts is determined by the borrowing Department/Public Body.

KEY RESPONSIBILITIES

Officers successful in this competition at Mapping and Charting Officer grade will be responsible for carrying out variety of the following activities:

- Understanding and manipulating Geographic Information (GIS);
- Using GI systems and/or digital mapping data capture and editing tools;
- Making use of GI software, scripting, and quality assurance of data;
- Utilising spatial database technologies;
- Spatial database development and maintenance;
- Spatial data modelling;
- Planning and undertaking topographical land surveys including working with GPS, Total Station/EDM, and Mobile Survey Devices;
- Using cartographic skills to manipulate digital data;
- Digital Stereo Photogrammetry (an Acuity test will be required to work in this area);
- Creation of Digital Elevation Models, point clouds and 3D models;
- Capture of Aerial Photography and Creation of Orthophotography;
- Remote sensing;
- Creating and maintaining address gazetteers;
- Making use of geodesy, map datums and coordinate reference systems;
- Developing and maintaining GIS including web mapping technologies;
- Sales, licensing and customer service in a GIS environment, product development and management in mapping and Geographic Information.

Specific roles and responsibilities for each post will be dependent on business area to which the successful candidate is assigned.

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

TERMS AND CONDITIONS

There are currently a minimum of 6 permanent, full time Mapping and Chartering Officer (MCO) vacancies.

The successful candidates will be an employee of the Department of Finance.

Further permanent appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Location

Currently the vacancies are in the Greater Belfast area however, from time to time vacancies may also arise in the Ballymena, Craigavon, Derry/Londonderry, and Omagh Ordnance Survey Regional Offices and in other Departments/Public Bodies throughout Northern Ireland arising from the NIMA Agreement. Applicants should, therefore, indicate in their application the Region in which they would be prepared to work. Please note the Greater Belfast area is included as a separate region and should be considered in addition to each of the locations. Candidates should note that as virtually all the posts will arise in the Greater Belfast area, candidates who do not include this in their selection will be severely limiting the opportunity for a posting. Any location not selected on the application form will mean a candidate will not be considered for that location.

Candidates will be asked in the application form to indicate a preference order for all locations. When allocating successful candidates to posts NICS HR will take account of the declared preferences. Successful candidates must be prepared to accept any of the posts and will receive one offer.

If successful candidates refuse a post offered without giving a reason acceptable to NICS HR then their name will be removed from the merit list.

Should the Department not be in a position to offer further permanent appointments, then the Department may use the merit list from this competition to offer Fixed Term Contracts to candidates in line with the merit principle. However, should any further permanent positions become available during the lifetime of the competition then these positions will be offered to candidates in the original merit order, irrespective of whether or not candidates have accepted Fixed Term Contract offers.

Mobility

MCO grade is a mobile grade. If you are serving in a mobile grades you may be transferred to any Civil Service MCO post in Northern Ireland.

Salary

Salary will be within the range £27,845 - £28,730 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. During normal circumstances most offices work flexi-time.

Travel

Successful candidates may also be required to travel throughout Northern Ireland and occasionally to GB and ROI on official duty. To meet the requirements of the post the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is AccessNI basic check.

Training

Appropriate training will be provided to allow the postholders to undertake the full range of duties.

Probation

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

terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Peter Downie 028 9033 6890 or email peter.downie@finance-ni.gov.uk

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

ELIGIBILITY CRITERIA

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

- 1a) A BTEC National Certificate or equivalent Level 3 qualification in a relevant subject which includes a land survey or Geographical Information Systems (GIS) element, for example; Civil Engineering with Surveying, Geographical Information Systems, Geography, Physical Sciences;

AND

- 1b) At least two years' relevant experience* gained in the last five years where you have made practical use** of your qualification OR At least two years' experience gained in the last five years in a photogrammetric production and remote sensing environment.

OR

- 2a) A BTEC Higher National Certificate or equivalent Level 4 qualification in a relevant subject which includes a land survey or Geographical Information Systems (GIS) element, for example; Civil Engineering with Surveying, Geographical Information Systems, Geography, Physical Sciences;

AND

- 2b) At least one year's relevant experience* gained in the last five years where you have made practical use** of your qualification OR At least one years' experience gained in the last five years in a photogrammetric production and remote sensing environment.

*** Relevant experience is defined as practical experience in at least one of the areas as listed on page 6, Key Responsibilities in the Candidate Information Booklet.**

**** Practical experience is defined as having undertaken the work yourself**

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated, however candidates must also have the relevant experience as defined above.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

SHORTLISTING CRITERIA

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 criteria will be used in the order listed:

1. A degree level qualification or equivalent Level 6 qualification, or post graduate qualification, in a relevant subject which includes a land survey or Geographical Information Systems (GIS) element, for example; Civil Engineering with Surveying, Geographical Information Systems, Geography, Physical Sciences.
2. Current professional membership through the Chartered Institution of Civil Engineering Surveyors (CICES) Geospatial element, at minimum level of TCInstCES, or Royal Institution of Chartered Surveyors (RICS) at minimum level of AssocRICS through the Geomatics or Land Engineering pathway.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

Equivalent professional memberships: give 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.

Please note:

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

ASSESSMENT PROCESS

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

1. Changing and Improving

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

Marks available: 20

2. Making Effective Decisions

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

Marks available: 40

Minimum Standard: 25

3. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

4. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 40

Minimum Standard: 25

Total Marks Available: 120

Overall Pass Mark: 72

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.

No notes or personal documentation may be brought into the interview room.

INTERVIEWS

It is intended that interviews for this post will take place in Marlborough House, Craigavon during week commencing 12th October 2020.

NICS COMPETENCY FRAMEWORK

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting 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 2 for the purposes of personal and professional development.

Mapping and Charting Officer is analogous to Executive Officer 1 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.gov.uk

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

Help with making your application

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

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and

abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

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

You will be required to bring documentary evidence of your qualifications / professional membership to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

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

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

Security

1. Baseline Personnel Security Standard

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

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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

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

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

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

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

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

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

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

Equal Opportunity Monitoring Form

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

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

As women are currently known to be under-represented in this occupation across Northern Ireland and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

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

Feedback

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

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