

**Candidate
Information
Booklet**

IRC256249

**Chief Executive
Driver & Vehicle Agency**

Department for Infrastructure (DfI)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 24th July 2020***

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

Department for Infrastructure (Dfi)

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 the post of Chief Executive of the Driver and Vehicle Agency (DVA) Northern Ireland, which is an Executive Agency of the Department for Infrastructure.

This is an exciting opportunity to lead the DVA at a time of significant challenge and change to modernise and improve access to our services and make a positive impact on people across Northern Ireland.

The Chief Executive is the Accounting Officer for the DVA. As Accounting Officer he/she is responsible to the Minister and accountable to the NI Assembly for the Agency's use of resources in carrying out its functions. The Chief Executive has day to day responsibility for the full range of DVA activities and is responsible for developing the capability and capacity of this multi-disciplinary organisation to deliver against the targets set by the Department and the Minister.

In line management terms, the Chief Executive, reports through the head of Planning, Water and DVA Group to the Permanent Secretary and the Minister.

The Chief Executive provides leadership in setting the strategic direction for the DVA in delivering a number of customer facing public services, including:

- Operations Testing
- Compliance and Roadside Enforcement
- Business Transformation

The successful candidate will work as a senior civil servant, at the highest levels in the Northern Ireland Senior Civil Service, which is an organisation which aims to be well led, high performing and outcome focused in delivering for the public. This booklet provides further information on the key responsibilities of the post and the experience, skills and competencies required at this level.

This is an excellent opportunity for outstanding leaders who have a strong track record in operational delivery, who can encourage innovation and transformation and who can deliver excellent customer service, whilst providing effective leadership to a multi-disciplinary team of approximately 800 staff.

I encourage you to apply for the challenging and rewarding opportunity.

Katrina Godfrey
Permanent Secretary

BACKGROUND

Department for Infrastructure (DfI)

DfI delivers essential services every day to those living in, working in and visiting Northern Ireland.

It employs around 3,000 staff and is organised within the following Groups:

- Planning, Water and **Driver and Vehicle Agency**.
- Roads and Rivers.
- Transport and Resources.

The Driver and Vehicle Agency (DVA)

The DVA aims to deliver improved road safety and better regulation of the transport sector. Its mission is “to contribute to road safety, law enforcement and a cleaner environment by promoting compliance of drivers, vehicles and transport operators through testing, licensing, enforcement and education.”

With a staffing complement of around 800, the DVA serves in excess of 1 million customers a year. It operates across Northern Ireland with two administrative centres in Belfast and one in Coleraine, 15 driver and vehicle testing centres, two satellite driving test centres and six theory test centres.

Each year the DVA conducts approximately 1.1 million vehicle tests, delivers around 58,000 practical driving tests and issues around 270,000 driving licences.

The DVA is structured into three Directorates:

1. Operations Testing

- Driver Testing – ensuring that effective systems are in place to check that learner drivers have the competence to drive safely.
- Driver Licensing – issuing driver licences to drivers of cars, motorcycles, lorries, buses etc.
- Vehicle Testing – checking vehicles against statutory roadworthiness standards.
- Driving instructor registration – assessing the suitability of applicants and checking tuition standards
- Technical Training – delivering initial and periodic refresher training to ensure that staff have the necessary skills required to carry out their duties.

- Standards - liaising with the DfI to identify and deliver new developments, from changes in policy or legislation at local, national or European level.

2. Business Transformation

- Programme and Project Management - managing new developments and legislative requirements in a coordinated way, to ensure that specified benefits and outcomes are delivered;
- Business Transformation Programme – managing and communicating a complex change programme to ensure that DVA continues to deliver excellent services to the public, meets its statutory requirements in an efficient way and supports a multi-skilled, well trained workforce;
- Contract Management and Procurement – acquiring goods and services in accordance with NI Public Procurement Policy; and managing adequate and appropriate contractual arrangements to ensure value for money.

3. Compliance and Enforcement

- Passenger Transport Licensing – issuing licences to taxi drivers and bus operators.
- Roadside Enforcement – promoting (and checking) compliance with licensing, roadworthiness and other legal requirements in respect of goods and passenger carrying operators and vehicles.
- Quality Control and Assurance – the application and use of standards such as Customer Service Excellence standard and International Standards Organisation across the range of Agency activities.
- Customer Services – dealing with enquiries, complaints, monitoring service standards, developing and delivering strategies for continuously improving customer service.
- Corporate Governance – supporting the Agency accounting officer.
- Health and Safety management – responsibility for the development and maintenance of the Agency’s health and safety management system.
- Property management – responsibility for the maintenance and refurbishment of the Agency’s estate

To underpin these key activities, the DVA is also responsible for the management of a number of contracts with private sector providers e.g. for

the provision and maintenance of vehicle testing equipment, telephone and internet booking services, IT managed services, and the driving theory test.

KEY RESPONSIBILITIES

This vacancy is for the position of Chief Executive of the Driver Vehicle Agency (DVA) Northern Ireland.

It is a permanent, full-time appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service's (NICS) top leadership and management cadre.

DfI is looking for a high quality candidate to fill this important role. We are keen to appoint an engaged leader, who can think strategically, has excellent leadership and delivery skills as well as strong, interpersonal and communication skills. His/her role will be to ensure operational delivery, customer excellence and to establish effective and productive working relationships with stakeholders and delivery partners.

The Chief Executive is the Accounting Officer (appointed by the Department of Finance) of the DVA and is responsible to the Minister and Permanent Secretary and accountable to the NI Assembly for the Agency's use of resources in carrying out its functions as set out in the Framework Document, agreed with the DfI and the Department of Finance.

The main areas of responsibility include:

- providing corporate leadership, management and direction, and developing the strategic direction for the DVA;
- leading the DVA Management Board to ensure all necessary corporate governance controls, including business planning, risk management, and monitoring of operational delivery, are in place and effective;
- ensuring the delivery of DVA's services through effective leadership and monitoring of performance across all DVA directorates;
- providing strategic oversight and monitoring, as the Senior Responsible Officer (SRO), of the DVA Digital Transformation Programme with the objective of delivering excellence to customers through all areas of transformation activity, including areas such as process improvement, customer insight and service design, legislative changes and modern digital channels;
- providing strategic oversight and monitoring of the DVA Infrastructure Project with the objective of addressing the growing demand for vehicle tests and ensuring compliance with all necessary legislative requirements; and
- contributing to the effective leadership of DfI and wider NICS.

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

This is a permanent, full-time appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource.

Further appointments will only be made from the merit list should this position become vacant during the lifetime of the competition.

Location

This post is based in the DVA, Corporation Street, Belfast and requires regular travel on official duty throughout Northern Ireland and occasional travel to GB and elsewhere. The successful candidate must therefore have access to a form of transport which will enable them to meet their responsibilities.

Salary

Salary will be within the Senior Civil Service Grade 5 band range £71,932 - £82,464 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.

In order to comply with the disclosure requirements in our Annual Accounts, you may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the Northern Ireland Senior Civil Service.

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 30 days.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday.

In common with all SCS appointments, this post holder may from time to time be required to work outside normal conditioned hours, to fulfil the demands of the post.

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 Counter Terrorist Check (CTC).

Should a successful candidate have any issues which would prevent them from being considered suitable to hold an Accounting Officer designation, such as imposition of an insolvency order or making an arrangement with creditors, or other issues connected with financial probity, they may not be considered suitable for appointment.

Probation

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

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.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Paul Duffy on 028 9025 6814 or email paul.duffy1@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:

1. Have at least two years' direct and personal experience at senior management* level gained in the last seven years of demonstrating effective and engaged leadership of one or more teams to successfully deliver operational results in a significant** delivery service.

AND

2. At least two years' direct and personal experience gained in the last seven years of managing systems of corporate governance and internal controls and the delivery of value for money solutions.

AND

3. At least two years' direct and personal experience at senior management* level gained in the last seven years of building effective strategic internal and external partnerships to deliver shared objectives and outcomes.

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 criterion will be used in the order listed below:

1. At least two years' direct and personal experience gained in the last seven years of maintaining and improving services for customers as well as managing risks to operational service delivery.
2. At least two years' direct and personal experience at senior management level* in the last seven years of providing effective and engaged leadership in the context of a strategic and transformational change process leading to significant positive impact.

If, after applying both shortlisting criteria, there remains a need to further shortlist candidates to go forward to interview, the shortlisting criteria will be scored and only the highest scoring applicants on the basis of the cumulative scoring of both criteria will proceed to interview.

The following additional clarification is provided:-

* **Senior Management** – in this context is defined as having responsibility for taking decisions affecting strategic issues concerning the corporate body or organisation within which an individual is working just below Board level with a

Director as line manager. Within the NICS this is normally a minimum of Grade 7 or 6 equivalent and would be expected to involve engagement with Ministers, Senior Officials and/or Departmental Boards.

**** A significant delivery service** is defined as one which is delivered by more than 50 staff, and impacts across a number of business areas/stakeholders within a Department or organisation, and/or across another Department/s or organisation/s.

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

The selection process will include a presentation and a competence based interview.

PRESENTATION

As part of the selection process, candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes, the title of which will be provided to candidates in the invitation to interview letter.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The panel will also ask follow up questions after the presentation. The presentation and follow up questions will be used to assess the 'Leading and Communicating' competence.

Leading and Communicating - At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness 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 Department and the NICS.

Marks available: 30

Minimum standard: 18

Please note: Notes must not be used during the interview stage of the assessment.

COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below 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. 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 NI Executive's priorities.

Marks available: 30

Minimum standard: 18

2. 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. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

Marks available: 30

Minimum standard: 18

3. 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: 30

Minimum standard: 18

4. 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 appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks Available: 30

Minimum standard: 18

5. 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. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 30

Minimum standard: 18

Total marks available: 180

Overall Pass Mark: 108

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 14th September 2020. Due to the current Covid-19 situation it is anticipated that these interviews will proceed in adherence with social distancing protocols.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 5.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

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

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

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,

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 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 Counter Terrorist Check (CTC). 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.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the CTC 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.

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

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 senior grades across the NICS, 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**