



## **Candidate Information Booklet**

**IRC257867**

**Science Leader in Plant Health  
Surveillance - Principal Scientific Officer**

**Agri-Food and Biosciences Institute  
Northern Ireland (AFBI)**

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Tuesday 29<sup>th</sup> September 2020.

## **Agri-Food and Biosciences Institute Northern Ireland (AFBI)**

### **Communication between HRConnect and you**

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

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## **ABOUT THE AGRI-FOOD AND BIOSCIENCES INSTITUTE**

As the Northern Ireland Government's main research and science provider in the areas of agri-food, fisheries and the environment, AFBI's science plays a crucial role in providing the underpinning statutory and analytical testing, research and development work, emergency response and expert scientific advice required to support the work of the Department of Agriculture Environment and Rural Affairs (DAERA) and the wider agri-food industry. AFBI's key science themes represent Leading improvements in the agri-food industry; Protecting animal, plant and human health; and Enhancing the natural and marine environments.

In line with AFBI's vision of "Advancing the local and global agri-food sectors through scientific excellence" the Institute seeks to be an influential, internationally recognised, centre for research and scientific services in the agri-food and marine sectors. AFBI's science is outcome-driven and aimed at solving important practical problems for a wide range of local, national and international funders in the public and private sectors. Our staff carry out world class research, surveillance, and analytic and diagnostic testing for a wide range of funders in the fields of animal health and welfare, sustainable agricultural systems, plant science, food innovation and safety, environmental protection, fisheries and aquatic ecosystems, and agricultural and rural economics.

AFBI's current Corporate Plan outlines our strategy and ambitions for the period 2018 to 2022. It sets out the 3 strategic outcomes we aim to deliver for society, the economy and the environment, as well as industry and customers in an ever more efficient and effective manner. The plan, demonstrates the unique multidisciplinary strength of AFBI and how we will work with partners from science, government, industry and farmers to provide a positive impact. These achievements will be underpinned by attracting and developing excellent staff and building fit for purpose physical infrastructure.

AFBI's 'Science Impacts 2020' publication outlines key outcomes from AFBI science. Notably over the past 5 years AFBI have delivered approximately four million animal, plant and food safety tests to support sales from the NI agri-food industry to the value of £3.2 billion. In that period, AFBI have also delivered >90 evidence and innovation projects for DAERA, ~400 peer review scientific publications, over two thousand outreach activities, and have secured £44m of external research grants and contracts working with partners from across 35 countries. We are also actively developing strategic alliances with other research organisation and dissemination partners to facilitate a pipeline of research from fundamental to applied and onward application to ensure the impact of AFBI Science.

In order to fulfil these outcomes for our funders and stakeholders across society, the economy and the environment, AFBI enjoys access to highly instrumented laboratory, field and ship based scientific platforms. Furthermore, we are working closely with our sponsor department to take forward an ambitious programme of capital investment in AFBI's infrastructure including a new animal health sciences building at AFBI Stormont, enhanced research

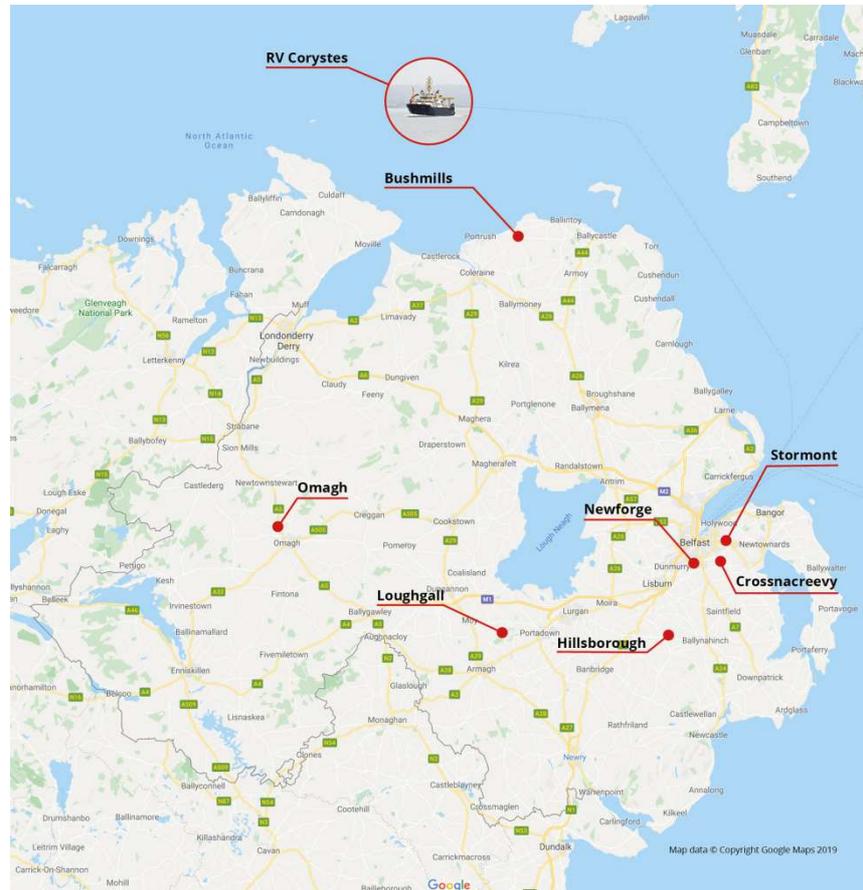
farm facilities at AFBI Hillsborough and a replacement sea-going research vessel.

AFBI has a current staff complement of approximately 700 people, with an annual turnover of approximately £60 million. We are currently organised across 3 divisions – Sustainable Agri-Food Sciences Division (SAFSD), Veterinary Science Division (VSD) and Finance and Corporate Affairs Division (FCAD). This will change with the filling of a new Director post to four divisions as outlined in subsequent sections.

## AFBI SITES

AFBI is located on seven sites across Northern Ireland with its Headquarters at Newforge Lane, Belfast.

In addition AFBI has a dedicated marine research vessel, the RV Corystes, based in Port of Belfast.



- Newforge Lane (Headquarters)
- VSD Stormont
- Hillsborough
- Crossnacreevy
- Loughgall
- Omagh
- Bushmills

In addition a dedicated marine research vessel RV Corystes based in Port of Belfast.

AFBI's science activities are organised across 3 divisions – Sustainable Agri-Food Sciences Division (SAFSD), Environment and Marine Sciences Division (EMSD) and Veterinary Science Division (VSD) with Finance and Corporate Affairs Division (FCAD) delivering on Business needs.

## **SUSTAINABLE AGRI-FOOD SCIENCES DIVISION (SAFSD)**

SAFSD currently employs approximately 320 scientific, technical and support staff across its seven scientific based branches.

As such SAFSD is a highly multi disciplinary division with a key focus on livestock, plant and in general agriculture production, it's impact on the environment and the economy and the sustainable management of aquatic systems both in land and at sea. This multi-disciplinary team can explore all aspects of the food supply chain taking research from the soil through to the plant to the animal and the resultant food quality and nutritional value, while also working with colleagues at VSD to ensure animal health and food safety is optimised.

SAFSD utilises a highly instrumented platform across livestock, land management, environmental management as well as marine work to service its main deliverables of research and innovation and monitoring and surveillance. SAFSD also collaborates extensively with other research organisations, industry and government departments locally, nationally and internationally. A key drive within SAFSD is to produce high quality peer review publications while also ensuring the research conducted has impact through an active dissemination programme.

Key actors within SAFSD represent:

The **Agricultural and Food Economics** team who undertake quantitative and qualitative socio-economic research to inform agri-food and rural policy development and industry decision making, regionally and nationally.

**Livestock Production Sciences Branch** which links fundamental livestock science to systems level research to deliver innovations for the agri-food sector and advance scientific knowledge.

**Agri-Environment Branch** which interfaces between intensive livestock production, and environmental management and regulation which includes the impacts of agricultural land use practices on soil, water and air and identify ways of optimising land-based livestock production.

**Fisheries and Aquatic Ecosystems Branch** who conduct research and development, monitoring and technology transfer in the area of marine fisheries stock assessment, coastal zone science, biological oceanography, marine ecosystem health, and freshwater fisheries stock assessment.

**Food Research Branch** who deliver research in the areas of optimising eating quality and nutritional quality in meat, dairy and other food products, together with evaluating novel processes for extending shelf-life and increasing safety.

**Grassland and Plant Science Branch** who underpin DAERA's policy development on plant health and deliver scientific advances in areas such as grass breeding, testing and agronomy, Plant Health and land management.

**Statistical Services Branch** which provide a Statistical Analyses and Consultation Services in support of Scientific Research Projects and Statutory work carried out by AFBI.

AFBI's other science and Finance and Corporate Affairs divisions are as follows:-

### **VETERINARY SCIENCES DIVISION (VSD)**

VSD currently employs approximately 260 veterinary, scientific, technical and support staff and is predominantly based at Stoney Road, Belfast with a smaller disease surveillance centre based at Omagh, Co. Tyrone.

The Division undertakes an integrated programme of statutory, disease surveillance, emergency response and R&D work on the diseases of major animal and human health significance along with significant programmes of work on the chemical and microbiological safety of food. The work supports government policy and disease eradication and control programmes in areas such as bovine tuberculosis, food-borne zoonotic infections and transboundary diseases. One of the key roles of the Division is in delivering a laboratory response to local, national and international emergencies involving animal diseases, and food and feed contamination incidents.

VSD also provides a disease investigation service covering all of the major farm animal species and fish, and provides commercial laboratory services in support of industry led disease eradication and control programmes. The work of the Division is underpinned by research and development (R&D) on animal diseases and food safety issues relevant to the local industry.

### **ENVIRONMENT AND MARINE SCIENCES DIVISION (EMSD)**

The Environment and Marine Sciences Division (EMSD) is a new science division, which is being created following a review of the organisational structure. It will comprise two areas, which have in recent years been part of the Sustainable Agri-Food Sciences Division.

The areas of work which will fall within EMSD currently have approximately 120 scientific, technical and support staff. Divisional budget responsibility is anticipated to be approximately £5M staff budget, consumable and other direct expenditure of ~£5-6M, and an external (non-DAERA) income generation target of ~£5M.

### **FINANCE AND CORPORATE AFFAIRS DIVISION**

The Finance and Corporate Affairs Division (FCAD) currently employs approximately circa 100 staff across its Branches. The Division is based primarily at AFBI headquarters, Newforge Lane, Belfast but with staff deployed at some of the larger sites.

The Division supports the AFBI Chief Executive and Executive management team (EMT) in securing and deploying the financial, people and infrastructure resources of AFBI. The Division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance

The Division currently has five senior post holders reporting to the Director of Finance & Corporate Affairs namely Head of Finance, Head of Corporate

Affairs, Head of Corporate Communications, Head of Human Resources and Head of Research Support. This senior team has the responsibility for leading and providing the support services across the Institute.

## GRASSLAND AND PLANT SCIENCE BRANCH

Grassland and Plant Sciences (GPS) Branch is one of seven branches within SAFSD and provides internationally important research, scientific analysis and knowledge transfer activities across a wide range of agricultural disciplines.

The core aim of the Branch is to support programmes focussed on plant health, crop protection, grass breeding, plant testing and agronomy and horticulture. The work of Grassland and Plant Sciences (GPS) aligns closely with DAERA's four Strategic Goals: (1) Sustainable agri-food, fisheries, forestry and industrial sectors. (2) A clean, healthy environment benefiting people, nature and the economy. (3) A thriving rural economy, contributing to prosperity and wellbeing. (4) A well led, high performing organization focusing on outcomes. The branch has over 80 staff located at 3 sites (Newforge, Crossnacreevy and Loughgall) and a platform which includes land for field based grass and arable science, laboratories and specialised greenhouses.

Key outputs from GPS include the provision of evidence for governmental policy development, production of new grass varieties, peer reviewed scientific papers, technical reports for industry and stakeholders, conference papers and the delivery of seminars as well as an emergency response function for DAERA. The GPS team are also actively involved in national and international professional networks and expert committees.

GPS are also actively involved in cross-disciplinary work through collaboration with other science branches in AFBI in areas such as animal production, agri-environment, and animal health. The GPS team collaborate nationally and internationally with a range of partners including, Queen's University Belfast, University College Dublin, Teagasc, and Ulster University.

The current work programme of the branch is divided into four main scientific sections each led by project leaders:

***Plant health and protection:*** GPS provides the statutory testing service and expert advice for DAERA on plant health matters. The unit is organised into two teams specialising on plant health surveillance and plant health diagnostics. AFBI staff provide expert advice and guidance to government on planning for, monitoring and reacting to plant health threats. Current and future research covers the study and control of pathogens (fungal, bacterial, nematodes) and invertebrate pests of arable, horticulture, grass, and forestry land uses. The current emphasis is on plant pest horizon scanning, integrated pest management, the sustainable use of pesticides, and the use of bio stimulants to alleviate biotic and abiotic stresses of plants. GPS also aims to be a centre of excellence in the UK for statutory testing and research on plant parasitic nematodes. These skills are used to protect and enhance the quality of existing plants as well as to find viable alternate crops for the future needs of the industry and public.

***Plant varieties and seeds testing:*** GPS provides research and expert advice for various functions across plant variety testing and seeds. This includes statutory work, specialist advice and innovative research at local, national and international levels. Through a major EU H2020 project, GPS is leading the way in augmenting conventional plant testing with novel techniques which draw on

advances in emerging technologies. Current and future research in complimentary areas include soil health, arable weeds and evaluation of new crops for new markets.

**Grass breeding:** GPS grass breeding focuses on the breeding of new varieties of forage grasses, in association with other leading international plant-breeding organisations. The AFBI grass breeding programme has been highly successful through and delivery of a portfolio of varieties with significant increases in dry matter yield, herbage quality and reduced disease susceptibility.

**Horticulture:** Horticultural research and services reflect the needs of the local industry and concentrates on mushrooms and the bio-economy. Land use research and development is focused in the area of the options for managing trees within farming systems, particularly agro-forestry.

It is expected that food production from plants will become an increasingly important area for the NI agri-food industry. The use of land for non livestock based food production as well as delivering ecosystems services is also expected to increase in the future. As such it is expected that this branch will develop in the future to deliver innovative research to address the changing needs of the consumer and agri-food industry. This is therefore an exciting time to be joining the GPS team and take forward an innovative research agenda for a dramatically changing agri-food system.

## KEY RESPONSIBILITIES

The post holder will report to the Head of Grassland and Plant Science Branch (GPS), within the Sustainable Agri-Food Sciences Division, at AFBI Newforge lane, Belfast.

This post will work closely with the PSO Science Leader in Plant Health Diagnostics. The schematic at the end of this section demonstrates the positioning of these two posts within the Plant health team structure.

The main duties of the post will include the following:

### **Lead a nationally important and internationally relevant plant health surveillance programme**

- To lead and be responsible for the provision, forward planning, and expansion a national risk based surveillance programme for statutory plant health pests (including pathogens) and bee health pests; and provide technical and scientific assistance to DAERA policy divisions for the implementation of the Multi Annual National Control Plan
- Lead a team to conduct regular horizon scanning, and Pest Risk Assessment to identify emerging risks so that policy decisions can be made to prevent or prepare for new disease/ pest introductions.
- Lead a cross organisation team to develop, maintain and regularly test plant and bee health contingency plans
- Liaise and collaborate nationally and internationally (e.g. EPPO, EFSA, EURL's) in understanding and managing current and emerging plant health issues
- Provide direction, team development and leadership of a diverse range of disciplines under the plant health heading
- Contribute to UK and regional (e.g. EPPO, EFSA) plant health surveillance development and standard setting
- Work closely with the relevant DAERA policy divisions on identifying and communicating risk and risk-mitigation strategies

### **Develop a nationally relevant, and internationally outstanding extramurally funded research and development programme**

- Conduct own science, including recruitment and supervision of student (undergraduate and graduate) and postdoctoral staff, in an area of plant health in the pursuit of scientific excellence in order to grow the profile of AFBI science, and grow GPS income and international standing.
- Develop a nationally relevant and internationally outstanding programme of plant health epidemiological research and development
- Contribute to the development of an internationally renowned Integrated Pest Management (IPM) programme in AFBI
- Initiate proposals to DAERA, the European Commission, industry and other suitable funding sources for strategic and applied research on commercially important plant pests (including pathogens)

- Author & co-author scientific publications in own field of expertise and research

### **Organisation and branch leadership and strategic direction setting**

- Develop a plant health science strategy in collaboration the head of branch and other project leaders to meet organisational objectives for income, research and development
- To liaise with animal health epidemiology colleagues in AFBI to forge strong meaningful collaborations, joint business cases and extramural funding bids in the area of plant and animal health
- To aid the GPS HOB, and AFBI senior managers to develop strategic management initiatives, maintaining high standards of corporate governance, budget planning and control and staff management
- To support and assist the GPS HOB as a senior manager, including deputising for the HOB, inputting to Branch strategy development, ensuring adequate corporate governance is in place, budgetary planning and control

### **Manage staff, resources and facilities**

- Lead the plant health surveillance team, which composes roughly 15 permanent staff and undertakes national and international plant pest and pathogen and pesticide usage survey work with an expense budget of around £400,000 per year
- Ensure that resources are managed in line with AFBI governance policies and procedures to achieve a high quality and competitive time-bound plant pest surveillance and testing service to customers
- Facilitate the strategic positioning of the team to keep abreast of new innovations and science discoveries in plant health
- Ensure that all team activities are undertaken safely and in accordance with AFBI H&S and corporate policies and procedures
- Encourage continuous improvement, employee wellbeing and safe practices and employee participation
- Ensure that all surveillance, testing and research activities comply with appropriate formal quality standards (e.g. ISO 9001, ISO 17025)

### **To establish links and collaborative working opportunities with national and international research groups and stakeholders**

- Ensure effective communication across the team is maintained with relevant stakeholders including research end-users, funders, research collaborators, and colleagues
- To provide expert scientific advice to DAERA plant health/Policy leads, other government departments and external customers in the area of plant health and pesticides and to guide the strategic direction of the team in this area to meet future needs
- Support the long-term continuation of plant health research through opportunity identification and revenue generating activities, including

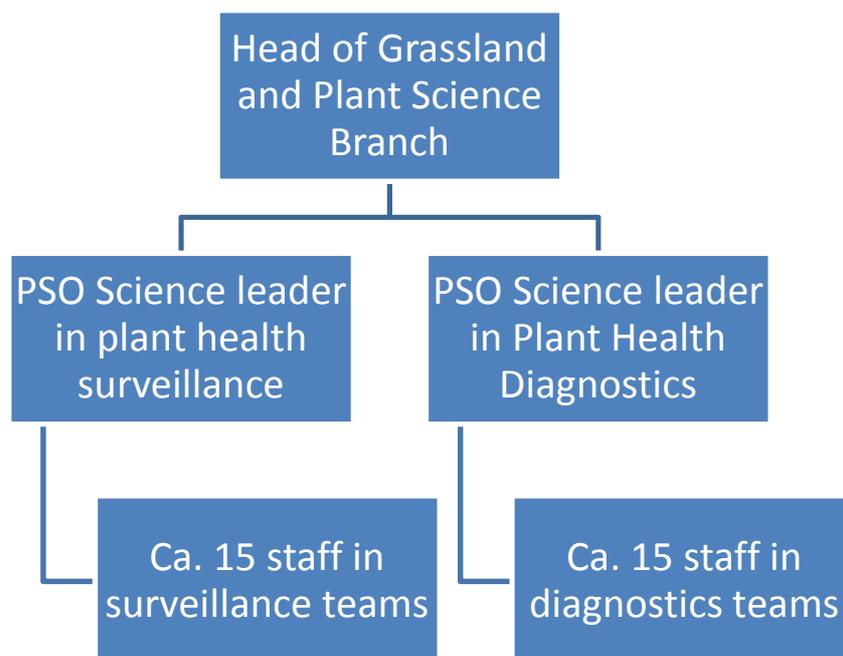
relationship building internally within AFBI and externally with customers and stakeholders

- To represent AFBI and DAERA at UK Plant health risk group meetings and at regional (e.g. EPPO, EFSA) technical experts groups and scientific meetings

### **To undertake continuous professional development**

To demonstrate personal development in all relevant areas of managing staff and resources and to undertake training as required. The post holder will be required to fulfil any other duties and responsibilities as determined by management that fall within the remit of the post. The job description is not intended to be rigid and inflexible. Rather, it should be regarded as working guidelines within which the post holder will work.

**Please note that the above does not constitute an exhaustive list of duties and the successful candidate will be required to take on additional functions as directed by management.**



Organisation chart to show close working relationship between the two PSO posts in the Plant health team in AFBI

## **JOB DESCRIPTION**

There is currently one full time permanent position to be filled. A reserve list will exist and will be held for a period of 12 months from the date of interview, to cover any further vacancies which may arise.

### **Salary**

The salary for the post will be within the range £49,806 - £54,588 within which pay increases will be on an incremental basis provided staff performance reports are satisfactory.

Starting salary will normally be at the minimum of the scale except for existing AFBI staff for whom starting salary may be determined by either promotion or re-grading terms if these are more favourable.

In exceptional circumstances only, consideration may be given to starting at a higher point on the salary scale for applicants with additional relevant experience and/or qualifications. The relevance and extent of the additional experience will be determined by AFBI at the time of offer of appointment.

### **Annual Leave**

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 30 after five year's satisfactory service.

### **Working Hours**

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. On occasions the duties may include some evening and weekend working. AFBI operates a flexi working system.

### **Location**

The successful candidate will normally be based at AFBI Headquarters, Newforge Lane, Belfast, BT9 5PX. They may also be expected to work at other AFBI sites in Northern Ireland as required.

### **Travel**

The post will entail travel locally, nationally and internationally for this reason the successful applicant will require access to a form of transport which will permit them to meet the requirements of the post in full.

### **Training**

Appropriate training will be provided, where required, to enable the successful candidate to carry out the full range of assigned duties.

### **Probationary Period**

The post holder will serve 12 months' probation in the new post. This will commence from the date of appointment. At the end of the probation period a

formal review will be conducted to determine if the posting will be made permanent.

### **Further Information**

Further information about the post may be obtained from AFBI by email at: [recruitment@afbini.gov.uk](mailto:recruitment@afbini.gov.uk) or by telephone on 028 90255588.

If you have any queries about the competition process you should contact HRConnect on 0800 1 300 330, or email [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants **must** demonstrate in their application form that they possess the following criteria, by the closing date:

1. A PhD in a scientific discipline related to plant or agricultural science or a closely related natural science discipline;
2. At least five years' experience of successfully leading and managing a team to deliver on a plant or animal health testing programme;
3. Experience of contributing to the strategic direction of a scientific area including business planning, and the allocation of resources to achieve business objectives;
4. Proven ability to secure research funding from government and/or external sources;
5. Be the lead author on at least 5 papers in the area of plant science or agriculture or a closely related natural science discipline which have been published in peer reviewed scientific journals\*.

\* Candidates must provide evidence of eligibility criterion 5 by submitting a fully cited bibliography of all publications. The bibliography should be marked with the relevant competition reference number (IRC257867), competition title and your full name. Candidates can provide this information within the application form itself, or if necessary, it can be sent by the closing date for applications as a separate attachment to: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net).

In providing evidence for each criteria it will be essential that candidates draw upon specific examples of work they have undertaken to illustrate the extent to which they possess the experience and skills required. It will not be sufficient simply to list the duties and responsibilities of posts held.

**Relevant or equivalent** qualifications: 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. You must give the type of qualification and date awarded. 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

In the event that shortlisting is required the selection panel will reach a decision as to whether or not an applicant meets criteria 2 - 5 on a scored basis, with a minimum score set. Only those applicants assessed as meeting all essential criteria will be eligible to proceed to the next stage of the selection process.

However, in the case of a high volume of applicants AFBI may decide to limit the number of applicants it invites for interview in a proportionate manner. In this instance all applicants who meet the essential requirements will be listed in merit order according to their total score and the highest scoring applicants will proceed to interview.

### **Please note:**

- **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**
- **Further information on the Core Competences for this grade can be accessed through [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk)**

## PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria 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 3 for the purposes of personal and professional development.

Science Leader in Plant Health Surveillance - Principal Scientific Officer is analogous to Grade 7 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.

The Northern Ireland Civil Service competency framework can be accessed through [www.nicsrecruitment.gov.uk](http://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.**

## INTERVIEW CRITERIA

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

### PRESENTATION

Before the competence based interview, candidates will be required to deliver a presentation, lasting no more than 7 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

Candidates should fully prepare their presentation in advance of the interview and no preparation time will be provided on the day of interview. Your presentation should be delivered via PowerPoint and you will be asked to submit it to HRConnect by a specific date prior to your interview. Full details will be provided should you be invited to interview.

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

The presentation will be used to assess against the **Seeing the Big Picture** and **Leading & Communicating** competencies.

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 and Government goals and deliver the greatest value.

**Marks available: 20**

#### 1. Professional Knowledge & Skills

Effectiveness in this area is evident in a candidate who:

- Develops and updates professional/specialist/technical knowledge and skills to meet objectives and improve performance.
- Demonstrates an in-depth knowledge and understanding of current developments and best practice in plant health statutory surveillance.
- Demonstrates knowledge and understanding of wider plant health legislation and policy and how it is impacting on plant health surveillance.
- Applies knowledge and skills in the collection, collation, manipulation, analysis and interpretation of scientific data.
- Applies knowledge and skills in writing scientific papers and technical reports.

**Marks available: 45**

**Minimum standard: 25**

#### 2. 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: 10**

### **3. 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.

**Marks Available: 20      Minimum standard: 12**

### **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.

**Marks available: 15      Minimum standard: 9**

### **5. 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: 15      Minimum standard: 9**

**Total Marks Available: 125**

**Overall Pass Mark: 75**

## **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.

## **INTERVIEWS**

It is intended that interviews for this post will take place in AFBI Newforge, Belfast during week commencing 2nd November 2020.

## SELECTION PROCESS

### The Merit Principle

Appointments to AFBI are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

### Making your application

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

### Guidance for Applicants

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

### Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.

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

### **Changes in personal circumstances**

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

### **Transgender Requirements**

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

### **Communication between HRConnect and you**

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

### **Further appointments from this competition**

Where a further position in AFBI is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments

you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

### **Equal Opportunity Monitoring Form**

**Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement to which AFBI adheres please refer to page 28.

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

AFBI IS AN EQUAL OPPORTUNITIES EMPLOYER

### **Assessment Information**

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

You should ensure that these documents are readily available.

### **Employment Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom.

Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. If you are invited to interview we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996.

Advice on entitlement to work may be obtained from the Home Office website, [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

### **Nationality Requirements**

There are no nationality requirements for AFBI posts.

### **Vetting Procedures**

1. Baseline Personnel Security Standard

For this post the level of vetting is 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) Other acceptable documents are listed on [www.ind.homeoffice.gov.uk](http://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;

### **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.

**PLEASE NOTE:** It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity.

For more information, the address of the AccessNI website is: <http://www.accessni.gov.uk/>. Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. This can be downloaded from the AccessNI website. Guidance notes of the completion of the form are also included on the website. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the above form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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

### **Order of Merit**

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

## GENERAL INFORMATION

### **Pensions**

New entrants who join the Agri-Food and Biosciences Institute (AFBI) are eligible to join the NICS pension scheme.

Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

[www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions  
Waterside House  
75 Duke Street  
Londonderry  
BT47 6FP  
Tel: 02871 319000  
Email: [cspensions.cpg@dfpni.gov.uk](mailto:cspensions.cpg@dfpni.gov.uk)

### **Feedback**

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

THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT

**Please apply online or post your hardcopy completed application form to the HRConnect Recruitment Team:**

HRConnect  
PO Box 1089  
2<sup>nd</sup> Floor  
The Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW

**NOTE:** Late applications or applications received by fax or email will not be accepted.

**Contact details:**

If you have any queries regarding the competition process please contact HRConnect at the address above or by;

**Email:** [Recruitment@HRConnect.nigov.net](mailto:Recruitment@HRConnect.nigov.net)  
**Tel:** 0800 1 300 330  
**Fax:** 028 9024 1665

## **Equality, Diversity and Inclusion**

### **Policy Statement**

The Northern Ireland Civil Service Equality, Diversity and Inclusion Policy statement to which AFBI adheres is set out below.

“The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve”.

We all want to work in an harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-

**Equality** – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

**Diversity** – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

**Inclusion** – we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

## **Equal Opportunities Monitoring**

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Monitoring equality and diversity in the workforce enables the NICS to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.

### **Legislative Context**

This section explains the reasons for gathering this information by setting out the legislative background.

#### **Gender**

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also provided in the annual statutory monitoring the, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

#### **Age**

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different ages and age groups.

#### **Community Background**

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The Order also requires the NICS to submit an annual monitoring return to the Equality Commission for Northern Ireland. This takes the form of a statistical return, providing information on the gender and community background composition of all people working in the NICS at the 1st January each year.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

## **Disability**

The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

**Physical Impairment:** this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

**Mental Impairment:** this includes mental ill health and what is commonly known as learning disability, and social functioning.

**Substantial:** put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

**Long-term adverse effect:** the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

**A normal day to day activity:** this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

### ***What sort of effect must there be?***

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; ability to take part in normal social interaction and form social relationships; or perception of risk of physical danger.

### ***What happens if the effects are reduced by medication or other treatment?***

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

### ***Are there any types of condition covered by special provisions in the DDA?***

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

***Are any conditions not covered?***

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

***What if someone has recovered from a disability?***

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.

**Race**

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group(s).

**Sexual Orientation**

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

### **Marital Status**

The Sex Discrimination (NI) Order 1976 (as amended), makes it unlawful to discriminate against married persons and civil partners in employment. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status.

### **Dependants Status**

Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions in NI, to have due regard to the need to promote equality of opportunity between persons with dependants and persons without.

### **Confidentiality of Monitoring Information**

The following general principles will be applied to all individual monitoring information:-

- individual monitoring information will be afforded a high degree of confidentiality;
- misuse of monitoring information will be viewed as a disciplinary offence; and
- individual monitoring information will only be disclosed to members of staff or officials of a trade union, members of which are employed in the NICS, if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.