

**Candidate  
Information  
Booklet**

**IRC258811**

**Senior Medical Officer – Public Health  
(Two part-time positions)  
Department of Health (DoH)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 15<sup>th</sup> January 2021***

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

# Department of Health

Improving health and social well-being

## 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 do not 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 these posts.

The Department in its wider role ensures the provision of appropriate health and social care services, both in clinical settings such as hospitals and GP surgeries, in the community through nursing, social work and other professional services. It also leads a major programme of cross-government action to improve the health and well-being of the population and reduce health inequalities. This includes interventions involving health promotion and education to encourage people to adopt activities, behaviours and attitudes which lead to better health and well-being.

As a Senior Medical Officer you will be a key member of the team of the Chief Medical Officer of Northern Ireland. You will play an important part in providing technical expertise, leadership, management and oversight of the health protection function, including the response to incidents and outbreaks, planning for pandemic influenza and oversight of regional vaccination programmes.

Reporting to the Deputy Chief Medical Officer (Public Health) the post provides an excellent opportunity to deliver results that will make a significant contribution to the public health function in Northern Ireland, and offers significant job satisfaction.

In addition, we will support you in developing your expertise and leadership skills as well as maintaining your continuous professional development and appraisal requirements. The post is located in Belfast, but involves occasional travel within the UK and Republic of Ireland.

Both posts are offered on part-time basis of a minimum of 5 sessions per week to provide the successful candidates with the flexibility to maintain a connection with their other professional roles.

If, after reading this candidate information pack, you would like to speak to someone before making an application, we would encourage you to contact Dr Carol Beattie Senior Medical Officer by telephone on 028 9052 0717 or email [carol.beattie@health-ni.gov.uk](mailto:carol.beattie@health-ni.gov.uk)

With thanks for your interest in this competition.

**Dr Michael McBride**  
**Chief Medical Officer**  
**Department of Health**

## **BACKGROUND**

### **ABOUT THE DEPARTMENT OF HEALTH**

The Department of Health is one of the nine Departments of the Northern Ireland Civil Service. The Department leads and manages the business of:

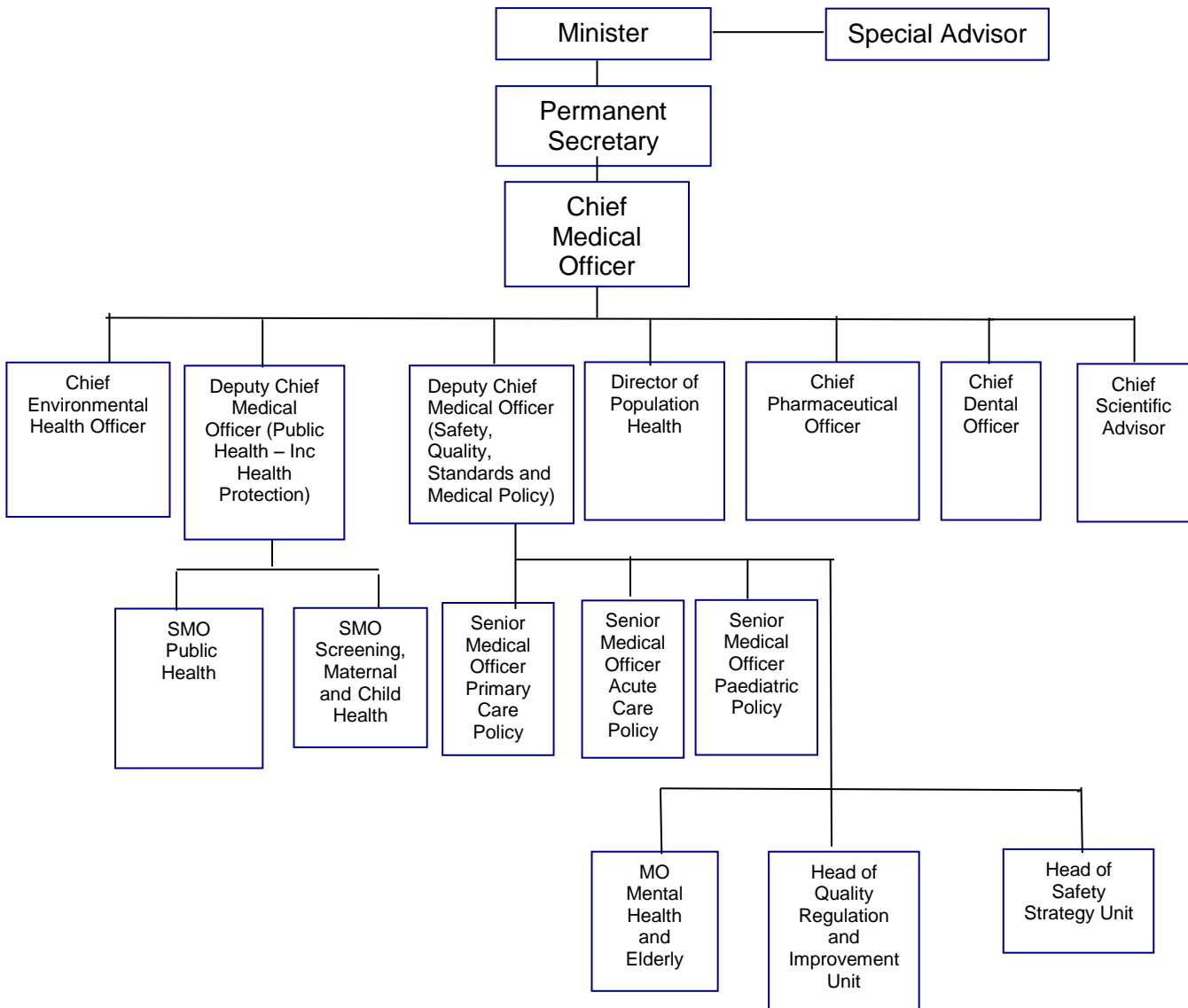
- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

The Department's mission is to improve the health and social well-being of the people of Northern Ireland. It endeavors to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. It also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

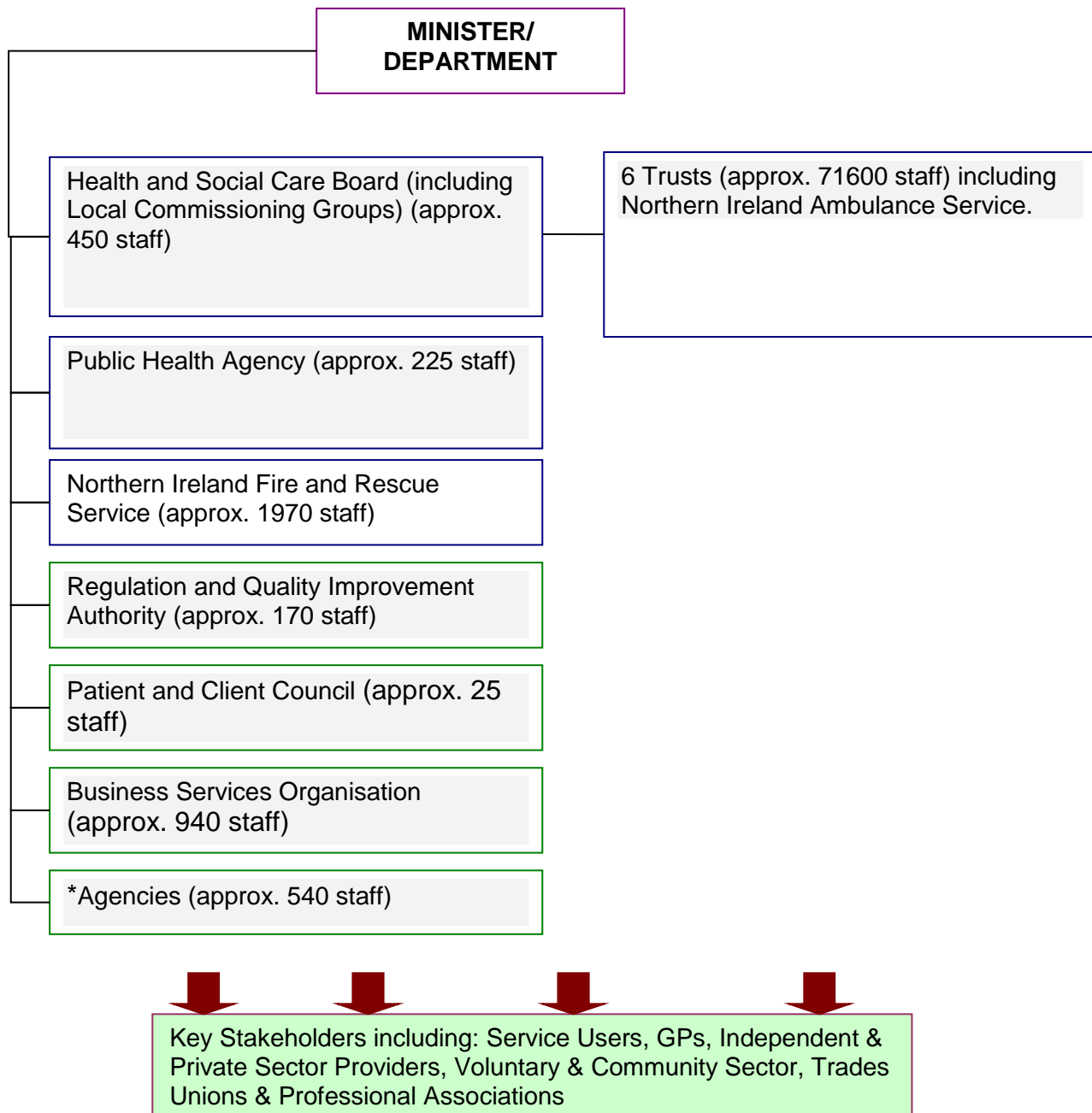
The Department is currently responsible for a budget of around £6 billion a year and a capital investment programme of over £200 million a year. The Department's core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The functions within the Department may be subject to review and change in the future.

## DEPARTMENTAL STRUCTURES



## HEALTH AND SOCIAL CARE ORGANISATIONAL STRUCTURES



\*Agencies = Special Agencies:

Northern Ireland Blood Transfusion Service

Northern Ireland Medical and Dental Training Agency

Northern Ireland Guardian ad Litem Agency

and Non-Departmental Public Bodies:

Northern Ireland Social Care Council (NISCC)

Northern Ireland Practice and Education Council (NIPEC)

## **Chief Medical Officer's Group**

The responsibilities of the Chief Medical Officer's Group within the Department of Health are to:

- 1) Monitor the state of health of the public in Northern Ireland and to advise Northern Ireland Government Departments on matters relating to the protection and improvement of public health, including emergency planning arrangements;
- 2) Improve the safety and quality of Health and Social Care services through the provision of advice and leadership and the development of policies and standards; and
- 3) Provide advice on public health and health services to the Department, the Minister and, where appropriate, other Departments and Ministers

**These responsibilities are discharged through the advice and leadership of the Professional Officers and through two directorates – Population Health and Safety, Quality and Standards (SQS) – and through two branches – Pharmaceutical and Dental.**

## **KEY RESPONSIBILITIES – PUBLIC HEALTH**

The main duties of the posts will include:

### **Communicable Disease**

- Advising on public health policy and practice in areas relevant to health protection, such as communicable disease control in the community, in health care settings, in relation to zoonotic infections, antimicrobial resistance and to immunisation;
- Building close and supportive working relationships with policy colleagues in Population Health Branch and the Public Health Agency in order to support Northern Ireland's health protection function;
- Ensuring preparedness for emerging infections (recent examples are Covid-19, Zika and Ebola) and for established infections, such as pandemic and seasonal influenza; and providing professional leadership at times of emergency;
- Assessing and communicating health protection risks, in conjunction with the Chief Medical Officer and Deputy Chief Medical Officer (Public Health), to Minister, HSC professionals and the media;
- Researching and developing strategies to address public health issues associated with health protection;

### **Immunisation and Vaccination**

- Ensuring the timely introduction of new vaccinations in line with recommendations from the National Advisory Committee;
- Supporting departmental colleagues in annual seasonal flu planning including the implementation of the seasonal flu campaign;
- Supporting departmental colleagues to determine expenditure for health protection programmes (e.g. vaccination) and contributing to the development of business cases to secure resources required;

### **Other Corporate responsibilities**

- Representing CMO Group on internal, regional and national groups and North/South bodies; an important part of this role involves attendance at and liaison with national advisory bodies such as JCVI, ACDP and SABTO;
- Providing timely and accurate information to the Minister, Assembly or Assembly Committees;
- Providing effective leadership of staff in the department;
- Ensuring that personal and professional development is maintained;



- Fulfilling other corporate responsibilities including participating in internal or Departmental planning processes.

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

### **Relationships**

The post-holder will be required to build strong and positive relationships with key stakeholders, both internal and external, including:

- Minister/ Permanent Secretary.
- Departmental colleagues including chief professional officers.
- The Northern Ireland Assembly's Health Committee.
- Service users and representatives on groups/organisations.
- Public Health colleagues, in particular consultants in public health in the Public Health Agency.
- Senior managers in Health and Social Care (HSC) Board.
- Senior managers and clinicians in Health and Social Care Trusts. Senior management within the Independent Healthcare Sector.
- Health Protection contacts in other UK Health Departments, and in other relevant jurisdictions; and in relevant public authorities, including Public Health England, Health Protection Scotland, National Public Health Service of Wales, European Centre for Disease Control.
- UK and RoI Public Health colleagues.
- Northern Ireland Medical and Dental Training Agency (NIMDTA).

## **TERMS AND CONDITIONS**

While these positions are offered as permanent appointments to the Senior Civil Service (SCS), the Northern Ireland Civil Service (NICS) top leadership and management resource, consideration will also be given to filling the posts via secondment, as detailed below, which would be on the successful candidate's current terms and conditions.

There are 2 permanent part-time appointments both reporting to the Deputy Chief Medical Officer (Public Health).

Both posts are offered on part-time basis of a minimum of 5 sessions per week to allow the successful candidates the opportunity to maintain a connection with their other professional roles. The work pattern will be agreed in advance of appointment.

Should the successful candidates not wish to consider secondment, they will be appointed as employees of the Department of Health (DoH).

Further appointments may be made from this competition should these positions become vacant within the life of the competition, which is one year.

### **Secondment**

These posts may be filled on a part-time secondment basis by the successful candidates from their current employer. The duration will be agreed by all parties at a later stage, prior to the start of any secondment. Secondment would be on the successful candidate's current terms and conditions of service.

It is advisable that candidates interested in secondment make their employers aware that under the NICS secondment arrangements the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with DoH and the employer before a secondment arrangement commences.

"Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

### **Location**

The successful candidates will be based at Castle Buildings, Stormont, Belfast, but will be required to travel throughout Northern Ireland and beyond to attend meetings/conferences as necessary. He/she must, therefore, have access to a form of transport which will enable them to fulfil the responsibilities of the post and be prepared to travel throughout Northern Ireland and elsewhere, as required, which may include overnight stays.

## **Salary**

Salary for the posts will be within the Senior Civil Service (SCS) Grade 5 band range (currently £71,932 - £82,464 pro rata), within which annual pay progression will be in line with the NICS SCS pay policy.

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we will 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.

Successful candidates will, on appointment, become members of the Northern Ireland SCS.

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

## **Holidays**

Holiday entitlement would be 12 days public and privilege holidays and an annual leave allowance of 30 days for a full-time appointee or pro rata equivalents for part-time appointees.

## **Hours of Work**

The normal conditioned hours of work for a full-time appointment are full-time: 37 hours excluding meal breaks Monday to Friday. As these are part time posts, the hours of work will be calculated on a pro rata basis. For those candidates wishing to take this as a secondment, these posts are offered on a part-time basis of a minimum of 5 sessions per week to allow the successful candidate the opportunity to maintain a connection with his/her other professional roles. The work pattern will be agreed in advance of appointment.

In common with all SCS appointments, the post-holder may be required to work outside their normal conditioned hours, where it is necessary, to fulfil the demands of the post.

## **Condition of Appointment**

For applicants applying under the CCT requirement detailed on page 14, it will be a condition of appointment that this qualification is obtained within six months of taking up post. Failure to meet this requirement will result in the appointment being terminated.

## **Vetting**

An appointment will be dependent on the individuals satisfying the vetting requirements for the post. The current level of vetting required for both posts is Basic Check, however in the future the post holder may be required to be cleared to a higher vetting level, which may include Counter Terrorist Check (CTC).

## **Probation**

Confirmation of appointments 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 appointments 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 these posts before deciding to apply may telephone Dr Carol Beattie Senior Medical Officer by telephone on 028 9052 0717 or email [carol.beattie@health-ni.gov.uk](mailto:carol.beattie@health-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](mailto:recruitment@hrconnect.nigov.net)

## **ELIGIBILITY CRITERIA – PUBLIC HEALTH**

Applicants must, by the closing date for applications:

1. Hold, or be entitled to hold, full registration and a licence to practise with the General Medical Council (GMC)\*; be on the specialist register for Public Health Medicine or equivalent.

**AND**

2. Be in possession of or within 6 months of completion of a Certificate of Completion of Training (CCT) qualification\*\*.

**AND**

3. Have at least 2 years' experience within the last 5 years of working on population health across the health and social care sector. The experience can be at local or regional level.

The following additional clarification is provided:

- \* please note that any appointment will be subject to the successful candidate holding full registration with the GMC by the date on which he/she will be required to take up appointment. The post-holder must remain on the register and maintain a licence to practise while in post.
- \*\* Applicants applying under the CCT requirement, it will be a condition of appointment that this qualification is obtained within 6 months of taking up post. Failure to meet this requirement will result in your appointment being terminated.

**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.
- 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.
- 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](http://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. Candidates will be advised of the presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

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

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

### **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: 20**

### **COMPETENCE BASED INTERVIEW**

The presentation will be followed by a competency based interview by the panel. The interview will be used to assess the candidates against the following competencies, which will include testing on the eligibility criteria:

#### **1. Seeing the Big Picture**

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



maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

**Marks Available: 20**

## **2. 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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

**Marks Available: 20**

## **3. 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: 20**

## **4. Delivering at Pace**

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

**Marks Available: 20**

## **5. Making Effective Decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

**Marks Available: 20**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

### **COMPETENCE BASED INTERVIEWS**

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

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

### **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast from week commencing 15<sup>th</sup> February 2021. Candidates should note that due to current circumstances with COVID 19, social distancing measures will be put in place. If this is not possible the use of video technology may be used as an alternative.

### **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](http://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

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:**

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- 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, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be received 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. Write 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.

## **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](http://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](http://www.nicsrecruitment.org.uk)

### **Offers of Employment**

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

### **Changes in personal circumstances and contact details**

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

### **Transgender Requirements**

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

### **Merit List**

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

### **Disability Requirements**

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

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

## **Documentation**

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

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

You should ensure that the required documents are readily available.

## **Right to Work and Nationality Requirements**

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

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

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

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

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

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

### **Basic Disclosure Certificate**

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

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

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

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

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

### **Equal Opportunity Monitoring Form**

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

**As women are currently known to be under-represented in this occupation across Northern Ireland, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in the 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**