Candidate Information Booklet

IRC260250

Chief Digital Information Officer

Department of Health (DoH)

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on *Friday 5th March 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 don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Contents

FOREWORD

Thank you for your interest in this post.

The Department of Health 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.

In November 2015 the then Northern Ireland Health Minister announced that the Health and Social Care Board (HSCB) was to close, with a view to giving greater strategic control of the health and social care system to the Department. As a result, it is intended that the regional eHealth function, which currently sits within the HSCB, will transfer to Department.

At this time, information governance, analysis and digital information systems are dealt with in separate areas within the Department or Directorates within the Health and Social Care, yet there are clear and significant linkages and overlaps between the two. In recognition of this, the Department has created the Chief Digital Information Officer (CDIO) position to lead the transfer of the regional eHealth and information functions into a new, unified group within the Department.

The CDIO is responsible for all aspects of the digital agenda, technology, data and information quality and service intelligence. They lead all aspects of the management, governance and exploitation of digital technologies and information collected to enhance services for staff, patients and other service users.

This Candidate Information Booklet provides information about DoH, the key responsibilities of the CDIO and details the selection process. I am very keen to attract applications from as wide a range of suitably qualified individuals as possible. Therefore, if you consider that you have the necessary professional, personal and leadership skills to perform this role your application will be very welcome.

With thanks for your interest in this competition.

RICHARD PENGELLY

PERMANENT SCERETARY and HSC CHIEF EXECUTIVE
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.
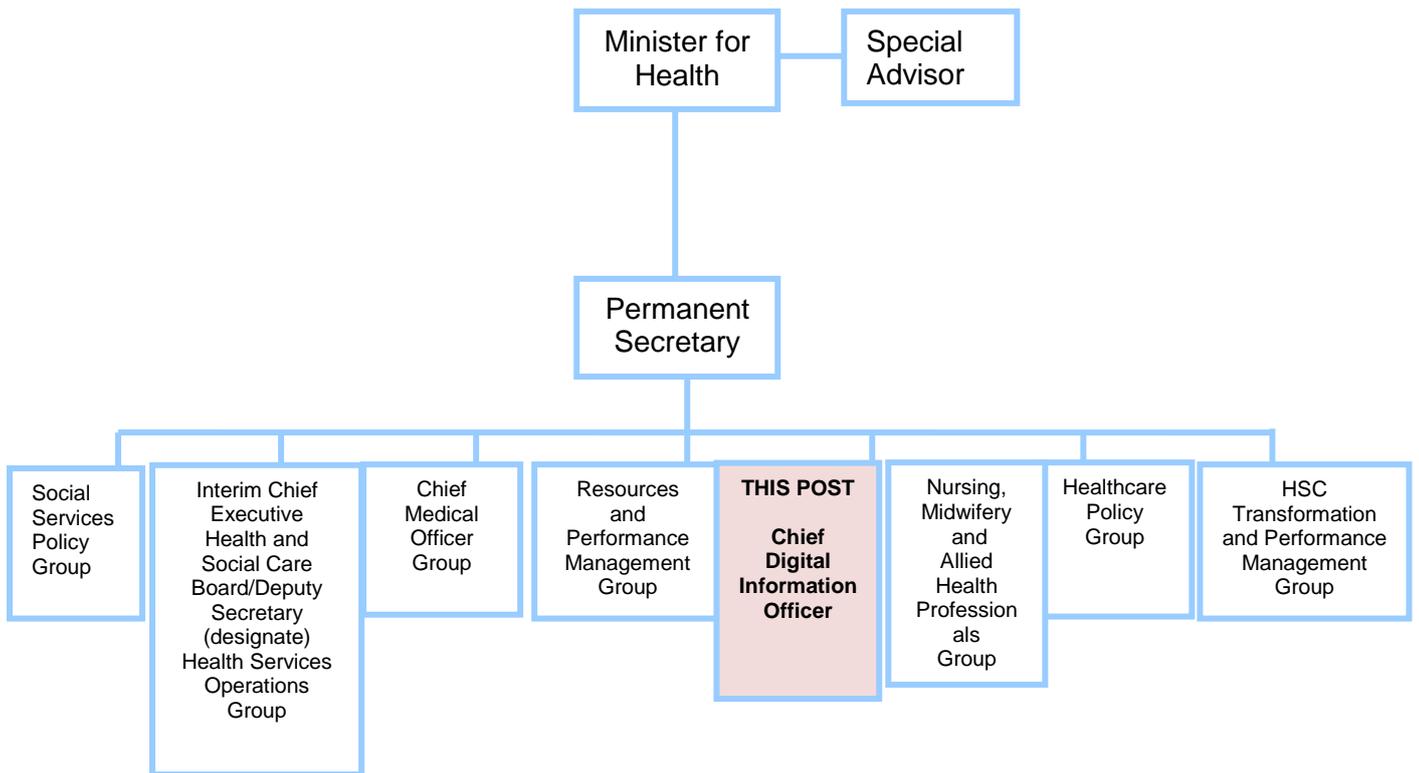
The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes; enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes; safeguarding vulnerable people; ensuring that patients, clients and carers have the best possible experience in every aspect of their treatment, care and support; a strong focus on reform and transformation initiatives.

The Department's mission is to improve the health and social well-being of the local population. It endeavours 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

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| Social Services Policy Group | Interim Chief Executive Health and Social Care Board/Deputy Secretary (designate) Health Services Operations Group | Chief Medical Officer Group | Resources and Performance Management Group | **THIS POST** **Chief Digital Information Officer** | Nursing, Midwifery and Allied Health Professionals Group | Healthcare Policy Group | HSC Transformation and Performance Management Group |

HEALTH AND SOCIAL CARE ORGANISATIONAL STRUCTURES

MINISTER/ DEPARTMENT

Health and Social Care Board (including Local Commissioning Groups) (approx 450 staff)

6 Trusts (approx 71,600 staff) including Northern Ireland Ambulance Service.

Public Health Agency (approx 225 staff)

Northern Ireland Fire and Rescue Service (approx 2,230 staff)

Regulation and Quality Improvement Authority (approx 170 staff)

Patient and Client Council (approx 25 staff)

Business Services Organisation (approx 940 staff)

*Agencies (approx 540 staff)

Key Stakeholders including: Service Users, GPs, Independent & Private Sector Providers, Voluntary & Community Sector, Trades Unions & Professional Associations

*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)
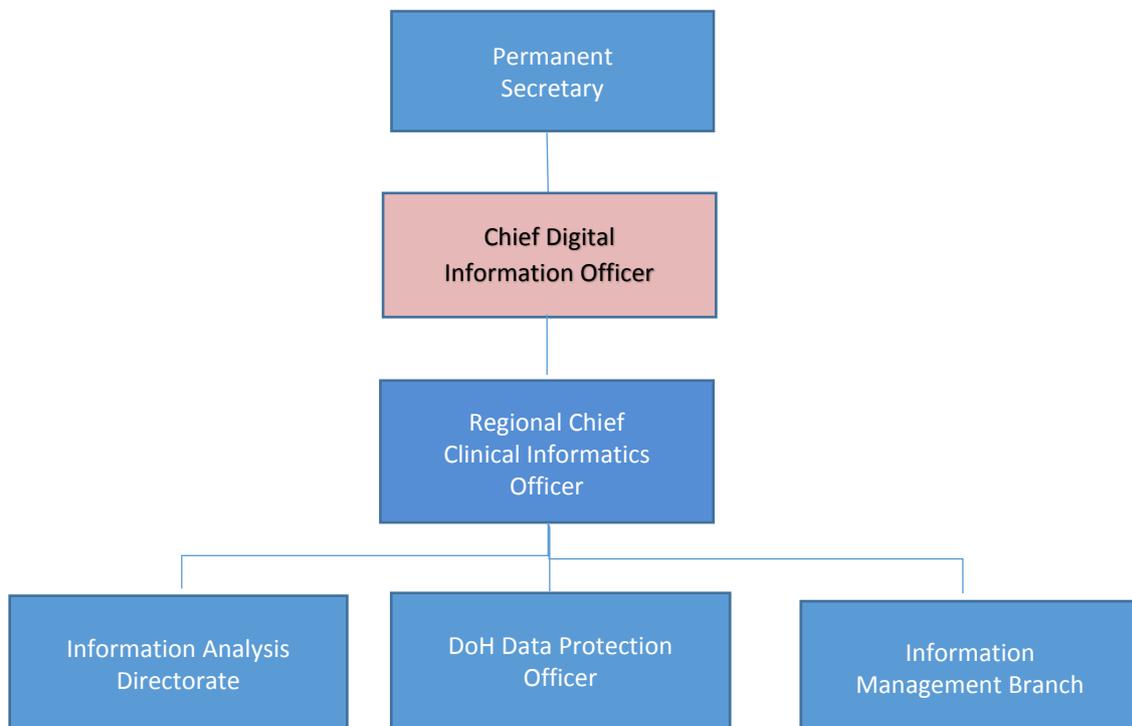
Chief Digital Information Officer's Group

The responsibilities of the CDIO Group within the Department includes accountabilities, which covers 6 main areas:

- Digital Vision and Strategy for the Health and Social Care Trusts;
- Development of policy and guidance to deliver transformation;
- Health and Social Care Data;
- Digital Delivery Mechanisms;
- Cyber Security; and
- Digital Innovation and Ecosystem.

The CDIO Group is responsible for managing three Information functions in the Department, namely the:

- Information Analysis Directorate;
- Information Management Branch; and
- Data Protection Officer.

This, along with a number of Digital Policy functions currently distributed amongst other teams, is referred to as the CDIO Group.

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│   Analysis   │    │     Officer      │    │ Management   │
│ Directorate  │    │                  │    │   Branch     │
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KEY RESPONSIBILITIES

The CDIO is accountable for all aspects of management, governance and exploitation for digital technologies and information collected to enhance services for staff, patients and other service users. The post holder will manage the transition of the eHealth function from the Health and Social Care Board to the Department of Health and integrate and resource it appropriately with the information/ data and analytics functions.

Reporting directly to the Permanent Secretary of the Department, the CDIO is one of six Grade 3, Deputy Secretaries which comprise the Department's Top Management Group.

The CDIO will:

Provide leadership in all areas of **eHealth and information governance** across the Department and Health and Social Care (HSC) in Northern Ireland.

Set the strategic vision for the **digital transformation** of HSC, and align this to the programme for government, the NI Digital Transformation Strategy, the health transformation programme and the strategic priorities of the Department and HSC.

Ensure that effective **IT and information governance** is in place across HSC that achieves the maximum added value to health and social care delivery in Northern Ireland, and, which appropriately manages and mitigates risks to both information and continuity of services provided through technology.

Ensure that there is strong engagement of care professionals, citizens and academia and business in the **design and delivery of the strategic vision** for digital transformation.

Provide leadership in the methods and use of **data analytics** across HSC, and overseeing delivery of an analytics function which enables data-informed transformation and evidences the impact of transformational and eHealth initiatives from inception.

Support the drive towards **outcome-based delivery** through the use of data and information to evidence success and value for money decisions, connecting this to the programme for government outcome delivery plan and their indicators.

Partner with business to maximise the benefits realised through the use of technology.

Ensure that advancements in technology are analysed to discover and **improve the technological capability** of health and social care and improve outcomes for staff and patients.

Foster a **culture of innovation and collaboration** across HSC and develop processes to identify best practice and scale up regionally, that also considers the digital and data literacy needs as a part of the transformation agenda.

Ensure that appropriate governance and management processes are in place so that the HSC has an **integrated information and ICT structure**, with all of the necessary skills and expertise and underpinned by an appropriate business model.

Act as **Senior Information Officer.**

TERMS AND CONDITIONS

This is a permanent appointment at Grade 3, Deputy Secretary, level to the Senior Civil Service (SCS), the Northern Ireland Civil Service (NICS) top leadership and management resource.

The successful candidate will be an employee of the Department of Health and report to the Permanent Secretary.

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

SECONDMENT

This post may be filled by secondment of the successful candidate from his/her current employer. "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.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

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

Location

The successful candidate 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. The successful candidate 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, ROI and elsewhere, as required, which may include overnight stays.

Salary

Salary for the post will be within the Senior Civil Service (SCS) Grade 3 band range, currently £92,413 to £105,447 (under review), within which annual pay progression will be in line with the NICS Senior Civil Service pay policy.

The successful candidate should normally expect to be placed at the minimum of the range. Whilst a higher starting salary can be considered in order to secure the most suitably qualified candidate to a post where there are exceptional requirements for particular skills, qualifications or experience, this provision is used only in exceptional circumstances.

If the successful candidate is an existing NICS employee, normal pay on promotion/regrading will apply.

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

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

Pensions

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

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

Hours of Work

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

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Security Clearance (SC)

Probation

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

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal

Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

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

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

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Sharon Gallagher at Sharon.Gallagher@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

ELIGIBILITY CRITERIA

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

1. At least 4 years' experience and evidence of successfully working in a senior management* role within a large organisation** with responsibility for digital transformation, which involved setting strategic direction for the organisation.

AND

2. At least 2 years' experience and evidence of working in a senior management* role demonstrating effective information governance/privacy and security management within a large organisation**

AND

3. At least 2 years' experience and evidence of effective leadership in a senior management* role with responsibility for successfully delivering a significant change programme.

AND

4. At least 2 years' experience and evidence of working in a senior management* role of providing strong leadership, building strong networks and deploying excellent communication skills to deliver strategic results in a complex and challenging environment.

The following additional clarification is provided:

* **Senior management is defined as Director level in an organisation or the equivalent to Assistant Secretary/Grade 5 in the NICS.**

** **Large organisation is defined as one with an annual operating budget of at least £50m with 50 or more staff and over one thousand service users/clients.**

SHORTLISTING CRITERIA

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

1. The Panel will carry out an objective evaluation of the information provided by candidates in response to eligibility criterion 4. The shortlisting criterion will be scored with only the top scoring candidates progressing 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 selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via **www.nicsrecruitment.org.uk**

<center>**ASSESSMENT PROCESS**</center>

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 5 minutes, the title of which will be provided to candidates in the invitation to interview letter.

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

The panel will also ask follow up questions after the presentation.

The presentation and follow up questions will be used to assess the **'Leading and Communicating'** and '**Seeing the Big Picture'** competences.

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. **('Seeing the Big Picture'** is described below.)

Marks Available: 20

COMPETENCE BASED INTERVIEW

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   **Minimum Standard: 12**

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   **Minimum Standard: 12**

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 Stormont Estate, Belfast week commencing 19th April 2021.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place. If it 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 6.

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

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

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

Help with making your application

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

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

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GUIDANCE FOR APPLICANTS

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INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

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

Documentation

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

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

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

i.   UK national; or
ii.   National of a Commonwealth country; or
iii.   National of the Republic of Ireland; or
iv.   EEA nationals with (or eligible for) status under the EU Settlement Scheme; or
v.   Relevant EEA or Turkish nationals working in the Civil Service; or
vi.   Relevant EEA or Turkish nationals who have built up the right to work in the   Civil Service; or
vii.   Certain family members of the relevant EU & Turkish nationals

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

Security

1. Baseline Personnel Security Standard

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

a) Your passport *OR*

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

c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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

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

Basic Disclosure Certificate

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

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

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

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

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

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

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

3. Security Check (SC): as point 2 plus credit reference check.

Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal

Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

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

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Feedback

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

THIS INFORMATION PACK DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT