

**Candidate
Information
Booklet**

IRC260307

**Property Services Division –
PTO Fire Officer 2**

Department of Finance (DoF)

**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 Finance (DoF)

Communication between HRConnect and you

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

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FOREWORD

Thank you for your interest in this post in Property Services Division.

Construction & Procurement Delivery (CPD) is a business area within the Department of Finance. CPD has a leading role to play in providing value for money procurement solutions for works, supplies and services across the Northern Ireland Civil Service and the wider public sector.

Property Services Division (PSD) is a division formed in July 2018 to provide Facilities Management & Property Maintenance Services, through a range of professional and technical services, to a broad range of NICS and wider public sector clients.

Fire Safety Section (FSS) is a defined specialism within Property Services Division providing an 'one-stop' advisory service for all fire safety requirements and recommendations. This is a growth area of the business where we have seen consistent demand together with other areas of our specialist services.

Fire Safety Section staff play a key role in the delivery of our client requirements with the aim of maintaining a quality service and best value to our customers.

Applications are welcome from suitably qualified candidates from the Private and Public sector.

I hope that this pack meets your information needs and encourages you to apply for the position within DoF CPD Property Services Division.

Gareth Brown
Acting Head of Property Services Division

BACKGROUND

Central Procurement Directorate (CPD) is a business area within the Department of Finance (DoF). It has three key roles, namely to:

- Advise the Minister of Finance on public procurement matters and on issues relating to the construction industry;
- Support the Procurement Board for Northern Ireland on the development and monitoring of public procurement policy and best practice; and
- Provide a modern, professional procurement service to bodies covered by Northern Ireland Public Procurement Policy (NIPPP).

Every year NI Departments award many contracts to support the delivery of public services. Public procurement is an important element of the economy in NI. It is estimated that across the NI public sector some £3 billion is spent annually on procurement which represents 25% of the Northern Ireland block grant.

Public procurement today faces new challenges. The deficit in public finances means there is a need to increase efficiency and maximise the benefits gained from the use of public money. At the same time, there is also a growing demand for public procurement to contribute to the achievement of the NI Executive's overall objectives in terms of social, economic and environmental benefits.

About Central Procurement Directorate

Central Procurement Directorate is made up of five Divisions:-

- Property Services Division
- Health Projects Division
- Policy and Performance Division
- Supplies and Services Division
- Construction Division

Property Services Division (PSD) provides a comprehensive property management service to the NICS and wider public sector, including a 24-hour emergency service and has a Business area/Branch structure, comprising of the following:-

- Multi Discipline Team 1 & Fire Safety Branch
- Multi Discipline Team 2 & Energy Branch
- Multi Discipline Team 3 & Asbestos Branch
- Building Services Branch (inc Supplies and Stores)
- Cost and Contract Management Branch

The current vacancies are within Property Services Division (Fire Safety Branch)

Work activity within PSD covers reactive maintenance, planned preventative maintenance, cyclical maintenance, micro works, small works, asbestos management, fire safety and general property related advice and surveys.

PSD delivers its property management service through a Pan-Government Collaborative Framework Contract involving 2 major contracting organisations. PSD delivers its small works service through a Pan-Government Collaborative Framework Contract involving 4 contracting organisations. This enables the provision of a comprehensive maintenance service across a wide and varied client base in compliance with procurement legislation and Northern Ireland Public Procurement Policy.

Fire Safety includes:

- Providing a 'Competent Person' service in respect of Fire Risk assessments;
- Liaising with other responsible bodies in relation to fire safety;
- Providing advice and inspection services to project design teams;
- Training staff in relation to fire safety procedures;
- Ensuring that fire safety equipment is provided and maintained; and
- Providing specific advice on minor alterations and fire occurrences.

KEY RESPONSIBILITIES

The successful candidate will be responsible to the Higher Professional and Technical Officer (HPTO) Fire Officer I, and will assist the HPTO in the areas of activity within Fire Safety Section that provide fire safety advisory services to Client Departments and other public bodies. The areas of activity include:

- Advising Client Department design teams and/or their consultants on all aspects of fire safety and associated legislation;
- Undertaking surveys of premises to establish if action is needed to meet legal (i.e. Fire Risk Assessments)/Crown fire standards;
- Research and recommendation of economically justifiable solutions to the problems which arise;
- Inspection of minor construction work to ensure the aspects of fire safety are completed correctly;
- Specification of fire safety systems and firefighting equipment required in premises;
- Liaising with Client Departments and statutory bodies (including the Health and Safety Executive NI and Northern Ireland Fire and Rescue Service);
- Advising premises management on fire prevention and fire safety procedures;
- Provision of fire safety training to client departments/bodies; and
- Inspection and reporting on fire occurrences, urgent action notices and reports of fire safety concerns for client departments/bodies.

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

TERMS AND CONDITIONS

There are currently 2 permanent, full time vacancies.

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

The Property Services Division – PTO, Fire Officer 2 post is within one of two teams in the Fire Safety Section and reports directly to the Fire Officer I (HPTO).

Location

The post holder will be based at Clare House 303 Airport Road West, Belfast.

Salary

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

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

Pensions

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

Holidays

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

Hours of Work

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

Travel

The successful candidate will be required to travel on official duty frequently and regularly throughout Northern Ireland. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICS HR Travel and Subsistence Policy. Travel to Great Britain and the Republic of Ireland may be required. The post holder will also be required to carry inspection equipment i.e a ladder.

Vetting

The successful post holder will be required to obtain Counter Terrorist Check (CTC) clearance.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Career Development

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

Other Information

This post involves regular inspections above ceilings, below floors and in areas of restricted space, including the carrying of, and making use of, any equipment provided i.e. access steps, ladders, Personal Protective Equipment etc. Given the duties involved for this role, the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Mark Smyth on 07887770548 or email

If you have any questions about the competition process, 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. One of the following Qualifications: -

- a. At least an ONC/BTEC (certificate/diploma) or equivalent Level 2 qualification in a building / construction / fire engineering related subject;
- b. The Watch Commanders' Certificate including the Fire Safety Element;
- c. The Specialist Fire Safety Officer (14 week course) Course;
- d. The Specialist Fire Safety Officer (Modularised) Course to include the modules listed below:
 - i. Fire Safety Building Regulations & Guidance
 - ii. Fire Safety Legislation and Risk Assessment Auditing
 - iii. Fire Safety Fire Alarms & Emergency Lighting;
- e. An Advanced Specialist Fire Prevention Course Certificate from a local Authority Fire Service
- f. A level 4 Certificate in Fire Safety awarded by the Fire Service College or similar organisation

Consideration will also be given to those with relevant formal qualifications considered to be of an equivalent or higher standard to those stated.

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

AND

2. At least 2 years relevant post qualification experience gained within the last 6 years of one of the following:
 - (a) establishing requirements* for fire safety; e.g. producing Fire Risk Assessment reports.
 - (b) providing specialist advice* on fire safety; e.g. producing Project Fire reports.
 - (c) a combination of (a) and (b).

***It is essential that candidates provide evidence they have been responsible for establishing fire safety requirements / providing specialist advice on fire safety and not just acting on the fire safety requirements established by others.**

Please note:

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

ASSESSMENT PROCESS

SCENARIO BASED ASSESSMENT

Immediately prior to the interview, candidates will be provided with a scenario, the response to which will form part of the interview. The scenario will be provided to candidates when they report for interview and they will be given 15 minutes to read through and prepare their response (responses will **not** be in the form of a presentation).

Candidates will therefore be required to report for interview at least 30 minutes earlier than their scheduled interview to allow for preparation time.

Paper and writing materials will be provided for candidates' use in the preparation room. The only material candidates will be permitted to bring into the interview room will be the written material prepared in the pre-interview room. No other materials or visual aids will be permitted.

The content of, and the skills demonstrated in response to questions about the scenario will form the assessment of the **Making Effective Decisions** competence.

1. 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: 20

Minimum Standard: 12

2. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

3. Collaborating and Partnering

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

Marks available: 20

4. Building Capability for All

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

Marks available: 20

5. 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.

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 60

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 Clare House during week commencing 12th April 2021. Current Public Health advice however will be followed and this may entail interviews are conducted by remote means in Clare House.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

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

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

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

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

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

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you

should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

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

Documentation

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

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

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

- (i) 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 Property Services Division – PTO Fire Officer 2 post in the NICS the level of vetting is CTC. For this check you will be required to provide the following:

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

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

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;

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

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.

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 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**