

**Candidate  
Information  
Booklet**

**IRC263557**

**Chief Executive, Grade 3  
Construction and Procurement Delivery  
(CPD)**

**Department of Finance (DoF)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 14<sup>th</sup> May 2021***

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

## **Department of Finance (DoF)**

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### **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 important role at the centre of government. Government, citizens and business – we have all faced unprecedented challenges in recent time. My vision is that the department of Finance will be seen as an organisation that reaches out to stakeholders to bring the maximum benefit from the financial resources that are available to the Executive. You will join the leadership team in the department as we work to deliver a range of quality services to the public, businesses and public bodies.

CPD operates in an increasingly challenging and demanding environment. Public procurement expenditure is an important element of the economy in Northern Ireland and represents circa 25% of the financial resources available to the Northern Ireland Executive. There is high expectation that public procurement will support the delivery of the wider policy objectives of the Executive and its Programme for Government.

The Finance Minister has reconstituted the Procurement Board. This, along with the UK's exit from the EU, provides the opportunity to transform public procurement. The Chief Executive will have a leading role in engaging and influencing a wide range of senior stakeholders to maximise the benefit from this transformation process.

Applications are welcomed from eligible candidates.

I hope that you will be inspired to join us and help lead the procurement reform agenda for the public sector.

**SUE GRAY**  
**Permanent Secretary**  
**Department of Finance**

## **BACKGROUND**

### **The Department**

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF) in Northern Ireland. DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

DoF incorporates eight business areas and has approximately 3300 staff, who are located mainly in the Greater Belfast area and in Derry/Londonderry.

The overall aim of the DoF is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”;

In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by DoF can be found at [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

### **Construction and Procurement Delivery (CPD)**

Public procurement expenditure (at circa £3 billion per year) represents approximately 25% of the resources available to the NI Executive. It is therefore an important part of the economy as well as ensuring goods, services and facilities are available to provide public services to citizens.

The Northern Ireland Executive has agreed a public procurement policy for the Northern Ireland Departments, their Agencies, non-Departmental Public Bodies (NDPBs) and Public Corporations.

The NI Executive also agreed to the establishment of a Procurement Board, Chaired by the Finance Minister. CPD was also established as the lead professional body for the development of public procurement in Northern Ireland.

CPD acts as a Centre of Procurement Expertise (CoPE) and as a Central Purchasing body under the Public Contracts Regulations 2015.

CPD provides professional procurement services to a wide range of public bodies. The services provided includes the procurement of supplies, services and construction works; advice on the management of programmes and projects; and a range of property and facilities management services.

CPD works with all government departments to ensure that public procurement policy is up to date and effective. CPD works closely with officials at the Cabinet Office, Scotland and Wales on matters of mutual interest.

This is an exciting opportunity to join CPD at a time of change when the focus is on how professional public procurement can make a difference. You will be able to use your leadership, skills and professional experience to help CPD's teams who are working on projects and contracts from above £30K to multi-million pounds. Our suppliers are local businesses (many small in size) and large national businesses. You will lead in the development of CPD's managers and staff so that they can deliver professional services for a wide range of public sector clients in collaboration with our suppliers.

Further information on public procurement in Northern Ireland is available at [www.finance-ni.gov.uk/topics/procurement](http://www.finance-ni.gov.uk/topics/procurement)

## KEY RESPONSIBILITIES

This is a very high profile role with a unique opportunity to shape the future of a key function of government – public procurement.

Reporting to the Permanent Secretary, Department of Finance, the Chief Executive will be expected to work closely with senior officials in all Northern Ireland departments to ensure that the benefits of modernised approaches to public procurement policy and practice are understood and realised. The Chief Executive will be the lead advisor in public procurement matters (including construction) to the Minister of Finance and the Procurement Board and will be required to build effective working relationships with senior representatives of business and industry.

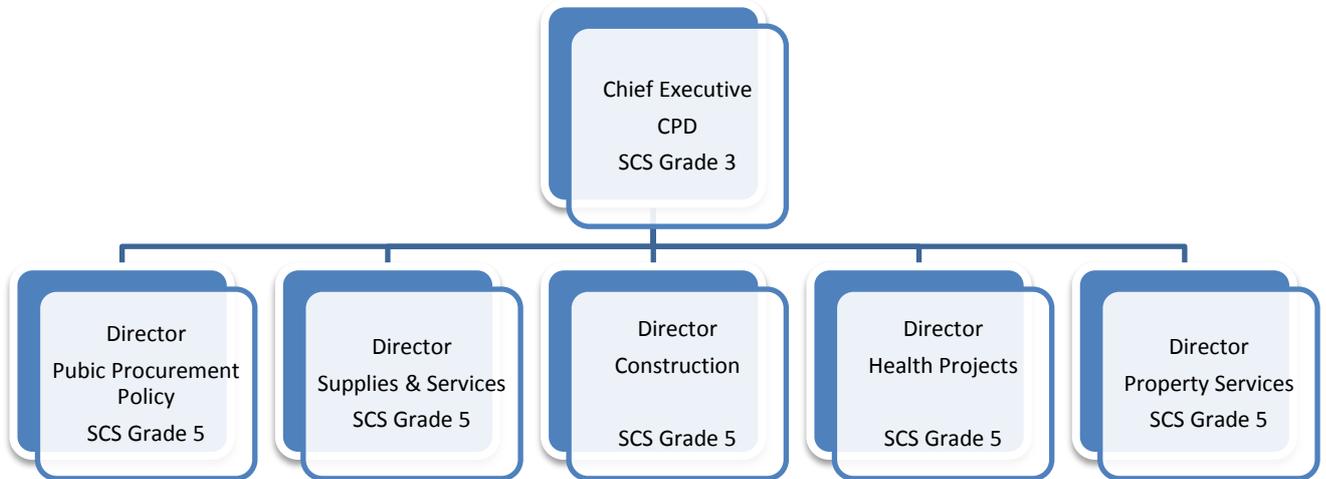
The main areas of responsibility are detailed below:

1. To lead the development, dissemination and monitoring of NI public procurement policy and best practice across Departments and Centres of Procurement Expertise.
2. To work in partnership with Public Bodies to identify how procurement can assist in the delivery of their Programme for Government commitments.
3. To ensure that excellence in construction continues to be embedded in construction procurement and to influence and engage senior stakeholders, to ensure that all procurement activity is delivered in a manner that is compliant, effective and delivers value for money.
4. To ensure that CPD plays a leading role in the delivery of the Investment Strategy for Northern Ireland.
5. To provide strong leadership to manage the CPD Team: building capability, optimising performance; and creating a high performing team culture.
6. To ensure that CPD is a customer focused responsive and flexible organisation which delivers cost effective services to its clients and report on its performance bi-annually.
7. To ensure that CPD meets its budgetary and staffing targets, including the generation of appropriate income.

These responsibilities are spread over 5 Senior Civil Service led Divisions with a mixture of administrative and professional grades.

The CPD Chief Executive is a member of the DoF Departmental Board and is expected to participate fully in the corporate management and control of the Departments and its staff.

An organisation chart for the senior management structure in CPD is set out below



## **MANAGING PEOPLE**

The Chief Executive will be directly responsible for the leadership and management of circa 370 staff which includes a range of professional and administrative grades. The Chief Executive will ensure that staff have the necessary skills and experience to provide the expert advice required by Departments.

The Chief Executive will have to manage a continual change agenda through giving leadership and direction to his/her Team, encouraging innovation and freshness of approach to tasks through effective communication and the motivation of colleagues to achieve performance.

## **RESOURCES**

The Chief Executive will have overall responsibility for the management of CPD's operating budget of circa £17.5m.

## **TERMS AND CONDITIONS**

There is currently 1 full time position available.

This permanent appointment will be to the Senior Civil Service (SCS) group of the Northern Ireland Civil Service (NICS); SCS is the top leadership and management group of NICS.

A merit list will be compiled but will only be used should this post become vacant again during the lifetime of the competition, which is one year.

### **Secondment**

This post may be filled by secondment of the successful candidate from their 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 post holder will normally be based at Clare House, Belfast but some working from home will be expected.

### **Salary**

Salary will be within the range £92,413 - £105,447 (under review).

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

In order to comply with the disclosure requirements in our Annual Accounts, 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 attached to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate who is an existing civil servant and not already a member of the SCS will, on appointment, become a member of the SCS. As a member of the SCS the postholder may, in due course, be transferred to other posts at the same level.

## **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**

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

## **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post holder will be required to work outside of their normal conditioned hours, where necessary, to fulfil the demands of the post.

## **Travel**

As this post requires the applicant to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities. The postholder will be expected to travel throughout Northern Ireland, as well as nationally and occasionally internationally. This may include occasional travel throughout the UK and Republic of Ireland.

## **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Counter Terrorism Check (CTC).

## **Probation**

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may contact Michael Watson by telephone 02890816430 or e-mail at [Michael.watson@finance-ni.gov.uk](mailto:Michael.watson@finance-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Demonstrate a successful track record of delivering demonstrable and measurable service benefits and service improvements to customers.

**AND**

2. Provide evidence that demonstrates application of in-depth knowledge of public procurement legislation, policy and practice covering supplies and services and/or construction procurement; applied in substantial, complex programmes/projects; and delivered within cost and time.

**AND**

3. Be able to demonstrate a strong track record of having successfully discharged responsibilities at senior management level\*\* in a complex\*\*\*, multi-disciplinary\*\*\*\* organisation involved in procurement or construction;

**AND**

4. Be a current member (or higher) of a Chartered Procurement or Construction Professional Body incorporated under or with Royal Charter (for example; Chartered Procurement Professional, or, Registered Architect, Chartered Engineer, Chartered Surveyor or hold a professional qualification of equal standing from another construction profession\*);

*Please note that the successful candidate must remain Registered/Chartered whilst in the post. Checks will be completed with the appropriate professional body to confirm membership status.*

**\*Professional qualification of equal standing:** Applications will be considered from professionally qualified construction professionals who hold equivalent professional status. Please give details of the professional qualification held and reasons why you consider it to be equivalent to the qualification required. The onus is on you to provide the panel with sufficient details of the professional qualification which clearly demonstrates how the qualification you hold is equivalent to that required.

**\*\*Senior Management Level** includes providing detailed advice on, or taking decisions personally or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working either as an employee or advisor.

**\*\*\*Complex organisation** is one that has many business units; processes and procedures; and is subject to governance and oversight.

\*\*\*\***Multidisciplinary organisation** is one that has a staff with varied but complementary experience, qualifications and skills that contribute to the achievement of specific objectives.

## 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 Panel will carry out an objective evaluation of the information provided by candidates in response to **eligibility criterion 1, and then if necessary, eligibility criterion 2**. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.

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

## ASSESSMENT PROCESS

The selection process will include an Assessment Centre, presentation and a competence based interview.

### **Stage 1 – Assessment Centre**

All candidates successful at eligibility sift will attend a Government Commercial Function (GCF) Assessment and Development Centre. This is a range of interviews and simulated role-play exercises that will assess the commercial expertise, skills and capability of individuals against the GCF People Standards for the Profession at Senior Commercial Specialist level.

This will take place over the course of a full day and facilitated virtually by the Cabinet Office. The assessments are scheduled for the 7<sup>th</sup> and 10<sup>th</sup> June 2021. Assessment Centre dates cannot be reconvened therefore if you do not attend, it may not be possible to progress your application. Further details of the assessment centre will be confirmed with the candidates prior to attendance.

For more information on what to expect on the day please visit [Commercial assessment and development centre - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/commercial-assessment-and-development-centre)

**Please note that Candidates must achieve an A through the GCF Assessment and Development Centre in order to progress to the next stage of the selection process.**

### **Stage 2 – Presentation and Interview**

#### **PRESENTATION**

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

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 presentation will be used to assess the **‘Seeing the Big Picture’** competence.

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

#### **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**

## **COMPETENCE BASED INTERVIEW**

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

### **1. 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**

**Minimum Standard: 12**

### **2. Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

**Marks Available: 20**

**Minimum Standard: 12**

### **3. 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. 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. 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**

**Minimum Standard: 12**

#### **4. 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 Updated April 2018 future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

**Marks Available: 20**

**Minimum Standard: 12**

#### **5. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

**Marks Available: 20**

**Minimum Standard: 12**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

### **INTERVIEW DATES**

It is intended that interviews for this post will take place in Belfast during week commencing 21<sup>st</sup> June 2021.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place in accordance with current Public Health Advice. 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](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

You can apply online at [www.nicsrecruitment.org.uk](http://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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **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. 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 EEA & Turkish nationals

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

### **Security**

For this post in the NICS the level of vetting is a Counter Terrorism Check (CTC). For this check you will be required to provide the following:

1. Baseline Personnel Security Standard
  - 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.

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

**As women are currently known to be under represented in senior grades across the NICS, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in 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**