

**Candidate
Information
Booklet**

**IRC264927
Director of European Division
Grade 5
The Executive Office**

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

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

The Executive Office

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

	Page
Foreword	3
Background	4
Key Responsibilities	7
Terms and Conditions	9
Eligibility Criteria	12
Assessment Process	14
Guidance for Applicants	17

FOREWORD

Thank you for your interest in the position of Director of European Division. Since 2001 the Office of the Northern Ireland Executive in Brussels and the European Policy and Coordination Unit have been promoting Northern Ireland's interests with the institutions of the European Union. During that time, the Office has built up extensive networks and relations both with the EU institutions and with delegations from EU Member States, regions, third countries and other organisations, securing levels of access and influence well above that of some other regions. This has been vital to ensure our interests and needs are well understood by EU policy makers and also contributing to attracting investment, helping our businesses secure new markets and opportunities, and promoting cultural and social linkages.

The new Director will, of course, be taking up post at a time when our relationship with the EU is undergoing transformation. As result of the UK's exit from the EU we no longer have formal access through the UK to EU institutions and decision making processes. However, what happens in the EU will continue to be important and there remains strong interest in Northern Ireland from the institutions, Member States and other contacts. This creates new challenges, but also exciting opportunities for the Director to develop new ways of working, to build on our existing relationships and networks, including with UK Mission to Europe, in promoting Northern Ireland across Europe and ensuring we continue to influence decision makers within the EU institutions.

As the world's second largest market, maintaining and strengthening our relationships with the political and corporate communities across the EU will remain vital. The Executive has set out a clear ambition to become an internationally focussed region, making a contribution in the world and being a place to invest, visit or study. In promoting our region, the Director must continually seek out new contacts and be aware of the need to work with the Executive departments, the NI business community and civil society. In that context, the Division's mission is to establish relationships with the EU and across Europe that are mutually beneficial, actively seeking opportunities to promote our capabilities and looking for areas where we benefit practically.

This position is an exciting and challenging one where you can represent and promote the best of Northern Ireland in a context where we have important interests to secure. It will require an individual with energy and drive who can demonstrate a passion for the region and the ability to capitalise on opportunities and have the confidence to communicate with senior decision makers in government, politics and business.

If you possess these qualities and are seeking an exciting and rewarding career opportunity I would invite you to apply for this post.

Andrew McCormick
Director General, International Relations, The Executive Office, Northern Ireland

BACKGROUND

DEPARTMENT

The overall aim of The Executive Office (TEO) is to contribute to and oversee the co-ordination of Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society.

In pursuing this aim, the key interlinked objectives of the Department are:

- Driving investment and sustainable development: Through regeneration of strategic former military sites; promoting effective long-term capital planning and delivery; and, promoting the Executive's policy interests internationally;
- Tackling Disadvantage and Promoting Equality of Opportunity: By driving a programme across Government to promote and protect the interests of people with disabilities, victims and survivors, and other socially excluded groups; addressing inequality and disadvantage; and, drive the delivery of Government responsibilities in a sustainable manner; and
- The effective operation of the institutions of government in the delivery of an agreed Programme for Government: By providing a central source of information, co-ordination and advice to departments on Executive, Assembly, and legislative procedures; co-ordinating and reviewing the Programme for Government; driving the more efficient and sustainable use of capital assets across Government; and, ensuring the structure of public administration is efficient, effective and sustainable.

The Director of European Division will report to the Grade 3 responsible for international relations, which will include all aspects of relationships with the EU. It is intended that the International Relations Directorate will come under the new Permanent Secretary of the Executive Office, though precise arrangements are still being finalised.

EUROPEAN DIVISION

European Division is part of the International Relations Directorate and encompasses the European Policy and Co-ordination Unit (EPCU) in Belfast and the Office of the Northern Ireland Executive in Brussels (ONIEB).

EPCU currently comprises a five person team headed by a Grade 7, who reports to the Director. The Grade 7 is supported by a DP, SO, EO2 and an AO. The role of the unit is:

- Briefing for Ministers and Senior Officials on European policy issues:
- Co-ordinating regional engagement on European priorities to influence EU legislation and developments potentially impacting on Northern Ireland (NI):

- Engaging with new Governance structures post Exit. Including Liaising with key contacts including, Cabinet Office (CO), the Foreign, Commonwealth and Development Office (FCDO), Ministerial Private Offices and officials from the other Devolved Administrations, to ensure that NI views are accurately reflected in UKG positions in a timely manner.
- Monitoring of legislation in relation to the Ireland/Northern Ireland Protocol, including alerting Departments to new or revised legislation covered by the Protocol that falls under their competence or would have an impact on devolved competence, ensuring systems are in place for the transmission of key EU information to Departments, procurement/development and implementation of a new legislation tracking system to ensure NI meets its legal requirements in regard to the Protocol; and, liaison with UKG on the elements of legislation not under devolved competence, secretariat for NI input into UK positions for Joint Committee, Specialised Committee on the Protocol and the Joint Consultative Working Group.
- Engagement with key stakeholders such as senior departmental officials to strengthen relationships on strategically significant and cross-cutting EU policy issues, the TEO Assembly Committee, the North/South Ministerial Council on European issues, co-ordinate North/South policy briefings on European matters with the Irish Department of Foreign Affairs and Trade (DFAT), Co-ordinate inward visit programmes for influential thinkers and key decision-makers on European matters.
- Promote local government and civil society engagement on European matters.
- Strengthening relationships with TEO EU Future Relations Division (EUF RD) and all departments working on Brexit issues to ensure that issues at the interface between Brexit policy and delivery and ongoing EU business work are addressed.

The role of ONIEB is primarily to strengthen the relationship between NI and the EU institutions. The staff of the Office is drawn from a range of Departments of the NI Executive and, in common with staff in the Scottish Executive Office and Welsh Assembly Office, members of staff are formally linked to UK Permanent Representation (UKRep) and normally have diplomatic status. It provides the main liaison point between NI Ministers and the EU Institutions, assists and facilitates NI Departments in their relations with EU bodies and aims to ensure that NI's interests are represented.

The Office currently comprises 14 posts (including this one), along with 2 other posts funded by Invest NI. The Director (G5), Deputy Director (G7) and Senior Liaison Officer (DP) post holders are employees of TEO.

Three Senior Policy Officers are drawn from a range of Departments to focus on EU policy priorities for the Executive. A Grade 7 covering agriculture and fisheries is funded by the Department of Agriculture, Environment and Rural Development (DAERA).

The posts detailed above are held by NI Civil Servants. In addition to these, an Office Manager, Administration and Finance Assistant and Secretary/Receptionist are locally engaged in Brussels as well as two graduate intern posts who are recruited each year.

The aims of the Brussels Office are:

- To assist the NI Executive to further the aims of its programme for Government through building a diverse network of contacts within and around EU institutions and supporting NI's access to and engagement with the EU.
- To assist NI Departments to contribute to and draw on EU Policy development and implementation in relation to their core business and priorities and to assist with the region's participation in European programmes.
- To promote NI in Europe as a confident, capable and outward-looking region, with particular strengths and experiences of value elsewhere.
- To support the NI Executive through negotiations relating to the outworking of the UK's new relationship with EU.
- To support NI's Departments and other key partners in exploring the opportunities of the UK's future relationship with the EU.

KEY RESPONSIBILITIES

The Director will be responsible for managing the NI Executive's relationship with the EU, developing the strategy for NI's engagement with the EU, identifying and forming constructive relations with senior decision makers in the EU and its Member States as well as other key influencers in other European and International organisations in our targeted sectors.

Through their influence, the Director will be responsible for building and enhancing relationships between the EU and the NI Executive that will support our Programme for Government objectives. This will include initiating and developing strategic visit programmes for NI Executive Ministers and Senior Officials incorporating meetings, initiating, managing and delivering a series of public diplomacy events and economic, cultural and social programmes to raise the profile of NI in the EU amongst key decision makers.

The Director will be responsible for establishing and managing effective relations in Brussels with:

- the UK Mission to the EU;
- the Irish Permanent Representative to the EU;
- other relevant delegations in Brussels including EU Member States and their regions, third countries, and business or stakeholder organisations; and;
- the UK and Irish Embassies to Belgium.

The role also involves engagement in the UK through effective networks across NICS Departments to support them on EU matters as well as with UK Government and the other Devolved Administrations to ensure the Executive's interests on EU matters are fully represented.

The Director will also be responsible for supporting NICS Departments in ensuring the fulfilment of our obligations as set out in the UK-EU Withdrawal Agreement and supporting the Executive in its formal and informal engagement with the governance of the Agreement including participation in the Joint Committee, Specialised Committee and Joint Consultative Working Group.

These responsibilities include:

- Advising the Executive on the developments in the EU that are of importance to NI, including the priorities of the successive Presidencies, and the changes of mandate of the Commission and Parliament and ensuring that NI Ministers and Departments have a long term view of the EU's priorities.
- Leading a team in Brussels in gathering and disseminating information and intelligence to support the policy needs of NI Ministers and Departments in a range of policy areas, inter alia:
 - EU ongoing business – managing the policy team and contributing to the identification of strategic priorities for NICS Departmental policy leads.

- Providing intelligence and analysis on the issues relating to the Withdrawal Agreement and Trade and Co-operation Agreement to supporting EUFRD and Brexit teams from other Departments in their engagement on issues of importance for NI.
- Ensuring that NI interests are considered in the working of EU institutions and facilitate upstream engagement on areas of EU policy that have been identified as strategically important for NI. This involves contact with the EU Commission, UK Government officials, MEPs and members of EU advisory committees.
- Chairing the cross-departmental group on the monitoring and tracking of relevant EU legislation and providing a liaison between the NICS and central UK Government (including CO and FCDO) on EU legislation issues.
- Initiating and developing an EU public diplomacy and engagement strategy.
- Representing NI at meetings, and in other ways contributing to raising the positive profile of NI.

The above is given as a broad range of duties and is not intended to be exhaustive. It is important to note that the responsibilities may change to meet the evolving needs of the role.

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy. This is a permanent appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service (NICS) top leadership and management resource.

A merit list will be compiled and further appointments may be made should this position become vacant during the lifetime of the competition which is for one year.

Duration of Appointment

This is initially a three-year posting with the possibility of further extension, with the agreement of all parties. Once the agreed tenure in Brussels is complete, the successful candidate will return to NI to take up another position within the NICS.

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 be based in the Office of the NI Executive, Brussels.

Salary

Salary will be within the range £71,932 - £82,464 (under review).

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

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future

disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

Allowances

A Directors Allowance currently worth £4,500 per annum will be payable to the successful candidate and is liable to Tax and National Insurance contributions. NICS Terms and Conditions will apply to this post. A copy of the NICS Policy on Postings Outside Of The UK is available by contacting TandS@finance-ni.gov.uk

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

This job however requires a significant amount of evening and weekend work and the successful candidate will be expected to host or attend out-of-hours events.

Travel

Travel locally, nationally internationally is a requirement of this post.

Health Requirements

This appointment will be subject to a satisfactory medical and dental examination of the successful candidate (and their family if applicable).

Diplomatic Status

It is a condition of appointment that the successful candidate is granted diplomatic status.

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 Terrorist 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.

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 Andrew Elliott on +1 202 340 3363 email aelliott@nibureau.com

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, be able to demonstrate that they have **ALL** of the following:

1. A minimum of 3 years' experience and evidence gained at senior management* level, of building and maintaining effective partnership and collaborative working with diverse stakeholder groups, that has resulted in the delivery of successful outcomes for your own organisation and for other partners.

AND

2. A minimum of 3 years' experience and evidence at senior management* level, of leading the development and/or implementation of policy or strategy within a complex and diverse organisational environment**.

AND

3. Demonstrable knowledge and understanding of the political context in Northern Ireland and the operation of the institutions of Government;

AND

4. Excellent oral and written communication skills, including experience of developing and presenting high level briefings, guidance and submissions to a wide range of stakeholders, at senior management level*, for example; Board Level, Ministers, Assembly Committees.

Definitions

* **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 (typically the main board) with which an individual is working, either as an employee or advisor.

** **A complex organisation** in this context is defined as a multi-functional organisation delivering a wide range of objectives, which requires a high level of collaboration with both internal and external stakeholders

SHORTLISTING CRITERION

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 criterion will be used in the order listed:

1. 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. 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**

ASSESSMENT PROCESS

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

PRESENTATION

As part of the interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. The subject of the presentation 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 date of interview.

Applicants may bring prepared speaking notes only into the interview to deliver the presentation. No other materials or visual aids will be permitted.

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

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

COMPETENCE BASED INTERVIEW

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

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: 30

Minimum standard: 18

2. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging

with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks available: 30

Minimum standard: 18

3. 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

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. 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

5. Collaborating and Partnering

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

Total Marks Available: 120
Overall Pass Mark: 72

It is intended that interviews for this post will take place in Belfast during week commencing 21st June 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. Please note that this competition will be run to a tight timeframe and requests for reschedules **may not** be possible.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 5.

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

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

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

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,

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 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.

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is Counter Terrorist Check (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;

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.

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 women are currently known to be under represented in this grade 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 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**