

**Candidate
Information
Booklet**

**IRC265219
Senior Lecturer Veterinary Nursing
Inspector Grade II
College of Agriculture, Food and Rural
Enterprise (CAFRE)
Department of Agriculture, Environment and
Rural Affairs (DAERA)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 23rd July 2021***

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

**Department of Agriculture,
Environment and Rural Affairs
(DAERA)**

**Sustainability at the heart of a living,
working, active landscape valued by
everyone**

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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BACKGROUND

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland. The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a Knowledge Advisory Service for farmers and growers and a Veterinary Service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (DEFRA) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

DAERA has responsibility for environment, the Green Growth agenda and climate change, food, farming, fisheries, marine, forestry, rural development and sustainability policy. The Department supports the development of thriving rural communities; the conservation and enhancement of the environment; the sustainable development of a £5 billion agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land. Given the importance of the EU exit agenda to these sectors and activities, DAERA is at the centre of the transition arrangements.

DAERA VISION AND STRATEGIC GOALS

Vision

“Sustainability at the heart of a living, working, active landscape valued by everyone”.

Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sectors.
- A clean, healthy environment, benefiting people, nature and the economy.
- A thriving rural economy, contributing to prosperity and wellbeing.

How we operate:

- A well led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Food and Farming Group
- Corporate Services and Contingency Planning Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group
- Rural Affairs, Forest Service & Estate Transformation Group

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)
- Forest Service

The Department also sponsors a number of Non Departmental Public Bodies (NDPBs) including the Agri-Food and Biosciences Institute (AFBI).

The [Permanent Secretary](#) of DAERA is Dr Denis McMahon.

FOOD AND FARMING GROUP

Food and Farming Group (FFG) is responsible for the following high-profile DAERA wide programmes and initiatives:

- Development of Departmental policy in relation to programmes to support growth in the agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Commissioning and management of the Department's science programme and sponsorship of the Agri-Food and Biosciences Institute.

The College of Agriculture, Food and Rural Enterprise

[CAFRE](#) is a Division within the Food and Farming Group in DAERA with campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown).

The College provides education, knowledge transfer and innovation programmes to the Northern Ireland agriculture, food, horticulture, equine and rural enterprise sectors. This is achieved through the delivery of:

- Further and Higher Education Programmes;
- Knowledge Transfer and Innovation Schemes;
- Knowledge and Technology Transfer;
- Benchmarking; and

- Industry Training.

CAFRE provides education and training programmes as well as business development, knowledge and technology transfer functions. CAFRE has an annual budget of approximately £23m (excluding capital) and 410 staff located at its three campuses and in DAERA offices across Northern Ireland.

A further key role for CAFRE is the provision of technical support to DAERA and other Government Departments. Details of each aspect of work are set out below:

Further and Higher Education programmes

The current portfolio of full-time and part-time courses offered by CAFRE includes:

- Level 2 through to Honours Degree in Agriculture, (including Land-based Engineering at Level 3).
- Level 2 through to Honours Degree in Equine Studies.
- Level 2 through to Honours Degree in Food Technology, Food Innovation & Nutrition and Food Business Management.
- Level 2 through to Honours Degree in Horticulture.
- Levels 2 and 3 in Veterinary Nursing.
- Postgraduate courses in Business for Agri-Food and Rural Enterprise.

Knowledge Transfer and Innovation Schemes

CAFRE has responsibility for the development and delivery of the Knowledge Transfer and innovation elements of the Farm Business Improvement Scheme, which is funded under the RDP. Four knowledge transfer programmes are being delivered, namely Business Development Groups, Farm Family Key Skills, Farm Innovation Visits and Technology Demonstration Farms. Within the Business Development Groups scheme 3,000 farmers and growers work together in groups using a peer-learning approach to enhance their technical knowledge and business planning skills. Through the Farm Family Key Skills scheme, over 15,000 participants will have the opportunity to improve their skills in key areas of farm business management, such as Health and Safety, IT, Animal Health and Business Planning. In addition the Farm Innovation Visits scheme gives farmers the opportunity to visit farms outside Northern Ireland and to view first-hand innovative technologies and working practices that have the potential for adoption on their own farms. The Technology Demonstration Farms scheme aims to establish a network of demonstration farms across Northern Ireland through which over 5,000 participants will receive training, to support the adoption of new technologies by agriculture and horticulture businesses. CAFRE also has responsibility for the delivery of the European Innovation Partnership scheme, which aims to minimise barriers to innovative actions, by streamlining and simplifying the research and innovation chain, at farm or business level through partnership and cooperation.

Knowledge and Technology Transfer

Knowledge and technology transfer equips those working in the agri-food industry with the knowledge, skills and experience to adopt appropriate technologies and systems within their businesses from which economic, environmental, health and safety and animal welfare benefits will accrue.

Benchmarking

CAFRE has developed a range of benchmarking tools for farmers and growers. These provide participants with a standard way of analysing performance data using on-line databases thus enabling them to compare their performance with other similar businesses. Based on this information and supported by CAFRE Advisers, they can set realistic targets and monitor the progress of their business.

Industry training

CAFRE industry training programmes are delivered to those already working in the agri-food industry and are offered in a wide range of subject areas including agriculture, equine, food, horticulture, and environmental protection.

KEY RESPONSIBILITIES

The post holder will report to the Head of Agriculture Education Branch. The main duties and responsibilities of the post holder will include:

- Effectively leading the development, delivery and management of CAFRE's Veterinary Nursing provision to meet the requirements set by Awarding Organisations and the RCVS.
- Effectively promoting and recruiting for Veterinary Nursing courses to meet enrolment targets.
- Developing and delivery Continuous Professional Development opportunities for those working in the Veterinary Nursing profession.
- Developing and maintaining effective working relationships with key College partners and industry stakeholders to promote CAFRE's education provision.
- Effectively leading and developing the Veterinary Nursing delivery team to achieve operational targets.
- Budgeting, allocating and monitoring the use of available financial resources for the efficient and effective delivery of all areas of work.
- Other duties in line with the needs of DAERA, including driving a Departmental vehicle - (as this is a teaching post based in CAFRE, the successful candidate may be required to drive a Department minibus).

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 is currently one permanent full time vacancy.

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.

Location

This post will predominantly be based at CAFRE Greenmount Campus.

Salary

Salary will be within the range £40,271 - £43,343 (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 public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. In addition, the duties of the posts may involve some work outside normal office hours including evenings and weekends and also short periods of work outside Northern Ireland.

Travel

As the post will require the successful candidate to travel on official duty, they must have access to a form of transport, which will enable them to fulfil their responsibilities. The post holder may be required to travel throughout Northern Ireland and on occasions travel within the UK, ROI and further afield.

Driving Duties

As the post is based in a CAFRE campus delivering education programmes, the post holder may be required to drive a Department minibus as part of their duties and must therefore have a full current driving licence.

As a condition of employment, the successful candidate may be required to obtain a licence within 2 years of taking up this appointment (and maintain the licence thereafter) if they do not already hold a driving licence entitling them to drive a minibus. Appropriate training will be provided by CAFRE.

Vetting

The successful candidate will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

Medical

The successful candidate will be required to pass a Driver's Medical assessment.

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.

The successful candidate will be expected to undertake essential training as identified by the Department and proactively seek out and undertake activities associated with their continuous professional development, including availing of membership of approved professional bodies.

The successful candidate will be required to attend training in the requirements of the Special Educational Needs and Disability (Northern Ireland) Order 2005

and in Safeguarding Children and Vulnerable Adults and fully implement the requirements of both in their work.

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 Siobhan Sheppard on 07795303731.

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:

1. (a) Have at least a Bachelor's honours degree (2:2 classification) or equivalent qualification, in Veterinary Nursing

OR

1. (b) Have a degree in Veterinary Science or an equivalent qualification

AND

2. (a) Be a Registered Veterinary Nurse with the Royal College of Veterinary Nursing (RCVS)

OR

2. (b) Be a Member or a Fellow of the Royal College of Veterinary Surgeons (MRCVS/FRCVS)

OR

2. (c) Be eligible to seek membership of the RCVS*

* Please note that the successful candidate, if not already fully registered with the RCVS, will be required to obtain registration in a timescale deemed reasonable by the Department and prior to taking up appointment, and must remain on the register while in the post.

AND

3. Have at least two years' post qualification experience in **one** of the following areas:

- delivering and assessing education and training programmes, or;
- the delivery or provision of veterinary nursing programmes / services.

AND

4. Possess a full and current driving licence enabling the licence holder to drive a car in Northern Ireland.

Applications will also be considered from applicants with relevant formal qualifications/professional membership considered by the selection panel 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 the panel with details of modules studied etc so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

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 selection process candidates will be required to make a presentation lasting no longer than 6 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

The panel will stop the applicant when 6 minutes have elapsed. The panel will ask question(s) after the presentation to clarify understanding of a point(s).

Applicants should fully prepare their presentation in advance as no preparation time will be provided on the day of interview. Applicants may only bring prepared notes into the interview to deliver their presentation. Applicants are not permitted to deliver the presentation electronically, nor should they provide any hand-outs or other materials to the panel.

The presentation and the questions will be used for the assessment of 'Seeing the Big Picture' competency.

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.

Marks available: 30

Minimum Standard: 18

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.

1. 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 to support service delivery.

Marks available: 20

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.

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. 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

4. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people. It requires the ability to work collaboratively sharing information and building supportive relationships with colleagues and stakeholders.

Marks available: 20

5. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 20

Overall Marks Available: 140

Pass Mark: 84

INTERVIEWS

It is intended that interviews for this post will take place via Webex during week commencing 30th August 2021.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

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. Failure to provide the appropriate documentation when requested will result in your application being rejected.

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 an Enhanced Access NI. 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;

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

The Enhanced Access NI check will also include a Barred List Check for both adults and children.

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.

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.

Applications from males, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

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**