

**Candidate
Information
Booklet**

IRC266143
**Deputy Principal, Communications and
Engagement Manager, Public Prosecution
Service (PPS)**
**Deputy Principal, Communications
Manager, Northern Ireland Courts and
Tribunals Service**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 15th October 2021***

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

***Public Prosecution Service (PPS)
& Northern Ireland Courts and
Tribunals Service (NICTS)***

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

On behalf of the Public Prosecution Service (PPS) and the Northern Ireland Courts and Tribunals Service (NICTS), we would like to thank you for your interest in this joint competition for the roles of Communications and Engagement Manager in the PPS and Communications Manager in the NICTS.

Both organisations offer an interesting and dynamic career where your experience and knowledge will be recognised and where you can immediately contribute to the future success of your organisation. In the months and years ahead, there will be significant change within the justice system in Northern Ireland, including criminal justice and both the PPS and NICTS will be at the forefront of many of the key reform initiatives.

We are grateful to you for the interest you have shown in the posts of Communications and Engagement Manager in the PPS and Communications Manager in the NICTS. We hope that the information in this pack is helpful and encourages you to apply for these vital senior positions.

Further information on the PPS can be found on our website at www.ppsni.gov.uk. Information on the NICTS can be found on our web page at <https://www.justice-ni.gov.uk/topics/courts-and-tribunals>.

Stephen Herron
Director of Public Prosecutions
For Northern Ireland

Glyn Capper
Acting Director
Northern Ireland Courts and
Tribunals Service

BACKGROUND

Public Prosecution Service (PPS)

The PPS is the principal prosecuting authority in Northern Ireland. In addition to taking decisions as to prosecution in all cases initiated or investigated by the police, it also considers cases initiated or investigated by other statutory authorities, for example HM Revenue and Customs.

The PPS sits at the heart of the criminal justice system. The PPS works in partnership with the Department of Justice; the Northern Ireland Courts and Tribunals Service; the Northern Ireland Prison Service; the Police Service of Northern Ireland; the Probation Board for Northern Ireland; and the Youth Justice Agency, as part of the Criminal Justice System Northern Ireland.

Accountability and Governance Arrangements

Since the devolution of policing and justice to the Northern Ireland Assembly in April 2010, the PPS has been designated as a non-ministerial government department. Funding for the PPS is provided by the Northern Ireland Assembly and, as Accounting Officer for the Service, the Director of Public Prosecutions (DPP) is responsible for ensuring that the public monies provided are used efficiently and effectively. The PPS budget for 2021/22 year is approximately £35 million.

The PPS Management Board supports the Director in his leadership of the PPS and in reaching decisions on the strategic direction of the PPS, the development and implementation of appropriate strategy and in meeting his corporate governance responsibilities. The Board comprises the Director (as Chair), Deputy Director, two Senior Assistant Directors and two independent Non-Executive Directors.

PPS Services

The primary role of the PPS is to reach decisions to prosecute or not to prosecute and to have responsibility for the conduct of criminal proceedings. Additional services are also available which have been designed to enhance the effectiveness of the PPS, including the provision of prosecutorial and pre-charge advice.

Organisational Structure

The PPS is a regionally based organisation. There are two regions:

- Belfast and Eastern; and
- Western and Southern.

Each region is headed by an Assistant Director (AD). The AD is responsible for working with the courts and the police to provide a high quality prosecution service in their area. The regions deal with a wide range of cases, from the less serious summary cases, which are heard in the Magistrates' Courts, through to more serious indictable cases which are heard in the Crown Court.

In addition there are four legal sections, based in PPS Headquarters, which are also headed at AD level. These sections are as follows:

- Serious Crime Unit deals with a range of the most serious offences including murder, manslaughter, rape and other serious sexual offences, human trafficking, prostitution and related offences.
- Central Casework Section deals with some of the most high profile and difficult cases in Northern Ireland, including files relating to terrorism and organised crime.
- Fraud and Departmental Section deals with serious and complex fraud files submitted by the police, as well as files from Government Departments and agencies.
- Appeals and International Section deals with a range of specialist legal matters, including High Court bail applications, restraint and confiscation orders, extradition, internal letters of request, judicial reviews, appeal to the Court of Appeal and cases referred by the Criminal Cases Review Commission.

Corporate Services is responsible for the organisation's support services such as:

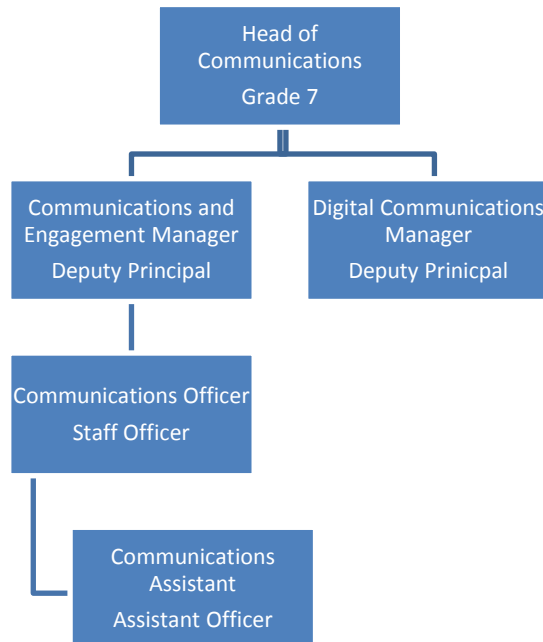
- Finance;
- Resource Management Team;
- ICT;
- Victim and Witness Care Unit (VWCU);
- Policy & Information;
- Strategic Improvement Team;
- and the Communications Unit

The PPS completed a major transformational change programme in recent years to improve the delivery of its services to all communities across Northern Ireland.

As part of this programme, the PPS strengthened its communications capacity with the development of a Communications Unit which is responsible for all internal and external communications.

The Communications and Engagement Manager will support the Head of Communications in the implementation of a recently adopted Communications and Engagement Strategy. The Manager will be a senior and experienced professional who will ensure the delivery of a high quality communications service to the organisation.

An Organisation Chart for the Communications Team is presented below.



PPS Staffing

All members of staff are Northern Ireland Civil Servants (NICS).

The current staff complement of the PPS is 486, which includes approximately 150 legal posts.

Northern Ireland Courts and Tribunals Service (NICTS)

NICTS is an Agency within the Department of Justice (DoJ), sponsored by the Access to Justice Directorate. NICTS plays a critical frontline role within the justice system, employing around 830 staff across 24 locations throughout Northern Ireland. Our aim is to serve the community through the administration of justice.

The role of NICTS is to:

- provide administrative support for Northern Ireland's courts, tribunals and Parole Commissioners and the Planning Appeals and Water Appeals Commission;
- support an independent Judiciary;
- provide advice to the Minister of Justice on matters relating to the operation of the courts, tribunals and the Enforcement of Judgments Office (EJO);
- enforce civil court judgments and collect and enforce outstanding financial penalties imposed (or registered) by a criminal court;
- manage funds held in court on behalf of minors and patients;
- provide high quality courthouses and tribunal hearing centres; and
- act as the Central Authority under certain international conventions.

Organisational Structure

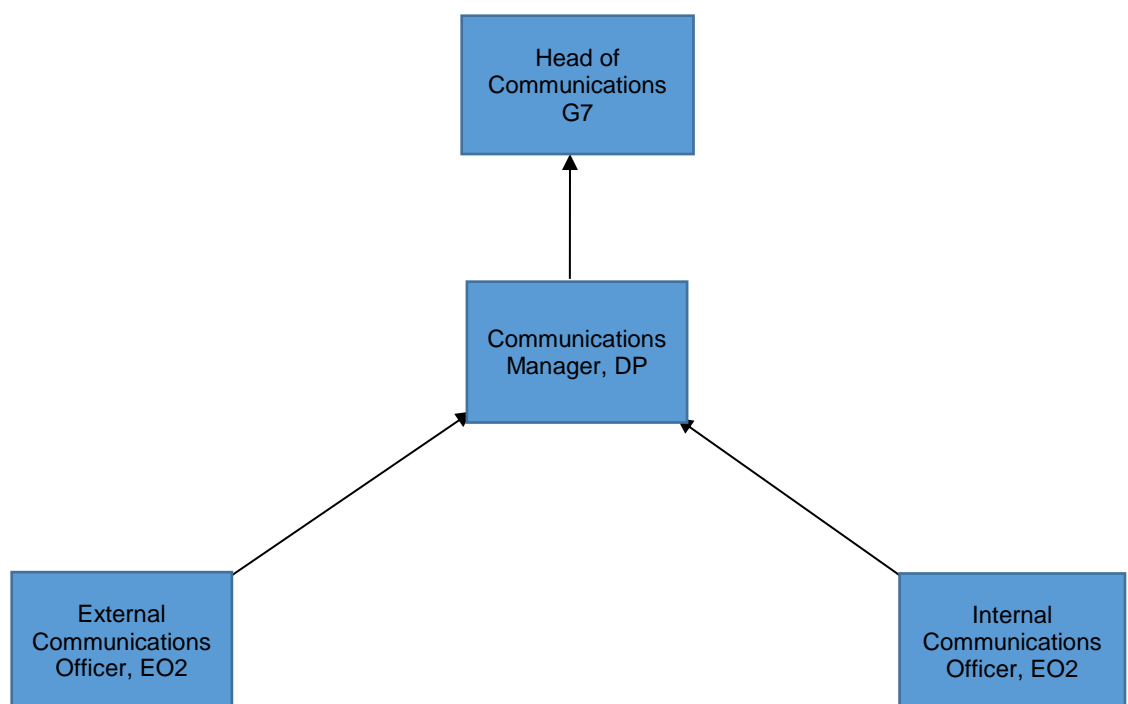
The Director of NICTS, through the senior management team, is responsible for the day-to-day operation of the Agency and the leadership and management of its staff. A Chief Operating Officer and a Chief Modernisation Officer report to the Director who also works closely with the Principal Private Secretary to the Lady Chief Justice and the Head of the Legacy Inquest Unit. The Chief Operating Officer oversees Courts Operations, Tribunals and Enforcements, Corporate Services and the Historical Institutional Abuse Redress Board. The Chief Modernisation Officers leads a team dedicated to modernisation comprised of staff responsible for Digital Modernisation, Service Redesign, Estates Management and Modernisation, People and Business Change, Communications and Engagement, an Economic Advisory Team and the Portfolio Management Office.

NICTS has embarked on a Modernisation Programme whose overarching aim is to deliver court and tribunal services that work for everyone; increase the effectiveness of the justice system and increase and improve access to online court and tribunal services. Success will mean better access to justice services, better outcomes for citizens through a more proportionate system, better use of technology and faster end-to-end completion of cases.

The Communications Unit will serve the entire organisation but it will have a critical role to play in advancing the modernisation agenda and will sit within the

Modernisation portfolio structure. The Communications and Engagement Manager will support the Head of Communications in the development and implementation of NICTS communications and engagement workplans and strategies. The post holder will play a critical role in engaging with a complex and diverse range of internal and external stakeholders and will be required to build the trust and confidence of stakeholders through effective and timely communication as NICTS progresses its significant programme of modernisation. The Manager will be a senior and experienced professional who will ensure the delivery of a high-quality communications service to the organisation.

An organisational chart for the NICTS Communications Team is presented below.



Accountability and Governance Arrangements

The NICTS Board (the Board) oversees the work of NICTS. Its membership is drawn from the Senior Management Team and two independent members. Although not Board members, the Head of the LIU and the Principal Private Secretary to the Lady Chief Justice attend the Board and members of the judiciary nominated by the Lady Chief Justice also attend.

NICTS Staffing

All members of staff are Northern Ireland Civil Servants (NICS).

NICTS has in total approximately 830 members of staff, with the majority delivering frontline services at courthouses, tribunal centres, EJO, Fine

Collection Service, Court Funds Office (CFO), Parole Commissioners Secretariat and Planning Appeals Commission and Water Appeals Commission (PACWAC).

KEY RESPONSIBILITIES

COMMUNICATION AND ENGAGEMENT MANAGER (PPS)

The Communications and Engagement Manager (Deputy Principal) in the PPS will work under the supervision of the PPS Head of Communications (Grade 7). They will be expected to contribute to the development and maintenance of the PPS's communications processes by:

- Assisting the Head of Communications in implementation and evaluation of the PPS Communications Strategy and associated plans.
- Supporting the Head of Communications to maintain and develop effective engagement with a variety of stakeholder audiences including the media, political representatives, criminal justice agencies and victim representative groups.
- Developing integrated strategic communications plans to meet organisational objectives with an understanding of different audiences including media, stakeholder and digital audiences.
- Providing authoritative communications and media handling advice to senior PPS officials, in conjunction with the Head of Communications.
- Acting as a main point of contact for the media, researching and contextualising enquiries to identify appropriate responses including rebuttal.
- Managing relationships with the media including briefing journalists.
- Being part of an out of hours on call rota.
- Preparing written communications, including speeches, news releases, briefing materials, lines to take, statements, press releases and articles on complex and sensitive topics.
- Providing advice to colleagues and senior officials on managing and building good working relationships with key stakeholders, customers and partners.
- Leading in the development of the PPS's stakeholder communications strategy, including the PPS Stakeholder Engagement Forum.
- Liaising with counterparts in the wider criminal justice system and developing these relationships to meet communications and organisational objectives.
- Briefing and managing relationships with external suppliers as required.
- Working with the Digital Manager to contribute to integrated digital plans as required.

- Ability to work independently and as part of a team under time pressure, demonstrating sound judgment and with a high degree of accuracy.
- Line management of the Communications Officer (Staff Officer).

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

KEY RESPONSIBILITIES

COMMUNICATIONS MANAGER (NICTS)

The Communications Manager (Deputy Principal) in NICTS will work under the supervision of the NICTS Head of Communications (Grade 7). They will be expected to contribute to the development and maintenance of the NICTS' communications processes by:

- Assisting the Head of Communications in the development, implementation, review and evaluation of NICTS Communications and Engagement Strategies and associated plans.
- Supporting the Head of Communications to maintain and develop effective engagement with a variety of stakeholder audiences within NICTS and DoJ, the judiciary, the media, political representatives, criminal justice agencies and victim representative groups.
- Building strong relationships with colleagues across NICTS and with other strategic partners to ensure there is a fully integrated and consistent approach across all communications activity.
- Assisting the Head of Communications in the engagement with all parts of the business in NICTS to understand their strategic and operational internal and external communications and engagement needs.
- Developing integrated strategic communications plans to meet organisational objectives with an understanding of different audiences including media, judicial, stakeholder and digital audiences.
- Providing authoritative communications and media handling advice to senior NICTS officials, in conjunction with the Head of Communications.
- Acting as a main point of contact for the media, researching and contextualising enquiries to identify appropriate responses including rebuttal.
- Managing relationships with the media including briefing journalists.
- Preparing written communications, including speeches, news releases, briefing materials, lines to take, statements, press releases and articles on complex and sensitive topics.
- Supporting the Head of Communications in the development of effective and engaging internal communications channels within NICTS, including the Intranet and the development of new communications tools for engaging staff.
- Contributing to the development of internal communications and engagement strategies that support the delivery of NICTS services, its Modernisation Portfolio projects, its Vision Statement and are consistent with NICTS's vision and values.

- Leading and overseeing the development and delivery of communications for internal engagement events/projects, as required, including branding, sponsorship, photography and co-ordination and control of the marketing of events. This will include planning, writing and editing content for a variety of internal communications channels.
- Promoting the continuous improvement of online content and other communication guidelines, through industry best practice, regular reviews and evaluation of practices to shape future approach.
- Contributing to the development of visually impactful social media content for NICTS and corporate communications tools, including the regular sense checking of how effective they are as communications channels through surveys.
- Advising on the design of all internal and external communications undertaken by NICTS. The role holder will also assist the Head of Communications in reviewing brand guidelines for the organisation and ensuring they are upheld.
- Providing advice to colleagues and senior officials on managing and building good working relationships with key stakeholders, customers and partners.
- Liaising with counterparts in the wider criminal justice system and developing these relationships to meet communications and organisational objectives.
- Assisting in the creation, implementation and management of a stakeholder engagement strategy for the NICTS Modernisation Portfolio and the wider organisation and also the development of individual engagement strategies for NICTS modernisation projects.
- The role holder will advise the Head of Communications on internal and external stakeholder management, build and manage key stakeholder relationships which help inform, improve and shape strategy.
- Assisting in the development and delivery of external stakeholder engagement workshops and events, strategies and action plans.
- Assisting in the development of stakeholder intelligence including the mapping of key organisations and individuals on Stakeholder Lists for modernisation and the wider organisation, the communication channels they operate and the close monitoring of key political developments that may impact NICTS operations.
- Leading and overseeing the development and implementation of appropriate customer research and communication evaluation activities to monitor effectiveness of messaging and engagement around key NICTS activities and announcements.

- Assisting in the preparation of various briefing material and attendance at Portfolio, Programme and Project Boards and relevant events, providing communication support for the delivery of programmes.
- Advising and supporting the Head of Communications in the identification of significant risks and other issues arising and any controls necessary to reduce risks and ensure the Portfolio remains on target.
- Monthly reporting, reviewing processes and progress and reporting on budgets for the relevant cost centres.
- Line management of the communications staff at EO2.

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

TERMS AND CONDITIONS

There are currently two permanent, full time vacancies, Communications and Engagement Manager in the Public Prosecution Service and Communications Manager in the Northern Ireland Courts and Tribunals Service.

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

Location

The Communications and Engagement Manager post in PPS will be based at Belfast Chambers, 93 Chichester Street, Belfast BT1 3JR.

The Communications Manager post in NICTS will be based at Laganside House, 23-27 Oxford Street, Belfast BT1 3LA.

Salary

Salary will be within the range £39,748 - £42,639 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. Most offices work flexi-time.

The successful candidates will be required to work outside normal working hours, when necessary to facilitate business needs. The successful candidates may be required to participate in an on call rota, including weekends and Bank/Public Holidays which attracts the appropriate allowance.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout Northern Ireland will be required on a regular basis. Travel nationally may also be required.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for these posts is Counter Terrorist Check.

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 Communications and Engagement Manager post in PPS before deciding to apply may telephone David Hamilton on 02890 264596 or email david.hamilton@ppsni.gov.uk

Applicants wishing to learn more about the Communications and Engagement Manager post in NICTS before deciding to apply may telephone Karen Wallace on 02890 728289 ext. 74189 or email Karen.wallace@courtsni.gov.uk

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

1. At least three years' practical experience, gained within the last seven years, in a direct public relations or communications role.

AND

2. At least one year's practical experience*, gained within the last five years, with a focus on dealing with sensitive, high profile media issues including rebuttal and handling of reputational risk.

AND

3. Demonstrable experience, gained within the last five years, of working with internal **and** external stakeholders to develop and implement an integrated communication plan or project using a variety of external **and /or** internal channels.

AND

4. Demonstrable experience in managing staff in a team environment to meet the organisation's objectives.

*Practical experience is defined as actually having undertaken the work rather than having knowledge and understanding of the work.

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 strength and breadth of evidence provided in response to eligibility criteria 1.

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

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 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 use speaking notes if desired to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be used to assess the **Collaborating and Partnering** competence.

1. Collaborating and Partnering

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

Marks available: 40

COMPETENCE BASED INTERVIEWS

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

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

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: 20

3. 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: 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.

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. 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.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS

It is intended that interviews for this post will take place via Webex during November 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. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

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 settled 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

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ['share code'](#) here

Category v - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

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

Security

1. Baseline Personnel Security Standard

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

- a) Your passport OR

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

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

- 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.

Applications from Protestants, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcome 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**