

**Candidate
Information
Booklet**

IRC266468

**Director of Northern Ireland Food Animal
Information System
Grade 5**

**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 24th September 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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FOREWORD

The Department of Agriculture, Environment & Rural Affairs (DAERA) is seeking to recruit a senior professional for an exciting opportunity at Director (Grade 5) level.

DAERA has a vision of “**sustainability at the heart of a living, working, active landscape valued by everyone.**” This vision underpins everything we do as we seek to: enhance our environment; grow a sustainable, vibrant economy; and support the development of thriving rural communities. At the heart of our work is a desire to make DAERA a great place to work, with engaged people delivering against a Twenty First Century agenda.

The successful candidate will work at the highest levels in the Northern Ireland Senior Civil Service (NICS), in an organization that is well led, high performing and outcome focused in delivering for the public. This is a job for an individual with a proven track record of decision making, leadership and developing strong partnerships internally and with a range of external stakeholders and delivery partners. The post holder will work closely with other senior professionals as part of a multi-disciplinary Senior Management Team, and provide engaged, effective leadership to the Central Service and Contingency Planning policy and delivery Group at a time of cultural, structural and functional change.

The post holder will ensure that the critical functions of the Northern Ireland Food Animal Information System are delivered to support the overarching goals of the Department. The successful candidate will also provide clear, compelling advice to the Minister of the Department, and the Permanent Secretary as required.

This is a great opportunity for engaged leaders who wish to make a positive impact on future generations.

Thank you for your interest.

Anthony Harbinson
Interim Permanent Secretary

BACKGROUND

OUR VISION

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

The Department of Agriculture, Environment and Rural Affairs (DAERA) employs some 3,000 people over 70 sites across Northern Ireland, utilising some £553 million Resource and £98 million Capital budget per annum. It owns almost 85,000 hectares of land and has operations right across all of our landscapes, including marine, watercourses, uplands and farming lands.

DAERA has responsibility for environment, food, farming, fisheries, 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 the 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.

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing by environmental regulation. DAERA provides a Knowledge Advisory Service, a business development 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 oversees agricultural, environmental, fisheries and rural development policy for Northern Ireland. The Department is also responsible to the Department of the Environment, Food and Rural Affairs (Defra) in GB for the administration of schemes affecting the whole of the UK.

STRATEGIC GOALS

Strategic Outcomes

1. Sustainable agri-food, fisheries, forestry and industrial sectors.
2. A clean, healthy environment, benefiting people, nature and the economy.
3. A thriving rural economy, contributing to prosperity and wellbeing.
4. A well-led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:

- Rural Affairs, Forest Service, Estates Transformation and Brexit Operations Readiness Group;
- Veterinary Service Animal Health Group;
- Environment Marine and Fisheries Group;
- Food and Farming Group; and
- Central Services and Contingency Planning Group;

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA);
- Forest Service.

The Department also sponsors six Arm's Length Bodies (ALBs) including:

Executive NDPBs

Agri-Food and Biosciences Institute (AFBI)

Livestock and Meat Commission (LMC)

Northern Ireland Fisheries Harbour Authority (NIFHA)

Agricultural Wages Board for Northern Ireland (AWB)

Advisory NDPB

Council for Nature Conservation and the Countryside (CNCC)

North South Body

The Loughs Agency of the Foyle, Carlingford and Irish Lights Commission.

Northern Ireland Food Animal Information System (NIFAIS) Division

The NIFAIS Division sits within Central Services and Contingency Planning Group (CSCPG) and reports directly to the Group's Deputy Secretary. The post holder will work closely alongside staff from Veterinary Service Animal Health Group (VSAHG) and those in the Digital Services Division of CSCPG.

The NIFAIS Project is being taken forward to implement a flexible, innovative, IT solution that will support efficient and effective delivery of current and future food animal information services in Northern Ireland. The NIFAIS Project will support delivery of the Department's Digital Transformation Programme and Strategic Alignment and Business Integration objectives. The majority of staff in the NIFAIS Division are located in Dundonald House on the Stormont Estate, Belfast.

KEY RESPONSIBILITIES

The person taking up this role will be required to demonstrate the capacity and ability to assume responsibility for this challenging Project and to act as an effective representative for the Department engaging both internally and with a diverse range of stakeholders and delivery partners.

The post holder will be required to:

- Lead the delivery of the NIFAIS Project and manage key relationships with the external Supplier;
- Provide ongoing oversight and management of the business case, service requirements and need;
- Lead stakeholder communications, preparing the Department and wider industry for the delivery of a new system and associated business change;
- Oversee the management of User and Operational Acceptance Testing;
- Lead the development and maintenance of service requirements definition and prioritisation; in accordance with Managing Public Money Northern Ireland to ensure that robust processes are in place for securing value for money;
- Ensure the delivery of a food animal information system that meets the needs of the Department, its key stakeholders, delivers business change and benefits realisation;
- Introduce a system that can fully integrate with the Department's other key information systems and supports the development of an integrated solution that provides a holistic view of farm businesses and food animal information;
- Play an integral part of the Department's Digital Transformation agenda by developing a system that meets wider Departmental objectives and supports the delivery of efficiencies and wider business transformation;
- Work closely with VSAHG to support wider business delivery of the new system; and
- Deliver the NIFAIS software to meet the needs of VSAHG.
- As a member of DAERA's Senior Civil Service Group, contribute to the strategic direction of the Department.

PERSON SPECIFICATION

The overall purpose of the role is to provide engaged, strong leadership across organizational boundaries. The post holder will possess effective interpersonal and communications skills, deal with changing demands and requirements, work across functional boundaries and maintain a focus on achieving key deliverables to ensure effective delivery of the NIFAIS Programme.

The post holder will also be required to think strategically and translate this thinking into actions that can deliver the Department's Vision, Outcomes and Objectives.

Accordingly, the Department is seeking a person who can:

- (1) see the big picture in terms of the relationships between the NIFAIS Project and how their team can contribute to the vision of “sustainability at the heart of a living, working, active landscape valued by everyone”;
- (2) establish and manage good governance systems and procedures, including the use of programme and project management;
- (3) deliver the NIFAIS project on the ground and effectively manage project risks.

The following key issues and challenges will face the successful candidate:

- Providing effective leadership to staff throughout the Division, ensuring that adequate resources and skills are in place to deliver the NIFAIS Project. Ensuring that staff are trained, developed and supported to perform to the best of their ability.
- Ensuring an effective range of communications are in place to manage engagement within the Department, with external stakeholders and with delivery partners.
- Gaining a detailed working knowledge of Veterinary Services practices and Veterinary Service IT systems.

As a member of the Department’s Senior Civil Service Group the post holder will play an active role in contributing to the corporate responsibilities of the Department.

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.

Further appointments may be made should this position become vacant within the lifetime of the competition.

SECONDMENT

This post may be filled by secondment of the successful candidate from his/her 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

This post will be based at Dundonald House, Belfast and, while travel will be a key part of the post, it will be a requirement for the successful candidate to work from this location, other than in accordance with Covid 19 restrictions.

Salary

Salary will be within the range £74,170 - £83,289 (under review).

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if they have 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.

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 positions, the post holder may from time to time be required to work outside normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

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

Travel throughout Northern Ireland may be required and travel nationally and internationally may also be required on a regular basis.

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 Basic level.

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 telephone Robert Huey on 02890 524643 or email robert.huey@daera-ni.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

In order to be considered as a candidate in this competition, applicants must, by the closing date for applications, be able to demonstrate that they have **ALL** of the following:

1. At least 3 years' experience at senior management level* and evidence of providing strong leadership and deploying excellent communication skills to deliver strategic results in a challenging environment;

AND

2. At least 3 years' experience of building effective strategic internal and external partnerships to deliver shared objectives and outcomes;

AND

3. Have at least 2 years Project/Programme Management experience of delivering a significant project**.

Definitions

* **Senior management level** includes taking decisions personally on strategic issues concerning the corporate body or organisation within which the individual is working. In a NICS context this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards.

** **Significant Project** is a Project or Programme that has a greater value than £5m.

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 following shortlisting criteria will be used.

1. An entry level qualification in one of the following (or equivalent):
 - Prince2
 - Managing Successful Programmes Practitioner
 - Association for Project Management (APM) Registered Project Professional
 - Major Projects Leadership Academy (MPLA)

Applications will also be considered from applicants with relevant formal qualifications 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.

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications at assessment/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 relevant to the responsibilities of the post lasting no longer than 7 minutes, the title of which will be provided to candidates in the invitation to interview letter. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

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

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

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. 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 NI Executive’s priorities.

Marks available: 20

COMPETENCY BASED INTERVIEW

1. 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: 20

Minimum standard: 12

2. 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

Minimum standard: 12

3. Changing and Improving

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

Marks available: 20

4. 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

5. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

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.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

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.

INTERVIEWS

It is intended that interviews for this post will take place in Greenmount College, 45 Tirgracy Road, Antrim, BT41 4PS from 27th October 2021 onwards.

Panel members:

Jim Scholes	Civil Service Commissioner
Brian Doherty	Deputy Secretary DAERA
Beverley Wall	Deputy Secretary DfC

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.

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, email

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 this post 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.

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.

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 the NICS, we would particularly welcome applications from these groups.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

All applications for employment are considered strictly on the basis of merit.

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF
CONDITIONS OF EMPLOYMENT**