

**Candidate  
Information  
Booklet**

**IRC266541**

**SPTO Quantity Surveyor**

**Department of Justice (DoJ)  
NI Prison Service (NIPS)**

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

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

## ***Department of Justice (DoJ)***

### **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

### **Contents**

	<b>Page</b>
<b>Background</b>	<b>3</b>
<b>Key Responsibilities</b>	<b>4</b>
<b>Terms and Conditions</b>	<b>7</b>
<b>Eligibility Criteria</b>	<b>10</b>
<b>Assessment Process</b>	<b>12</b>
<b>Guidance for Applicants</b>	<b>15</b>

## **BACKGROUND**

The Northern Ireland Prison Service (NIPS) is an agency within the Department of Justice. The Service, through its staff serves the community by keeping those committed by the courts, in secure, safe and humane custody and, by working with prisoners and with other organisations seek to reduce the risk of re-offending and in so doing aims to protect the public.

### **Estate Management**

The prison estate incorporates a diverse range of buildings and services, each establishment operating as a self-contained small town, with provision for residential accommodation, healthcare facilities (including dental), education and learning centres, workshops, gymnasiums, sports facilities, meals kitchens, training facilities, offices and associated support facilities.

Estate Management oversees the delivery NIPS Capital Estate Programmes (both major and minor works); Facilities and Asset management functions as well as estate related policy and procurement on behalf of the agency.

### **Quantity Surveyor**

The Quantity Surveyor will be part of a small in-house estates team who perform the intelligent client role. The operating model retains a small nucleus of internal expertise with experience in surveying, mechanical and electrical engineering, architectural design and contract management. The Quantity Surveyor will be based within the estates office located at Hydebank, Belfast.

In any given year NIPS Estate Management delivers 60-100 minor works projects (within an annual capital budget of £8 - £10 million), together with a throughput of major projects and central control of two large facilities management contracts and a professional design team services framework.

In the context of the above the Quantity Surveyor provides financial, procurement and governance expertise to facilitate the progression of a number of estate services linked to the operation of projects and services that occur across the estate.

## KEY RESPONSIBILITIES

The successful candidate will report to the Head of Infrastructure & Asset Management (G7) and provide procurement, contractual and financial advice to support the delivery of a range of construction related contracts, projects and estate activities.

The candidate will operate as part of a small in-house estates team and in addition to offering traditional quantity surveying support to colleagues (including access to external professional service providers) will also be the contractual and financial lead for the administration of a Minor Works Term Service contract (covering the delivery of individual capital works projects up to £750,000) and also for a professional design team services framework (appointed to assist in the delivery of minor and major works projects, feasibility studies, surveys and provide related general construction advice).

The key duties of the Quantity Surveyor (SPTO) includes:-

### **1 Construction Related Procurement, Governance & Cost Advice**

- (a) Delivering a wide range of quantity surveying services (estimating/cost planning, setting/controlling of target costs and agreeing final accounts etc.) as well as procurement and contract advice to estate colleagues
- (b) Providing estimates of construction cost (including advising on professional fees, abnormalities and any associated surveys that may be required) to assist with financial planning and the compilation of costings for business cases
- (c) Preparation of contract documentation and analysis of tenders;
- (d) Ensuring compliance with current procurement protocols prior to the placement of orders.
- (e) Ensuring the regular financial monitoring, recording and tracking of budgetary data – including taking corrective action(s) and challenge/audit where appropriate
- (f) Assisting colleagues in the review of contractors 'daywork' sheets
- (g) On behalf of the branch periodically engage with Internal audit and NI Audit Office to co-ordinate the presentation of all necessary information on the delivery of estate activities
- (h) Whenever requested, review design briefs to ensure planned projects have captured all reasonably foreseeable areas of cost
- (j) Periodically review live construction projects to ensure that the forecasted final accounts accurately reflect the status of both delivered and planned compensation events.

## **2 Design Team Framework – Professional Service’s Contract**

- (a) Fulfil the role of Service Manager for the oversight of the Design Team Framework (which operates using an NEC4 Professional Services Contract);
- (b) Obtain consultants fee estimates ensuring they are calculated in line with tendered fee scales, place fee orders and assess all interim fee claims and settlement of consultants final fee accounts;
- (c) Undertake periodic framework review meetings to assess the performance of the Professional Consultants against the contract objectives;
- (d) As necessary, progress the compilation of tender documentation to facilitate the procurement of specialist goods and equipment;
- (e) Attend regular meetings with the Consultants to monitor the effective issuing of orders and processing of payments and to ensure the effective administration of the contract, taking corrective action as necessary;
- (f) Prepare and review any Change Control requests and Compensation events – for design team services - in conjunction with the respective Project Sponsor;
- (g) Provide contractual advice to Project Sponsors and Senior Management on the operation of the framework;
- (h) Monitor and record expenditure levels against the framework and the Consultant’s delivery against the Key Performance Indicators including the provision of associated reports;
- (i) Dispute Resolution – engage with Consultant’s to negotiate any variances from the standard contract terms and resolve any payment anomalies.

## **3 Asset Management Support**

- (a) Land – ensure all property details are up to date and accurate digital drawings exist of boundaries and rights of way;
- (b) Land – support the acquisition, disposal or creation of any leases or easements for lands within the control of the Prison Service including engagement and co-ordination of client side tasks in conjunction with the Departmental Solicitor’s Office;
- (c) Undertake an annual review of the Property Asset Register to ensure it is kept up to date (recording any Demolitions or Additions) making changes as necessary to ensure it reflects the composition and configuration of the properties on the estate;
- (d) Validate the calculation of the annual non-domestic property rates from Land & Property Services against the asset register for payment.
- (e) As necessary undertake periodic attendances on site with Valuer’s from Land & Property Services to allow them to calculate the rateable value of created assets;
- (f) Undertake and supply Finance colleagues with the annual componentization of created built assets across the estate in conjunction with Land and Property Services;
- (g) Provide support and advice to Estate Colleagues on general information that relate to the built assets and lands across the estate.

#### **4 Minor Works Term Service Contract**

- (a) Fulfil the role of Service Manager for the oversight of the Minor Works Contract (which operates using an NEC4 Term Service Contract based on a Measured Term Schedules of Rates) including overseeing the generation of cost estimates, placement of orders and assessment of interim payments and final accounts;
- (b) Undertake periodic framework review meetings to assess the performance of the Contractor against the contract objectives;
- (c) As necessary, administer the procurement of specialist goods and equipment through the contract including the compilation of any accompanying tender documentation and analysis of tenders;
- (d) Attend regular meetings with the Contractor's Quantity Surveyor (and consultant Quantity Surveyor as necessary) to monitor the effective issuing of orders and processing of payments and effective administration of the contract, taking corrective action as necessary;
- (e) Review all Change Control requests and Compensation events in conjunction with the respective Project Manager/ Project Sponsor;
- (f) Ensure the Joint Measurement and audit of all Final Accounts above £20k, including any associated site measurement;
- (g) Provide contractual advice to Project Sponsors and Senior Management on the operation of the framework;
- (h) Monitor and record expenditure levels against the framework and the Contractor's delivery against the Key Performance Indicators including the provision of associated reports;
- (i) Dispute Resolution – engage with Contractors to negotiate any variances from the standard terms and resolve any payment anomalies.

#### **5 General**

- (a) Manage a small team of administrative staff who support the preparation of orders, financial monitoring and processing of payments.
- (b) Maintain and develop your professional knowledge and competence in order to provide expertise and authoritative professional advice and decision making
- (c) Contribute to the strategic management of the branch by participating in management teams and through the creation and maintenance of effective working relationships with staff and external stakeholders
- (d) Any other duties, appropriate to the post, as required by line management

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full time vacancy.

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

### **Location**

For this vacancy the postholder will be based within Estate Managements offices located within the Walled Garden (situated on the Hydebank campus), Hospital Road, Belfast BT8 8NA.

### **Salary**

Salary will be within the range £39,748 - £42,639 within which pay progression will be performance related.

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](http://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.

### **Travel**

As part of their role the post holder will be required to travel on official duty to prison establishments located throughout Northern Ireland.

This includes travel to remote and rural locations. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICS HR Travel and Subsistence Policy. Travel to Great Britain and the Republic of Ireland may also be required.

## **Other Information**

This post may involve inspections above ceilings, below floors and in areas of restricted space, including making use of any equipment provided i.e. access steps, ladders, Personal Protective Equipment etc. Given the duties involved for this role, the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post.

## **Vetting**

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

## **Probation**

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

## **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

## **Conflict of Interest**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.



## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Estate Management's Office Manager on 028 90 253 628 or email [NIPS.EstatesDivision@justice-ni.gov.uk](mailto:NIPS.EstatesDivision@justice-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](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be a Chartered Surveyor and a Member or Fellow of the Royal Institution of Chartered Surveyors (MRICS).

### AND

2. Have at least 3 years' experience, gained within the last 7 years in the provision of a range of quantity surveying services, including the provision of cost advice to clients, at pre and post award stages of a construction contract, with a contract value exceeding £3 million\*.

***\* The £3M construction contract value as set at 2 above may be presented by combining a number of smaller projects together or alternatively derived from a single project. If a number of projects are to be combined to achieve the £3m minimum value at least one project must have a minimum construction value of £1million.***

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 equivalent formal qualifications/professional membership:** If you believe your qualification/professional membership is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. and/or details of the professional membership held so that a well-informed decision can be made. You should supply details of the professional membership and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body).

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

## SHORTLISTING CRITERION

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the breadth and depth of information provided by candidates in response to eligibility criterion 2. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

**Please note:**

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

## ASSESSMENT PROCESS

**The selection process will include a competence based interview.**

### COMPETENCE BASED INTERVIEW

Selection panels will design questions to test the applicant's knowledge and experience in each of the areas identified below and award marks accordingly. Notes must not be used during the competence based interview stage of the assessment.

#### 1. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

**Marks available: 20**

**Minimum standard: 12**

#### 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. 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**

#### 4. Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial,

financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth.

**Marks available: 20**

## **5. 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.

**Marks available: 40**

**Minimum Standard: 24**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

## **INTERVIEWS**

It is intended that interviews for this post will take place at the Walled Garden, Hospital Road, Belfast (within the Hydebank estate) during week commencing 15<sup>th</sup> November 2021. Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place. If it is not possible, the use of video technology may be used as an alternative.

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

**It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.**

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

You can apply online at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

#### **Please note:**

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

#### **Help with making your application**

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email [info@niuse.org.uk](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **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](http://www.nicscommissioners.org).

### **NICSHR Privacy Notice**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **Offers of Employment**

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

### **Changes in personal circumstances and contact details**

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

### **Transgender Requirements**

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part

of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

### **Documentation**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

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

### **Security**

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

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).

- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk).

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

### **Equal Opportunity Monitoring Form**

**Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.**

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

**Applications from Protestants, females, 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**