

**Candidate  
Information  
Booklet**

**IRC266728**

**Principal Legal Officer**

**Department of Finance (DoF)  
Department of Justice (DoJ)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 29<sup>th</sup> October 2021***

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

**Department of Finance (DoF)  
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.

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## **FOREWORD**

This competition is to fill a number of Principal Legal Officer (PLO) vacancies in the Department of Finance (DoF) and the Department of Justice (DoJ). Posts within the Department of Finance will be in the Departmental Solicitor's Office (DSO) and/ or the Crown Solicitor's Office (CSO).

The Government Legal Service for Northern Ireland (GLSNI) is an umbrella organisation that brings together legal staff working in a number of Departments and Agencies, in both the devolved and non-devolved sectors, creating new opportunities for career development and training.

### **Departmental Solicitor's Office**

The Departmental Solicitor's Office provides key legal advice and services to all Northern Ireland Ministers and Departments in a complex constitutional, political and legal environment. Staff are engaged in a wide variety of work, often at the leading edge of issues relevant to government in administrative and property law as well as providing legal advice on policy issues, the legislative process, conducting litigation and transactions on behalf of NI Departments.

DSO is one of the organisations participating in the GLSNI (Government Legal Service of Northern Ireland). DSO is an enthusiastic participant in the NI Civil Service of the Future reform agenda, and these posts will offer the opportunity for fast, agile and tech-enabled working.

### **Crown Solicitor's Office (CSO)**

The Crown Solicitor's Office is engaged exclusively in legal work for the public service. The office provides a service to ministers and departments of the UK Government, to agencies of UK departments and to some non -departmental public bodies and public officers.

Section 35 of the Northern Ireland Constitution Act 1973 (as amended) provides for a Crown Solicitor for Northern Ireland to be appointed by the Advocate General for Northern Ireland.

Under Section 35 (as amended) the Crown Solicitor *"must make his services available to any Minister or department of the Government of the United Kingdom and may make his services available to any Northern Ireland Minister or Northern Ireland department or any other public body or holder of public office."*

Since the completion of devolution on 12 April 2010 the Crown Solicitor also supports the Advocate General for Northern Ireland in the discharge of his functions.

CSO is a participating organisation in the GLSNI.

## **Department of Justice**

The Department of Justice was established in April 2010 following the devolution of justice powers to the NI Assembly. The Department is responsible for the resourcing, legislative and policy framework of the justice system as well as a number of front line operations and services. Its corporate aim is *'working in partnership to create a fair just and safe community where we respect the law and each other'*.

There are approximately 3000 staff in the Department across 4 Directorates: Access to Justice; Safer Communities; Justice Delivery and Reducing Reoffending, as well as 5 Agencies: the Northern Ireland Prison Service; the Youth Justice Agency; the Northern Ireland Courts and Tribunals Service, Forensic Science and the Legal Services Agency.

The legal grades in the Department are largely based in the Access to Justice Directorate and the Northern Ireland Courts and Tribunal Services and the Legal Services Agency.

## **BACKGROUND**

### **Departmental Solicitor's Office**

The Departmental Solicitor's Office (DSO) is a business area within the Department of Finance that aims to advance and protect the interests of Northern Ireland Government Departments through the provision of high quality, cost effective legal advice and services. It has six legal Divisions, all of which are supported by a Corporate Services Division, namely

- Commercial and Property Division;
- Litigation Division; and
- Four Advisory Divisions.

The DSO assists and supports the Executive and Departments in the performance of their functions to best advantage in the devolved sphere of government in Northern Ireland. It is responsible for advising Departments across a wide range of serious and complex issues, including those arising in relation to the Northern Ireland Protocol and Northern Ireland's pandemic response, Human Rights proofing, assisting the development of Departments' policies and legislation and advising on some of the biggest property developments in Northern Ireland. It also defends Departments' interests in a wide range of litigation including judicial review and European litigation and, where appropriate, initiates cases in the courts on their behalf.

DSO's headquarters which are currently located in Victoria Hall, May Street, Belfast. Staff are also located in Centre House, Chichester Street, Belfast; Castle Buildings, Stormont Estate, Belfast; Asylum Road, Londonderry; and outposted to other Departmental locations. Where business need permits remote working, staff have access to hybrid home and office working patterns and can use facilities in the NICS Regional Hubs. There are currently 166 staff in DSO, of whom 121 are legal staff.

### **The Crown Solicitor's Office**

The work of the Crown Solicitor's Office is litigation orientated. The Office is located in the Royal Courts of Justice, Chichester Street, Belfast. The range of legal work is broad and carried out between two divisions each with the support of a Legal Clerical Unit. In addition there is an office wide administrative division and an ICT Services Team. Division A deals with commercial litigation, conveyancing, insolvency, debt recovery, forfeiture and condemnation proceedings, bona vacantia, judicial review applications, applications before the Industrial Tribunals and Fair Employment Tribunal, extradition and advice on a miscellany of matters such as defamation and employment law issues. This division also provides representation on behalf of the Secretary of State for Northern Ireland before the Sentence Review Commissioners and Parole Commissioners Division B handles personal injury litigation and litigation arising out of claims against the security forces and the police. It also deals with public inquiries, inquests, applications for habeas corpus and applications for the extension of detention under the Terrorism Act 2000. The Administration

and Finance Division provides administration, finance, personnel and library services for the Office.

### **Department of Justice**

The Access to Justice Directorate provides policy and legal advice to the Minister on criminal justice and on the structure of the civil and criminal courts and related matters. This includes instructing Legislative Counsel on primary legislation and drafting subordinate legislation as well as providing legal advice on discreet issues including the justice aspects of Brexit and other International Conventions and on wider court and criminal justice related issues. Justice Delivery Directorate through the Enabling Access to Justice Division is responsible for setting the strategic and policy direction for legal aid and enabling access to justice. The legal posts provide legal advice, on policy and strategy, draft the subordinate legislation required to develop and maintain legal aid provision, instruct the Office of Legislative Counsel on primary legislative requirements and lead on the defence of challenges to legal aid legislation.

The Northern Ireland Courts and Tribunals Service (NICTS) is an Agency of the Department of Justice and is responsible for providing support for the Northern Ireland Courts, Tribunals and Parole Commissioners. In addition the NICTS support an independent Judiciary; enforce Civil court judgments through the Enforcement of Judgments Office; manage funds held in Court on behalf of Minors and Patients; and act as the Central Authority under certain International Conventions. Legal Officers are currently deployed in the Office of the Lord Chief Justice, the Office of the Official Solicitor (whose principal role is to represent the interests of persons under a legal disability where no one else is available or willing to act), the Coroners Service and the Legacy Inquest Unit (which has responsibility for progressing the Lord Chief Justice's Five Year Plan for dealing with legacy inquests) .

It is possible that a post in any of these areas within the Department might emerge in the next 12 months

## KEY RESPONSIBILITIES

Successful candidates will be allocated to one of the roles described in this documentation. The balance of the functions described here will differ from post to post.

### Generally

- To provide accurate and timely legal advice and counsel to client departments on all corporate matters and domestic and international law that impacts, or may impact, on the work of the client organisation.
- To provide advice to client departments on legal issues arising from the department's policies and to support the development and implementation of those policies through Acts of Parliament or the Assembly, secondary legislation and guidance.
- To work collaboratively with client departments in the identification and management of legal risks to the organisation.
- To undertake legally complex operational, policy or litigation casework including inquests and inquiries in which client departments have an interest or for which they are responsible.
- To manage a range of legal projects using appropriate project management methods and techniques.
- To manage resources ensuring these are used effectively in order to maximize benefits, including value for money and efficiency.
- To provide line management and developmental support to more junior legal and administrative colleagues as required.
- Such other duties as the Head of Office may direct.

### Advisory Role

- To provide legal advice and counsel to client departments across a wide range of legal subject areas including administrative, constitutional and human rights law, criminal justice, employment law, environmental law, procurement law, social security law, energy law, housing law, information law, health law, agricultural law and trade law.
- To research, analyse and provide written and oral advice on complex legal matters including explaining and where necessary defending the advice given to senior departmental officials.

- To draft or scrutinise secondary legislation and other legal instruments and assist departments' Bill Teams in the preparation of legislative instructions for primary legislation.
- To work closely with policy clients as policies are developed which may lead to legal changes or changes which need to be implemented by legal processes.
- To provide legal support to clients and Ministers in relation to Bills and other matters, engaging with Legislative Counsel and supporting the Parliamentary and Assembly process.
- In the short to medium term, a large proportion of work in many advisory roles in DSO is comprised of advice on different aspects of the UK's future relationship with the European Union.

### **Litigation Role**

- To advise on litigation in which client departments are involved; working collaboratively with the client and Counsel drafting pleadings and other documents; assembling instructions to Counsel, and instructing Counsel at consultations and in hearings; and to provide advocacy services to client departments in the Courts and tribunals.
- To provide a litigation service to client departments at all levels of Courts and tribunals in relation to, for example: employer's liability cases; industrial tribunal and fair employment tribunal cases; judicial review; commercial and chancery cases; debt recovery; and prosecution of offences under the Insolvency and Companies regimes.
- To provide support to Public Inquiries and to clients participating in Inquiries.
- To support negotiations and Alternative Dispute Resolution (ADR) / mediation processes.
- To participate in an out of hours rota. These rotas are in place in DSO Litigation Division and in CSO.

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



## **TERMS AND CONDITIONS**

There are currently a number of permanent, full time vacancies. A reduced working pattern may be accommodated subject to business need.

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria, same competences and have similar duties and responsibilities.

### **Location**

Successful applicants will normally be based in Greater Belfast with occasional travel throughout Northern Ireland and, exceptionally, beyond.

### **Salary**

Salary will be within the range £52,026 - £55,685 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](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: Monday to Friday, 42 hours per week (37 hours excluding meal breaks). Most offices operate a Flexible Working Scheme.

### **Travel**

The successful candidates must have access to a form of transport which will enable them to fulfil their responsibilities. 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 vetting requirement for successful candidates

will depend on the work area appointed to. As a minimum it is clearance to Basic Clearance Check. In some work areas the vetting clearance requirement is Counter Terrorist level (CTC), Security Check (SC) or Developed Vetting (DV).

All applicants must be prepared to submit to the relevant level of clearance against the post to which they are allocated.

### **Probation**

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

### **Career Development**

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

### **Conflict of Interest**

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

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

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may contact:

DSO – Stephen Murphy: telephone on 028 9037 8353 or email [Stephen.Murphy@finance-ni.gov.uk](mailto:Stephen.Murphy@finance-ni.gov.uk)

CSO – Aoife McManus: telephone on 028 9072 4862 or email [Aoife.MacManus@csoni.gov.uk](mailto:Aoife.MacManus@csoni.gov.uk)

DOJ – Laurene McAlpine: telephone on 028 9016 9570 or email [Laurene.McAlpine@justice-ni.gov.uk](mailto:Laurene.McAlpine@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 qualified as a barrister or solicitor entitled to practise in Northern Ireland **and** hold a practising certificate **OR** be in a position to become so entitled by the date of appointment.

### **AND**

2. Have at least 3 years' post qualification\* experience of advising, orally and in writing, on significant legal issues; and doing so in a complex environment\*\*.

\*taken from date on which candidate qualified as a Solicitor or Barrister.

\*\*complex environment is defined as one involving matters that:-

- a) are controversial; or
- b) involve political interests; or
- c) involve a conflict between NI law and the law of another jurisdiction/EU law; or
- d) involve conflicting interests within the client organisation or between client organisations; or
- e) involve significant matters of public law defined for this purpose as constitutional law, administrative law, judicial review, human rights law, or public inquiries.

### **AND**

3. Demonstrate evidence of post qualification\* experience of working as part of a team providing sound legal advice, and representation to clients.

### **AND**

4. Have access to a form of transport which will enable them to fulfil their responsibilities.

## 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 2.

Should further shortlisting be required the Panel will carry out an objective evaluation of the strength and breadth of evidence provided in response to eligibility criteria 3.

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

## **ASSESSMENT PROCESS**

The selection process will consist of a competence based interview.

### **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: 30**

### **2. 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. These are legal posts and questions on this criterion will be asked in a legal professional context, but not necessarily requiring experience of public sector legal practice.

**Marks available: 30**

**Minimum standard: 18**

### **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 Outcomes Delivery Plan goals and deliver the greatest value and in the legal sphere about understanding the context in which your clients operate and their priorities.

**Marks available: 30**

### **4. 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 appropriately and effectively to support service delivery.

**Marks available: 30**

## **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.

**Marks available: 30**

## **6. Leading and Communicating**

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 and diversity. In the legal context it is about being proactive, clear and persuasive while upholding the rule of law.

**Marks available: 30**

**Minimum Standard 18**

**Total Marks Available: 180**

**Overall Pass Mark: 108**

## **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.

## **INTERVIEWS**

It is intended that interviews for this post may take place via WebEx, Video Conferencing during December 2021 and January 2022. This will be dependent on the public health circumstances at the time of interview.

## **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 4.

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

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For most posts in the NICS the level of vetting is 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](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;

### **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](http://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) under Useful Information.

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.

For some posts in DSO clearance is required to Counter Terrorist level (CTC). In some work areas the vetting clearance requirement is Security Check (SC) or Developed Vetting (DV).

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.
3. Security Check (SC): as point 2 plus credit reference check.
4. Developed Vetting (DV): as point 3 plus subject interview and field investigation.

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

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**

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

### **Feedback**

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

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