

**Candidate
Information
Booklet**

**IRC268076
Health and Safety Inspector
Health and Safety Executive for Northern
Ireland (HSENI)**

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

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



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

	Page
Foreword	3
Background	4
Key Responsibilities	6
Terms and Conditions	8
Eligibility Criteria	12
Assessment Process	15
Guidance for Applicants	18

FOREWORD

Thank you for the interest you have shown in the role of Health and Safety Inspector in the Health and Safety Executive for Northern Ireland (HSENI).

As the regional authority for health and safety at work in Northern Ireland, HSENI is committed to working in partnership with industry and the trade unions to raise standards and create a safer and healthier working environment.

Through a range of functions specified in the Health and Safety at Work (Northern Ireland) Order 1978, HSENI proposes legislation, sets standards for health and safety at work and seeks to ensure compliance with those standards. It also undertakes other forms of activity designed to stimulate or support necessary action on the part of people and organisations that have the potential to affect standards of health and safety at work.

A Health and Safety Inspector post affords the exciting opportunity to join a team of dedicated professionals who are working to bring about a culture change in the way in which workplace risks are managed. The work can and will make a real difference in helping to minimise risks and incidences of ill-health, reduce costs and save lives. It is the perfect opportunity for someone who is confident and decisive enough to function effectively on their own in an “enforcement environment and who possesses good analytical, communication and influencing skills and can use these to best effect. The work is interesting and varied and above all, delivers enormous job satisfaction.

I hope this information pack will encourage you to apply for this post and I look forward to hearing from you.

Robert Kidd
Chief Executive
HSENI

BACKGROUND

ABOUT HSENI

HSENI is the lead body responsible for the promotion and enforcement of health and safety at work standards in Northern Ireland. It aims to inform, stimulate, guide and, where necessary, compel those with duties of care and others concerned with health and safety at work, in actions leading to higher standards.

HSENI was established in April 1999 as an Executive Non-Departmental Public Body sponsored by the Department for the Economy (DfE). It has Crown status and its staff are civil servants.

HSENI plays a leading role in overseeing all aspects of health and safety promotion, information and advice, enforcement and legislation relating to work activities.

HSENI's mission will be:

Working with others, to reduce work-related serious injury and ill health in Northern Ireland.

This mission will focus on:

- preventing the most serious workplace health and safety issues;
- high risk industries and activities
- sensible and proportionate risk management;
- effective regulation; and
- supporting businesses and the economy.

VALUES

HSENI has a set of agreed and shared values that spell out how we regard and treat our staff and how we want to be seen by stakeholders.

The values reflect both collective and individual responsibilities and are aimed at creating a workplace that fosters the worth of the individual and the health, safety and well-being of all.

Integrity is our cornerstone and will be evident through our honesty, objectivity and impartiality

Motivating ourselves and others to make a difference

People who are professional and passionate about what we do

Accountability for our own actions and holding others to account

Commitment to improve, to innovate and to achieve results

Teamwork building trust, encouraging and valuing equality, diversity, opinion and contribution with our staff and our stakeholders

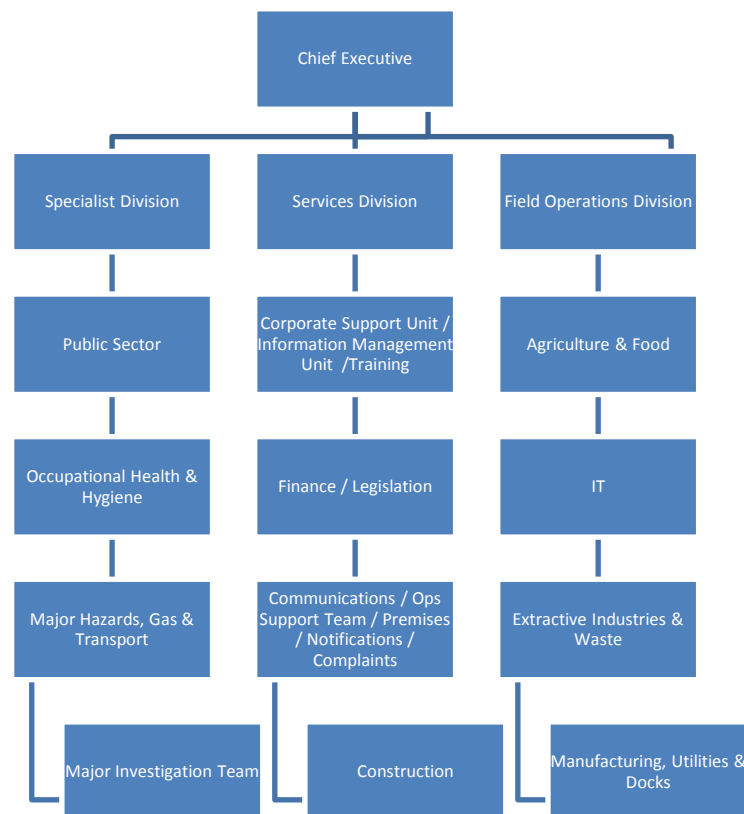
To oversee its operation and to provide strategic guidance, HSENI has a nine member Board, which is appointed in accordance with the guidelines published by the Commissioner for Public Appointments for Northern Ireland.

HSENI comprises its Chief Executive, three Deputy Chief Executives and approximately 121 officials who collectively represent a broad range of administrative and professional skills, expertise and experience. The successful candidate may be placed to work in any operational group within the organisational structure.

HSENI works in close co-operation with the Northern Ireland Assembly, the Northern Ireland Departments and the District Councils in developing its policies and delivering its services.

Further information is set out in a range of HSENI publications including its corporate and operating plans and annual reports. These are available on the HSENI website: www.hseni.gov.uk

HSENI Organisation Structure (under review)



KEY RESPONSIBILITIES

Health and Safety Inspectors receive professional training to enable them to carry out a variety of duties involving work under the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant health and safety legislation across a breadth of work sectors such as manufacturing, agriculture, construction, quarries, transport, education, health services and public utilities.

Nature of the Work

As well as the normal inspectorate work, HSENI inspectors are required to attend, for the purposes of investigation and enforcement, accident situations where there may have been a fatality and / or serious injury. At times, Inspectors may need to speak with the bereaved families, traumatised and distressed witnesses. This will require excellent communication skills and personal resilience. Inspectors will be expected to liaise and work in partnership with all emergency services at accidents scenes as well as gather and handle evidence. This will include taking photographs of the accident scene.

Inspectors must be prepared to do media interviews and public speaking.

The work will require a mix of lone working as well as working in teams. Inspectors need to be comfortable working independently as their role will require them to regularly go out to various organisation and businesses on their own.

From time to time the work of an Inspector may involve working in physically demanding conditions such as work at heights or in restricted spaces.

Inspectors will routinely be required to carry with them a range of personal protective and scientific equipment in support of their duties.

The main duties and responsibilities of the posts will include:-

- Identifying health and safety hazards and potential problems;
- Offering health and safety advice to employers, safety representatives and representatives of employee safety;
- Initiating appropriate enforcement action where this is considered necessary;
- Investigating work-related accidents, including fatal accidents, often outside normal working hours;
- Dealing with bereaved families, the deceased on site;
- Working in a regulatory regime;
- Investigating complaints concerning health and safety at work;
- Promoting health and safety through presentations to employers, trade unions and other bodies;
- Preparing case files for the Public Prosecution Service for Northern Ireland;
- Participating in or conducting court proceedings;

- Public speaking;
- Developing specialisms where required in the field of your degree; and
- Delivering media interviews.

This list is not meant to be exhaustive but to give a broad indication of the main duties relating to this post.

TERMS AND CONDITIONS

There are currently a number of permanent, full time vacancies.

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

Location

The posts will initially be based in HSENI Headquarters, 83 Ladas Drive, Belfast BT6 9FR.

However, successful candidates must be prepared to accept future postings to locations elsewhere in Northern Ireland.

Salary

Salary will be within the range £28,706 - £29,307 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.

After 2 years' satisfactory service and the successful completion of the necessary professional health and safety training (on and off-the-job), appointees can expect to be re-banded to become an Inspector (H&S) - analogous to NICS DP grade, which has a salary scale of £40,674 - £43,776.

Consideration of Appointment at Inspector (H&S) Level

However, candidates who have previously completed and been awarded an inspectorate based Health and Safety Regulatory Postgraduate Diploma, awarded via the Health and Safety Executive in Great Britain (HSE (GB)), the Health and Safety Executive for Northern Ireland (HSENI) or the then Health and Safety Division of the Department of Economic Development, e.g. through Aston University or Heriot Watt University, and having at least two years postgraduate employment experience in the enforcement of health and safety at work legislation, may be appointed directly on to the Inspector (H&S) pay scale.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

This is a full time post, 37 hours per week. In addition the duties may occasionally involve evening and weekend work. On re-banding to an Inspector (H&S), the candidate will have to work on HSENI's weekly Out of Hours Rota. This includes dealing with, and attending where necessary, incidents which occur between 17:00 and 09:00 hours (including weekends and public holidays). This is likely to be approximately up to 3 rotations per annum.

Travel

The successful candidates will be required to travel on official duty throughout Northern Ireland. This includes travel to remote and rural locations, often inaccessible by public transport. 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.

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 a Basic check.

Probation

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

Candidates appointed at Inspector II (Health and Safety Inspector)

Candidates should note that a 12 month probationary period applies to these posts and that candidates' performance will be formally assessed twice during their probationary period, i.e. at five months and 9 months from their start date.

If candidates do not meet the performance requirements of the post at the 12 month stage, then their contract will be terminated.

Candidates appointed at Inspector (H&S) level

Where candidates are appointed at Inspector (H&S) level, the post holder will be required to undergo a series of joint visits in the first 6 months of employment to formally assess competence.

If for any reason competence is not deemed as satisfactory at the end of the 12 month probationary period, it will result in termination of contract.

Mandatory Training and Assessment

Candidates appointed at Health and Safety Inspector II (H&S)

Comprehensive training and support will be provided to the post holder and, as a condition of offer, newly appointed Inspector IIs are required to successfully pass and complete all the necessary professional training associated with the role.

Training will last approximately 2 years and will involve both off-the-job and on-the-job training in Northern Ireland. Some travel to GB may be required during the first 2 years of employment for residential training (in blocks of 5 days or less). However the need to attend training (including residential) will continue during their career as a Health and Safety Inspector. Again the need for this is on a limited basis.

Some of the off-the-job training will be externally accredited via examination and candidates will be allowed a maximum of 2 resits. All candidates will be expected to obtain the Advanced Professional Certificate in Investigatory Practice (APCIP) and a National Examination Board in Occupational Safety and Health (NEBOSH) National Diploma in Occupational Health and Safety for those who do not already hold it (or an equivalent) as a qualification.

The competence of the post holder on-the-job will also be formally assessed throughout the training period. This assessment is likely to include a combination of probationary reports, joint visits, written assignments, e-Learning and examinations. Reasonable provision will be made for completion of the components of the assessment process during working hours, although the candidate may be required to do some additional study in their own time.

After 2 years' satisfactory service and the successful completion of the necessary professional health and safety training (on and off-the-job), appointees can expect to be re-graded to an Inspector (H&S).

Please note that continued employment as a Health and Safety Inspector will be conditional on passing all assessed elements of the training. Two re-sits will be available, however if still unsuccessful in any of the results, your employment as an Inspector II (Health and Safety) will cease.

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 Denise Donaghy on 028 90243249 or email denise.donaghy@hseni.gov.uk or visit HSENI's website www.hseni.gov.uk .

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

ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

1. An Honours Degree in:
 - engineering (BEng); or
 - science (BSc); or
 - agriculture (BSc or BAgr); or
 - occupational Health and Safety (or higher)

AND

2. At least 2 years' relevant employment experience, gained within the last 10 years, in **at least one of the following** work sectors:
 - Agriculture;
 - Chemical industry
 - Construction;
 - Disciplined Services;
 - Education;
 - Energy;
 - Engineering (all types);
 - Gas;
 - Health (including Labs);
 - Manufacturing;
 - Mining;
 - Public utilities;
 - Research
 - Transport;
 - Quarrying;
 - Waste; or
 - Water

AND

3. A full Category B driving licence, valid for Northern Ireland, that will enable the candidate to carry out the duties of the post in full

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.

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

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. A NEBOSH National General Certificate in Occupational Health and Safety or equivalent;

Should further shortlisting be required the following shortlisting criteria will be used:

2. The qualification requirement at shortlisting criterion 1 will be increased to a NEBOSH National Diploma in Occupational Health and Safety or equivalent;

Should further shortlisting be required the following shortlisting criteria will be used:

3. Membership of an appropriate professional body related to your degree and / or the area of work which your experience relates to.

Please note:

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

post. Please do not include your name in the employment history or eligibility criteria sections.

- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

The selection process will include a presentation and a competence based interview.

PRESENTATION

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

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

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

The presentation and the questions will be used for the assessment of **Seeing the Big Picture competence**.

1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 20

Minimum Standard: 12

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 used in this part of the interview.

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

Minimum standard: 12

3. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. 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: 20

Minimum standard: 12

4. 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: 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.

Marks Available: 20

6. Changing and Improving

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

Marks Available: 20

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS

It is intended that interviews for this post will take place via Webex during November and December 2021.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

This role is analogous to an Executive Officer I in the Northern Ireland Civil Service.

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.

Applications from 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**