

**Candidate
Information
Booklet**

IRC268138

**Civil Engineering Assistants –
Professional and Technical Officers
(PTO)**

Department for Infrastructure (DfI)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 1st October 2021***

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

Department for Infrastructure (Dfi)

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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BACKGROUND

Department for Infrastructure (Dfi)

The Department for Infrastructure employs around 3,200 staff in the following Groups:

Roads and Rivers

- Roads Major Projects and Procurement;
- Engineering;
- Network Services;
- Rivers.

Planning, Water and Driver and Vehicle Agency

- Strategic Planning Directorate;
- Regional Planning Directorate;
- Driver and Vehicle Agency;
- Water and Drainage Policy Division;
- Living with Water Programme (LWWP).

Transport and Resources

- Safe and Accessible Travel Division;
- Finance Division;
- Corporate Policy and Planning Directorate;
- Digital and Information Services Directorate;
- Transport Policy Directorate;
- Public Transport Directorate;
- Gateways and EU Relations Directorate;
- Internal Audit Division.

Roads and Rivers Group

The Roads and Rivers Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by four Directors.

Roads

Roads has three Directors, who are based in HQ in Belfast. There are four geographically located Divisions, each headed by a Divisional Roads Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions are supported by two in-house provider “units”, Consultancy Services and Operations and Maintenance.

Our role is to maintain, manage and develop the Northern Ireland road network to facilitate the safe and convenient movement of people and goods throughout the province. We also inform departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered. Roads is key to the Department's contribution to the Outcomes in the Programme for Government..

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks;
- Ensure effective management of Roads' budget and assets in accordance with good corporate governance arrangements;
- Improve the resilience of Roads in responding to emergencies; and
- Ensure Roads communicates effectively with its customers to promote better understanding of service provision.

Roads is structured into three functional Directorates:

- Engineering;
- Network Services; and
- Major Projects and Procurement.

Engineering Directorate has four Business Units:

1. Consultancy Services

The in-house engineering consultancy responsible for:

- feasibility, design and supervision of roads infrastructure projects;
- material testing laboratory and road machine surveys;
- Road Safety Audit reporting;
- operation of the Strangford Lough Ferry Service; and,
- management of training for Graduate Trainees and Apprentices.

2. Operations and Maintenance

- The in-house direct labour force who carry out road maintenance and winter service.

3. Engineering Services:

- Development of traffic and development control policy;
- Development, co-ordination, review and updating of standards, policies and procedures for the design and construction of roads; and
- Health & Safety.

4. Business Services:

- Management and support of organisational change projects in Roads and Rivers;

- Strategic planning, and performance monitoring for Roads and Rivers;
- Programme of IT projects for DfI Roads;
- Corporate Governance and Risk Management;
- Land Disposal & Management of SRI Procedures;
- Management of the Claims Unit;
- Enforcement of on-street parking regulations and moving traffic offences;
- Management of the blue badge scheme for disabled persons; and
- Vacancy management of P&T staff.

Network Services is responsible for:

- Maintenance and operation of the public road network, intelligent transport systems and street lighting systems;
- Improvement of the network, through local transport and safety measures and major works on local roads;
- Providing the point of contact for road users and their representatives through our seventeen local section offices and four Divisional Head offices; and
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships.

Within Network Services, the majority of the staff are in 4 operational divisions with Divisional Headquarters in Belfast (Eastern Division), Coleraine (Northern Division), Craigavon (Southern Division), and Omagh (Western Division).

Major Projects and Procurement Directorate is responsible for:

- Management of the Strategic Road Improvement programme of schemes;
- Development and delivery of the Belfast Rapid Transit Phase 2 Project;
- Park and Ride delivery programme; and
- Management of the internal Procurement Units in Belfast and Downpatrick.

Rivers

There is one Director in Rivers who is supported by three Business Areas:

- Operations;
- Development; and
- Corporate Support Services.

Rivers Headquarters is located in Loughry Campus in Cookstown, with regional offices in Omagh and Lisburn and sub-regional offices at Coleraine, Craigavon and Ballinamallard, outside Enniskillen.

The primary aim of Rivers, as the statutory drainage authority, is to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland and in doing so implement the requirements of the EU Floods Directive.

There are 2 business areas within Operations:

1. The Operational Areas which are responsible for:

- Maintenance of a network of free flowing watercourses to provide adequate outlets for urban storm and land drainage;
- Maintenance of flood and sea defences;
- Identifying flood risks and undertaking minor works to repair and construct flood defences, culverts and provide drainage infrastructure;
- Administering advisory and enforcement procedures to protect the drainage function of all rivers;
- Utilising available resources to maintain the effectiveness of the Department's assets during periods of adverse weather and threat to life and property from flooding; and
- Responding, where possible, to requests for assistance from the public whose property has suffered, or is threatened by, flooding. Liaising with other statutory and public bodies to provide an effective response to flooding or threat of flooding.

2. Capital Projects Unit, which is responsible for:

- Identification and delivery of cost viable river engineering schemes to minimise identified flood risks; and
- Progression and management of feasibility studies to identify viable flood alleviation schemes.

There are 4 business areas within Rivers Development:

1. Emergency Planning, which is responsible for:

- Carrying out the emergency planning co-ordination duties within DfI Rivers and fulfilling Lead Government Department (LGD) responsibilities for the co-ordination of flooding emergencies;
- Managing, maintaining and enhancing the Hydrometrics Network currently consisting of over 130 river level monitoring stations;
- The provision of water level alert stations to assist in warning selected communities, the Department and other organisations of a potential flood risk; and
- Collating water level and river gauging information to contribute to the 'National Archive' and determining flow return periods to facilitate flood alleviation scheme design and accurate flood mapping.

2. Asset Management & Mapping Unit, which is responsible for:

- The inspection, grading and valuation of drainage and flood defence infrastructure;
- Environmental advice & guidance; and
- Developing and providing map based information to enable the assessment and communication of flood risk.

3. Planning Advisory & Modelling Unit, which is responsible for:

- Providing advice to Planning Authorities on the drainage/flood risk aspects of the forthcoming Local Development Plans and planning applications with a view to prevent inappropriate and unsustainable development; and
- Development, maintenance and validation of an extensive library of hydraulic models that underpin and inform flood mapping, flood alleviation scheme design and specialist development advice.

4. Reservoirs Authority, which will be responsible for:

- The administration of the Reservoirs Act (Northern Ireland) 2015.

Rivers Corporate Support Services is responsible for:

- The administrative support to the organisation and the management of the Lough Erne Estate.

KEY RESPONSIBILITIES

PTO Civil Engineering Assistants will normally report to the Higher Professional and Technical Officer (HPTO) grade and the duties of the grade may include:

- Project design, including engineering calculations;
- Preparation and updating of civil engineering drawings, contract documents and reports;
- Operation and maintenance of infrastructure assets;
- Supervision of staff, contractors and/or direct labour force;
- Site surveys, collection and interpretation of data;
- Use of engineering and general IT facilities and software;
- Investigation of public liability claims and possible attendance at court;
- Enforcement of legislation, including possible attendance at court;
- Application of appropriate Health and Safety measures;
- Management of resources – both human and financial;
- Liaising with staff from different disciplines and work areas;
- Dealing with issues raised by members of the public, other staff and management, and communicating appropriately both verbally and in writing;
- Providing assistance (including out of hours) in response to adverse weather, and flooding;
- Providing advice to Planning Authorities on flood risk for proposed new development;
- Contribute to and promote a positive sense of co-operation and team work to achieve the vision and aims of the Department and provide a professional service to the public; and
- Driving Departmental vehicles.

The above list is not meant to be exhaustive but provides a good indication of the main duties of the post.

TERMS AND CONDITIONS

This competition will be used to fill positions within DfI Roads and Rivers at the Civil Engineering Assistant - Professional and Technical Officer (PTO) grade. The Department currently have a number of permanent full time posts to be filled.

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 grade of Professional and Technical Officer is considered to be a mobile grade within the NICS as posts are based at various locations across DfI, candidates must therefore be willing to travel across Northern Ireland.

Salary

Salary will be within the range £28,422 - £29,017 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale, and pay progression will be as per current NICS pay policy.

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 the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 25 days, increasing to 30 days after 5 years satisfactory service.

Hours of Work

The normal conditioned hours of work are full-time, 37 hours per week excluding meal breaks, Monday to Friday. Where possible the Department operates a flexible working time scheme. The purpose of this scheme is to provide a more flexible system of attendance for staff.

On occasion there may be a requirement to work outside normal hours, including evening and weekend work. This will attract payment and allowances in accordance to the NICS Staff Handbook.

DfI Roads and Rivers provide an “out of hours” flood emergency service. It is expected that successful candidates will make themselves reasonably available to participate in this service.

Travel

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

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic.

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 Dermot McShane on 028 9054 0032 or by email dermot.mcshane@infrastructure-ni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must meet either Criterion 1, 2 or 3. All candidates must meet Criterion 4.

Applicants must, by the closing date for applications, possess:

1. At least a Level 3 BTEC National Certificate/Diploma in Civil Engineering or Building Studies **and** a minimum of **2 years post qualification experience**, gained within the last 5 years, in at least 3 of the following areas:
 - (i) Topographical surveys, such as watercourse inspections, site investigation, and setting line and level;
 - (ii) Preparation and updating of engineering drawings;
 - (iii) Use of computer applications in the workplace e.g. spreadsheets/CAD;
 - (iv) Supervision of Civil Engineering site works, e.g. contractors/direct labour force;
 - (v) Preparation of Civil Engineering contract documents e.g. specifications/bills of quantities;
 - (vi) Preparation of engineering reports and calculations e.g. site survey reports and feasibility reports;

OR

2. A BTEC Higher National Certificate in Civil Engineering or Building Studies;

OR

3. A degree in Civil Engineering;

AND

4. A full current driving licence enabling the licence holder to drive vehicles in Northern Ireland.

Relevant or Equivalent Qualifications

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

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

Applicants will be expected to display the following qualities and skills at interview:

1. Making Effective Decisions

This area provides the opportunity to display Professional & Technical competence through the decisions taken in solving an engineering problem or developing / managing an engineering project

Demonstrate accountability and make unbiased **technical** decisions. Examine complex **technical** information and obtain further information to make accurate decisions. Speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed. Explain clearly, verbally and in writing, how a **technical** decision has been reached. Provide advice and feedback to support others to make accurate decisions. Monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly.

Marks Available: 40

Minimum Standard: 24

2. Managing a Quality Service

Explain clearly to customers what can be done. Work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business. Ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements. Keep internal teams, customers and delivery partners fully informed of plans and possibilities. Promote adherence to relevant policies, procedures, regulations and legislation, including equality, diversity and health and safety. Identify common problems or weaknesses in policy or procedures that affect service and escalate these.

Marks Available: 40

3. Changing and Improving

Understand and apply technology to achieve efficient and effective business and personal results. Consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner. Conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements. Put aside preconceptions and consider new ideas on their own merits. Help colleagues, customers and corporate partners to understand changes and why they have been introduced. Identify, resolve or escalate the positive and negative effects that change may have on own role/team.

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: 40

4. Collaborating and Partnering

Demonstrate interest in others and develop a range of contacts outside own team to help get the job done. Change ways of working to facilitate collaboration for the benefit of the team's work. Proactively seek information, resources and support from others outside own immediate team in order to help achieve results. Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues. Listen attentively to others and check their understanding by asking questions. Take responsibility for creating a working environment that encourages equality, diversity and inclusion.

Marks Available: 40

Total Marks Available: 160

Overall Pass Mark: 96

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 will take place via Webex, video conferencing during week commencing 1st November 2021.

NICS COMPETENCY FRAMEWORK

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

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

You can apply online at www.nicsrecruitment.org.uk.

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

Please note:

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

Help with making your application

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

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

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

GENERAL INFORMATION

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

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

Changes in personal circumstances and contact details

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

Transgender Requirements

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

Merit List

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

Disability Requirements

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

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

Documentation

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

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

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

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

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

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

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

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

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

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

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

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

Security

1. Baseline Personnel Security Standard

For 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.

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 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**