

**Candidate
Information
Booklet**

IRC270393

Chief Nursing Officer (Grade 5)

Department of Health (DoH)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Monday 25th October 2021***

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

Department of Health

Improving health and social well-being

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

Thank you for your interest in this competition to fill the position of Chief Nursing Officer (CNO) in the Department of Health (DoH).

The CNO has a key role in ensuring that the Department is able to fulfil its responsibilities to:

- Ensure the provision of appropriate health and social care services, both in clinical settings such as hospitals and GP surgeries, and in the community through nursing, social work and other professional services.
- Lead cross-government action to improve the health and well-being of the population and reduce health inequalities. This includes interventions involving health promotion and education to encourage people to adopt activities, behaviours and attitudes which lead to better health and well-being.

The CNO, as the head of the Nursing and Midwifery professions, is responsible for the professional leadership, performance and development of these professions in Northern Ireland (NI) and provides visible and inspiring leadership for nurses and midwives across all sectors in NI, ensuring that the professional values, ethos and principles are celebrated and encouraged in the face of many challenges. The CNO also helps to ensure that the contribution of the Allied Health Professions (AHP) is fully effective at strategic leadership level, working closely with the Department's Lead AHP Officer.

As the Department's most senior advisor on nursing and midwifery issues, the post holder will be responsible for providing expert professional advice and support to the Minister, Permanent Secretary/HSC Chief Executive, and senior administrative and professional colleagues, on all aspects of policy, which impact on nursing, midwifery and public health nursing, education, research and practice. She or he will lead in establishing, promoting and reinforcing the strategic direction for nursing, midwifery and health visiting services, agreeing programmes of action, setting goals and targets and ensuring that progress is monitored and evaluated.

The post holder will report on professional performance within Health and Social Care (HSC) in pursuit of high quality patient care and user experience, ensuring effective and efficient nursing practices are in place, supported by high quality professional training and development.

Working closely with the other UK Chief Nursing Officers and colleagues in the Republic of Ireland, other European Countries, the World Health Organisation, the International Council of Nurses and the Commonwealth Nurses Federation, the post holder will have opportunity to contribute to the development, promotion and implementation of health and social policy at national and international level.

The post provides an excellent opportunity to deliver results that will make a real difference to people's lives, and offers significant job satisfaction.

If, after reading this candidate information pack, you would like to speak to someone before making an application, I would encourage you to contact Charlotte McArdle at charlotte.mcardle@health-ni.gov.uk or on 028 9052 0562.

Thank you again for your interest in this competition.

RICHARD PENGELLY
PERMANENT SECRETARY, DEPARTMENT OF HEALTH

BACKGROUND

Department of Health

DoH is one of the nine Departments of the Northern Ireland Civil Service.

The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of the Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

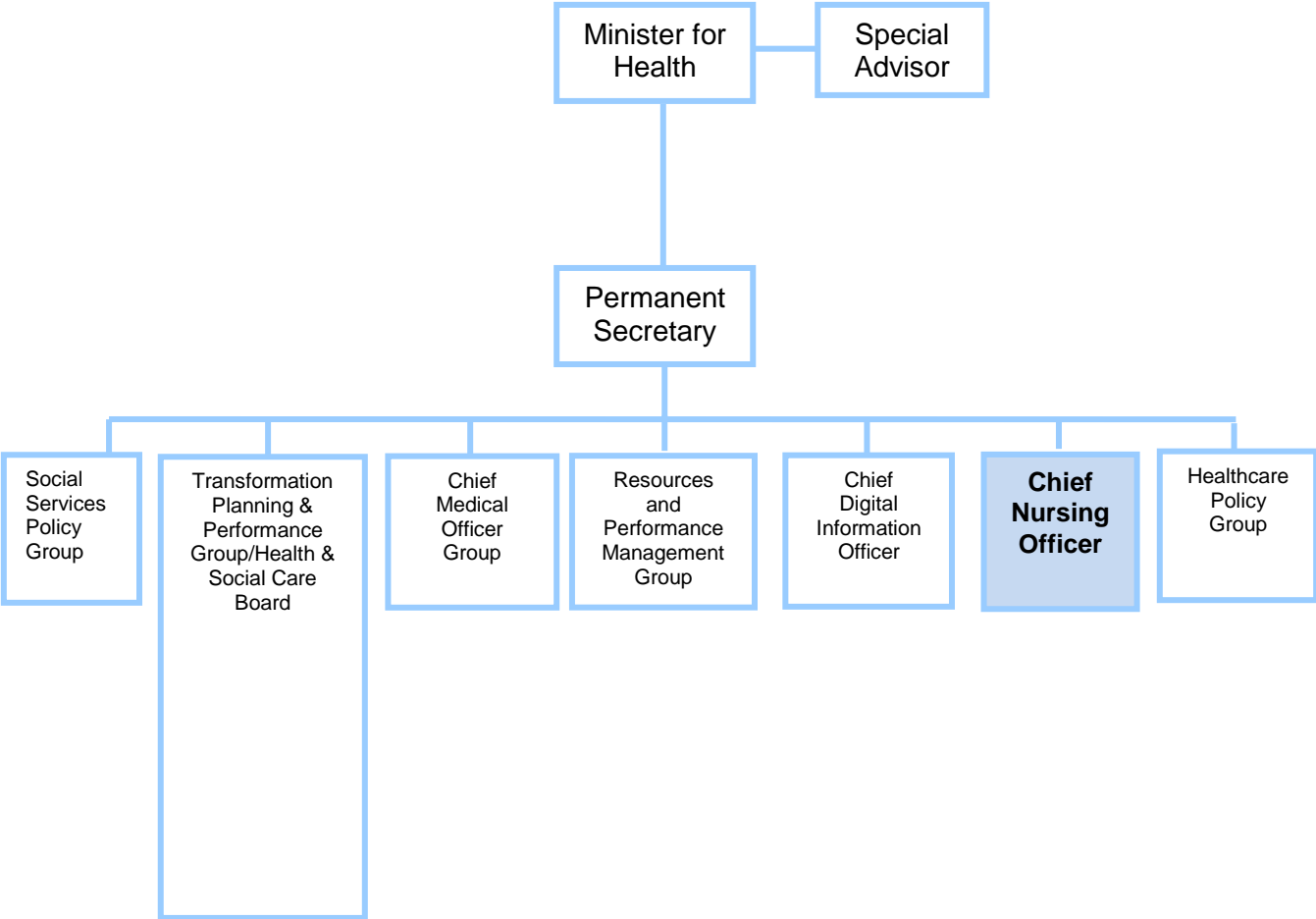
The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes; a strong focus on reform and transformation initiatives; enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes; safeguarding vulnerable people; ensuring that patients, clients and carers have the best possible experience in every aspect of their treatment, care and support.

The Department's mission is to improve the health and social well-being of the local population. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. It also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

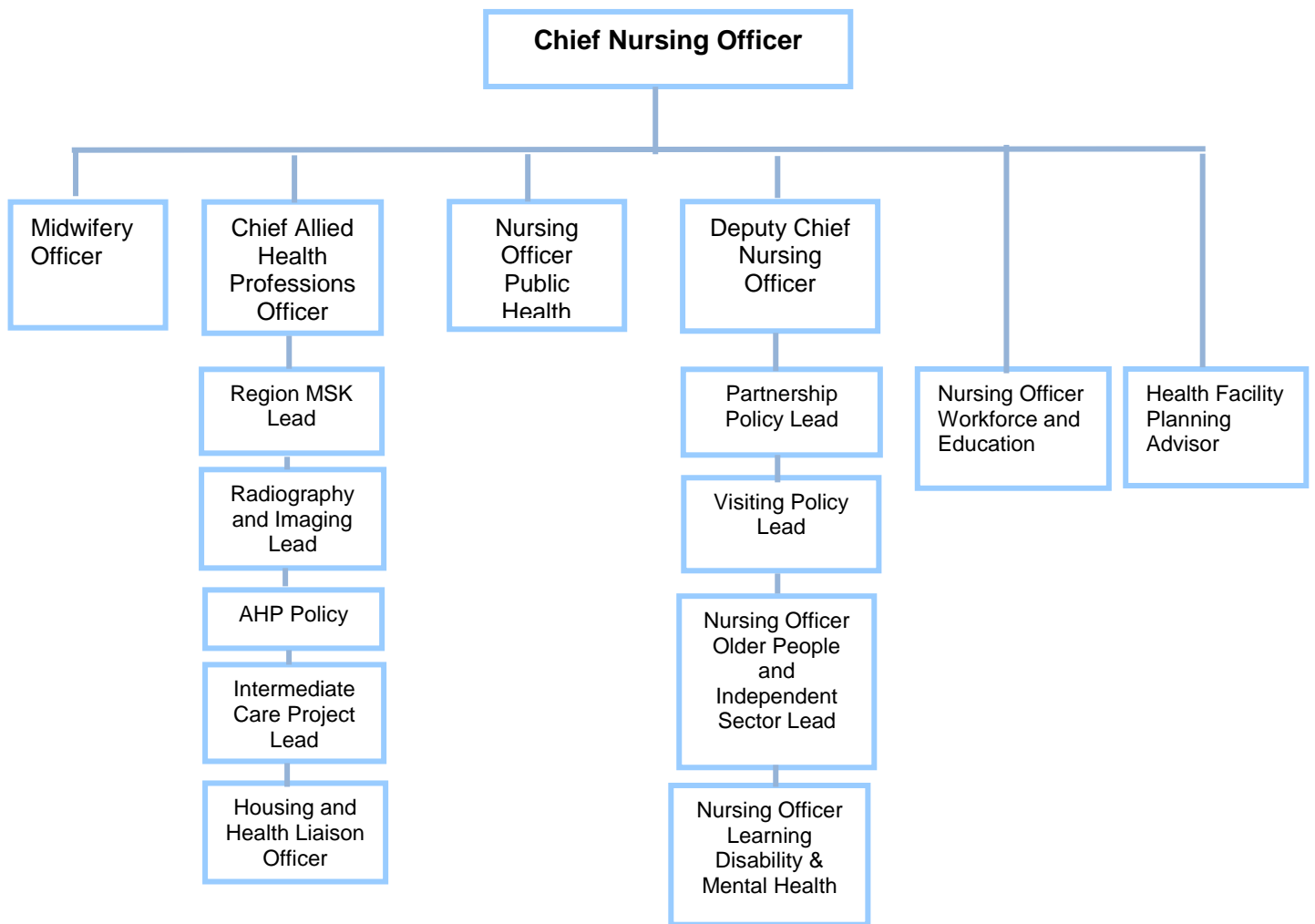
The Department is currently responsible for a budget of around £6 billion a year and a capital investment programme of over £200 million a year. The Department's core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The functions within the Department may be subject to review and change in the future.

DEPARTMENTAL STRUCTURES



The Nursing, Midwifery and Allied Health Professions (AHP) Directorate, under the direction of the CNO, is responsible for the professions' contribution to the development and implementation of policy, the implications of policy for professional practice, education, research, workforce planning and service delivery, and for contributing to the management and development of the HSC.



KEY RESPONSIBILITIES

The CNO reports to the Permanent Secretary/HSC Chief Executive and is directly accountable to the Permanent Secretary and to the Minister for the provision of professional advice and statutory functions.

As the Department's most senior advisor on Nursing and Midwifery issues, the CNO is responsible, as head of profession, for the professional leadership, performance and development of the professions in Northern Ireland, including providing support to the Department's Lead Allied Health Professions Officer.

Key Duties and Responsibilities

The main duties of the post will include:

Nursing, Midwifery and Allied Health Professions

- providing expert and authoritative professional advice and support to the Minister, Permanent Secretary, senior colleagues and other Departments on all aspects of policy relating to the relevant professions;
- being accountable to the Minister and DoH for promoting the standard, effectiveness, and quality of nursing, midwifery, and AHP services;
- providing professional leadership to the Nursing, and Midwifery professions and supporting the Department's Lead AHP Officer;
- establishing a strategic vision for nursing, midwifery and health visiting services, agreeing programmes of action, setting goals and targets and ensuring that progress is monitored and evaluated;
- reporting on professional performance within the HSC in pursuit of high quality patient care and user experience and ensuring that effective and efficient nursing and midwifery practices are in place, supported by high quality professional training and development;
- ensuring that the Department meets its statutory obligations in respect of professional regulation, including standards for professional education, statutory supervision of midwives, maintenance of HSC standards and operation of the Professional Alert system. The postholder will also consider and contribute to decisions on issues affecting those workers who support the nursing and midwifery function, for example, Health Care Support Workers;
- as a member of the Departmental Board, ensuring that board colleagues are aware of how strategic decisions may affect the quality and safety of patient care and the wider patient experience;

- working with the Director of HSC Human Resources and other staff to identify nursing establishment needs across the HSC and independent sectors, and undertaking work on recruitment and retention, role development, and career paths, to address the demand for services.
- ensuring the provision of Nursing advice on all major capital schemes, business case analysis, decontamination issues, Health Care Associated Infections (HCAI) in relation to the Estate, clinical waste management, management of medical devices, monitoring and investigation of adverse incidents, Medical Devices Committee and emergency planning;
- attending and participating in service accountability reviews and advising the DoH and HSC on quality control arrangements;
- chairing the Department's Nursing and Midwifery Advisory Committee and overseeing the work of HSC-wide bodies with a specific impact on Nursing and Midwifery issues, including the Education Strategy Group, which addresses developments in education, and the Nursing and Midwifery Research and Development Strategy Group. The postholder is also an ex-officio member of the Northern Ireland Practice and Education Council for Nurses and Midwives (NIPEC);
- working closely with the Chief Medical Officer to ensure good coordination on public health matters, including health protection, and the development of effective quality and safety standards for the population;
- working closely with the UK Chief Nursing Officers and colleagues in the Republic of Ireland, other European Countries, the World Health Organisation, the International Council of Nurses and the Commonwealth Nurses Federation, to contribute to the development, promotion and implementation of health and social policy at the national and international level. This is aimed at ensuring good public health, including health protection and the development of effective quality and safety standards for the population;
- working with medical and nursing colleagues to implement the tri- partite agreement for the development of Cancer Services, agreeing fellowships for nurses to develop research skills with the National Cancer Institute (NCI), in the USA, and co-chairing the NCI All Ireland Cancer Nurses Group;
- fulfilling the responsible officer role for specific agreed areas of Department work, including the Palliative Care Strategy, Clinical Nutrition and, in conjunction with the Chief Medical Officer, co-chairing the Department's Confidence in Care Project Board;
- undertaking responsibility for the Department's sponsorship of the Patient and Client Council (PCC), including ensuring that effective governance

and accountability arrangements are in place and operating effectively, and ensuring effective performance management of the PCC;

Corporate

- As a member of the Departmental Board and a Head of Profession, the successful candidate will contribute to the development of corporate objectives for the Department and will be responsible for collective decision-making on cross-cutting and strategic issues. These will include the development and review of key policies, ensuring adherence to statutory commitments, supporting Departmental Programme for Government commitments and discussion of issues such as financial and staff resourcing.
- The post-holder will represent the Department at a local, national and international level, e.g. representing DoH at professional fora and with Professional Bodies.

Relationships

The postholder will be required to build strong and positive relationships with key stakeholders, both internal and external, including:

- Minister/ Permanent Secretary;
- Departmental colleagues, including chief professional officers;
- the Northern Ireland Assembly's Health Committee;
- Chief Executives and Directors of Nursing of the Public Health Agency/ Health and Social Care (HSC) Board/HSC Trusts;
- Chief Executives and Directors within the Independent Healthcare Sector;
- Royal Colleges, recognised Trade Unions and other professional associations;
- UK Chief Nursing Officers and the Rol Chief Nursing Officer;
- the Regulation and Quality Improvement Authority (RQIA);
- the National Institute for Health and Clinical Excellence (NICE)
- the World Health Organisation, International Council of Nurses, and the Commonwealth Nurses Federation, (as the Department's link on nursing matters);
- statutory organisations including the Nursing and Midwifery Council (NMC) and the Health Professions Council (HPC);
- the Northern Ireland Practice and Education Council (NIPEC);
- the Patient and Client Council (PCC).

TERMS AND CONDITIONS

There is one permanent, full time vacancy.

This is a permanent appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource.

Further appointments may be made from this competition should this position become vacant within the lifetime of the competition, which is one year.

Secondment

This post may be filled by secondment of the successful candidate from his/her current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

Location

This post will be based at Castle Buildings, Stormont Estate, Belfast, however, due to Covid 19 restrictions the majority of staff are temporarily working from home. The successful candidate may be required to work from home until the relevant public health advice changes.

Salary

Salary will be within the range £74,912 – £84,122.

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if she/he has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments, normally the Management Board or similar senior group. It is a condition

attaching to the appointment to any SCS post in Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the Northern Ireland Senior Civil Service.

Pensions

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

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post holder may be required to work outside of their normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

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

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

Vetting

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

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 Charlotte McArdle on 028 9052 0562 or email Charlotte.McArdle@health-ni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. hold or be entitled to hold registration as a nurse with the Nursing and Midwifery Council (NMC)*;

AND

2. hold a degree in nursing, midwifery or another relevant subject**

AND

3. have at least 3 years experience within the last 5 years of working at a **senior level***** within the health and social care sector in one or more of the following areas:
 - delivery of health or social care;
 - professional education;
 - working for a professional body;
 - working with a government department or agency.

The following additional clarification is provided:

* please note that any appointment will be subject to the successful candidate holding full registration with the NMC by the date on which she/he will be required to take up appointment. The post-holder must remain on the register while in post.

** **relevant** is defined as a subject which is related to health or social science. The panel reserves the right to decide on the relevance of the subject for the purposes of eligibility.

*** **senior level** is defined as at least:

1. Assistant Director level in a public sector health service; or
2. Grade 7 in the NICS or equivalent; or
3. In respect of experience gained in the independent or education sectors or in agencies or professional bodies, or in another jurisdiction, the panel will judge whether, on the basis of the evidence presented, the level meets the necessary level of seniority.

NOTES

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, in this part of your application form, the selection panel will reject your application.

Evidence should be provided for all of the elements of each criterion in your application form giving specific length of experience, examples and dates as required. It is not sufficient simply to list your duties and responsibilities.

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.

Please note:

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

ASSESSMENT PROCESS

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

Presentation

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. The title of the presentation will be provided to candidates in the invitation letter to interview. The panel will also ask follow up questions after the presentation.

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

The presentation will be used to assess the **Seeing the Big Picture** competence.

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. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

Marks available: 20

Competence Based Interview

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

1. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to

improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 20

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. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks available: 20

3. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Marks available: 20

4. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

Marks available: 20

5. 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. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks available: 20

6. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20

Total Marks Available: 140

Overall Pass Mark: 84

Please note: Notes must not be used during the interview stage of the assessment.

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.

It is intended that interviews for this post will take place in Castle Buildings, Stormont Estate, Belfast on 10th November 2021.

Panel members are

Sinead Burns	Commissioner for the NI Civil Service.
Richard Pengelly	Permanent Secretary, DoH.
Sharon Gallagher	Deputy Secretary, Transformation Planning & Performance DoH and Chief Executive Health & Social Care Board.
Martin Bradley	Independent Expert

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place. If it is not possible, the use of video technology may be used as an alternative.

Requests for reschedules will only be considered in exceptional circumstances.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 5.

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

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

Please note:

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

Help with making your application

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

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email

info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

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

Disability Requirements

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

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

Documentation

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

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

Right to Work and Nationality Requirements

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

Applicants must be either:

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

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

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

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

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

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

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

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

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

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

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

Security

1. Baseline Personnel Security Standard

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

- a) Your passport OR

- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) **AND** your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

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

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni

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

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

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

Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

Feedback

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

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