

**Candidate  
Information  
Booklet**

**IRC271089  
Director of Engineering  
Grade 5  
Department for Infrastructure (DfI)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 3<sup>rd</sup> December 2021***

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

## ***Department for Infrastructure***

### **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 the position of Director of Engineering in the Department for Infrastructure (DfI).

This is a key leadership position within DfI and one that presents great opportunity to be part of a strong team at the heart of public service policy and delivery. The position also incorporates the role of Head of Profession for, and leading and contributing to the professional development of, the Department's civil engineering staff, from chartered engineers with many years' experience through to apprentices and new graduates.

The nature of our work within DfI is such that it requires a clear focus on outcomes and a strong emphasis on collaborative working with other government departments and local councils, with NI Water and Translink, and with a wide range of other bodies across the public sector and beyond. It also requires a willingness to build and sustain strong relationships with local communities and community representatives and with engineering and other professional bodies and institutions.

We are therefore seeking to attract applications from those who have the necessary professional skills and experience, combined with excellent leadership skills, a proven ability to work collaboratively with others and the commitment and enthusiasm needed to shape policies and deliver services that can make a real and positive difference to Northern Ireland's economic, societal and environmental wellbeing. If you think you have those attributes, and would be interested in joining our team, we would love to hear from you.

**KATRINA GODFREY  
PERMANENT SECRETARY**

## **BACKGROUND**

The Department for Infrastructure (DfI) every day connects people safely, supports opportunities and creates sustainable living places. It delivers a wide range of essential services to people living and working in, and visiting, Northern Ireland.

Our responsibilities include oversight of our planning system, policy and delivery in the areas of water and drainage, transport policy and road safety. We are also the strategic roads authority for Northern Ireland, managing and maintaining our road network.

We are the sponsor department for two major Non-Departmental Public Bodies (NDPBs), NI Water (a publicly owned company) and Translink (a public corporation); for the Driver and Vehicle Agency; and, together with the Department of Housing, Local Government and Heritage, for Waterways Ireland, one of the north-south bodies.

The Department employs around 3,000 professional, administrative and industrial staff located across NI who work under one of three distinct Groups each led by a Deputy Secretary (Grade 3).

The Senior Leadership Team, led by the Permanent Secretary, comprises:

### **Roads and Rivers Group**

- Major Projects and Procurement
- Network Services
- Engineering
- Rivers

### **Resources, Governance and EU Group**

- Finance
- Policy and Strategic Planning
- Gateways and EU
- Corporate Planning and Policy
- Corporate Support Services
- Water and Drainage Policy
- Living with Water
- Public Transport

### **Planning, Safety and Transport Policy Group**

- Strategic Planning
- Planning Policy
- Transport Planning & Policy
- Safe and Sustainable Travel
- Driver and Vehicle Agency

## **ROADS AND RIVERS GROUP**

The post being filled through this competition is the Director of Engineering.

The Engineering Directorate is part of the Roads & Rivers Group within DfI. The Roads and Rivers Group is headed by a Deputy Secretary, who is a member of the Departmental Board, supported by four Directors.

### **Roads**

Three of the group's directorates (Major Projects and Procurement; Network Services; and Engineering) have a particular focus on transport. The group maintains, develops and manages the road network to facilitate the safe and convenient movement of people and goods. It plays a significant role in promoting safe and sustainable travel and facilitating the safe and convenient movement of people and goods throughout Northern Ireland, through the delivery of road maintenance services and the management and development of the road network.

The group has a particular focus on supporting measures to encourage safe and sustainable travel by making sure that these are practical, well-designed and capable, when delivered, of contributing to increases in active travel and decreases in carbon emissions.

The group includes 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. The group also provides emergency response services to keep roads clear and people safe, working closely and collaboratively with other emergency responders.

### **Rivers**

The group's responsibilities also include fulfilling the Department's role as the statutory drainage authority for Northern Ireland and managing flood risk to facilitate the social, economic and environmental development of Northern Ireland. It has a clear focus on reducing risk to life and damage to property from flooding from rivers and the sea and undertaking watercourse and coastal flood management in a sustainable manner.

## KEY RESPONSIBILITIES

The main responsibilities of the Director of Engineering are set out below and include.

- providing effective leadership and direction to the business units under their remit, including the Internal Contractor and Consultant functions for the Roads and Rivers Group; Corporate Services; Claims Unit; Parking Enforcement; Blue Badge; Lands; Health and Safety; and Engineering Policy and Design Standards.
- Fulfilling the role of Head of Profession for the Civil Engineering Profession within Dfl.
- Effective decision making, leading policy development and delivery, managing substantial human and financial resources and initiating and leading change where required.
- Managing the Directorate's resources effectively, efficiently and economically, including by:-
  - (i) ensuring the Directorate meets its objectives and that work is managed within available financial and other resources.
  - (ii) ensuring that the business units within the Directorate collaborate effectively with delivery partners and other stakeholders.
  - (iii) improving the overall efficiency of services, with particular emphasis on value for money through regular benchmarking of in-house services with private and public sector providers as appropriate; and the application of appropriate performance indicators.
- Contributing as a member of the Department's senior team to the formulation of strategic and operational policy, corporate and business planning and corporate decision making.
- Making effective decisions on the need for and use of resources, including capital, operational, and people, based on justification of the business need, affordability and cost-effectiveness and whole life value for money, for engineering and transport projects.
- Ensuring that effective financial and risk management is in place within the directorate and being accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure.
- Providing high quality, evidence-informed, timely advice to the Minister and the Accounting Officer as required.

- Representing the Department externally, including through the provision of oral and written evidence and information to aid the work of Assembly Committees.
- Ensuring a focus on staff engagement, staff development, diversity and inclusion whilst working constructively within the Department and with NICS HR and TUS to create the conditions where staff can achieve their full potential.

The postholder will provide leadership and direction for a team of approximately 800 staff, with direct line management responsibilities for 2 Grade 6 (Civil Engineers), 1 General Service Grade 6, 2 Grade 7 Principal Professional and Technical Officers (PPTOs) and 5 General Service Grade 7 Principal Officers. The postholder will have direct responsibility for managing a budget of around £67m per year, as well as having responsibility for the delivery of services and works funded by other Directors' budgets.

The postholder will also be expected to perform a wider leadership role, working collaboratively with the other members of the senior management team in supporting the Minister and the Department to deliver a much broader range of responsibilities effectively and coherently, taking a 'One DfI' approach.

***The above is given as a broad range of duties and is not intended to be exhaustive. It is important to note that the responsibilities may change to meet the evolving needs of the role.***

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full time vacancy.

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

Further appointments may be made from this competition should this position, or similar vacancies within DfI that require the same eligibility and competence requirements, become vacant during the lifetime of the competition.

### **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 is based at the Department's headquarters in Clarence Court, 10-18 Adelaide Street, Belfast. Due to Covid 19 restrictions, the majority of staff are temporarily working from home. The successful candidate will be expected to work from home until such times as 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 he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on promotion/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. 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 SCS.

### **Pensions**

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

### **Holidays**

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 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, in normal circumstances, be required on a regular basis and travel nationally and internationally may also be required.

### **Vetting**

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

### **Probation**

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

### **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to

enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

### **Conflict of Interest**

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

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

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone John Irvine on 028 9054 0634 or email [John.Irvine@infrastructure-ni.gov.uk](mailto:John.Irvine@infrastructure-ni.gov.uk)

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

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, be able to demonstrate that they have **ALL** of the following:-

1. Be a Chartered Engineer and a current member of the Institution of Civil Engineers or equivalent\* body;

**AND**

2. Have at least 3 years' Civil Engineering experience at senior management level\*\* gained within the last 7 years which includes successful management and delivery of significant and complex civil engineering infrastructure projects or programmes;

**AND**

3. Have at least 3 years' experience at senior management level\*\* that demonstrates evidence of strong leadership of multi-disciplinary teams and the delivery of successful outcomes in a complex or challenging environment.

**AND**

4. Have at least 2 years' experience at senior management level\*\* of strong communication and influencing skills and an ability to develop and embed collaborative working and strong and effective partnerships with external stakeholders and service users.

**AND**

5. Have at least 2 years' experience at senior management level\*\* of developing and operating effective systems of financial management, risk management and corporate governance.

### **Definitions**

**\*Equivalent** professional memberships: give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

Applications will also be considered from applicants with relevant formal professional memberships considered by the selection panel to be of an equivalent or higher standard to those stated.

**\*\*Senior management level** includes taking decisions affecting the corporate body or organisation within which an individual is working, or providing detailed advice at board level on such issues. In the case of existing civil servants this would normally be at Grade 7 level or equivalent, or above.

## SHORTLISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the Panel will carry out an objective evaluation of the depth and breadth of information provided by candidates in response to **eligibility criterion 3**.

The shortlisting criterion will be scored with only the top scoring candidates progressing to interview

The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.

### **Please note:**

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

## ASSESSMENT PROCESS

The selection process will 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’** and the **‘Communicating’** aspect of the **Leading and Communicating** competence.

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

**Please note there will also be a competency based question on 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.

**Total Marks Available: 30**

**Minimum Standard: 18**

### 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. 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 NICS

**Marks available: 20**

**Minimum standard: 12**

## **2. 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**

**Minimum standard: 12**

## **3. 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**

**Minimum standard: 12**

## **4. Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. 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**

**Minimum standard: 12**

## 5. 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**

**Minimum standard: 12**

**Total Marks Available: 130**

**Overall Pass Mark: 78**

### INTERVIEWS

It is intended that interviews for this post will take place in Castle Buildings, Stormont Estate area on the 6<sup>th</sup> and 7<sup>th</sup> January 2022.

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 **may** be considered where there is a compelling reason and is at the discretion of the panel.

The Selection Panel will be as follows:

- Jim Scholes (Chair) – Civil Service Commissioner
- Katrina Godfrey – Permanent Secretary, DfI
- Andrew Murray – Deputy Secretary, DfI
- Julie Thompson – Deputy Secretary, DfI

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

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



## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

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

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

#### **Please note:**

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

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

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

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

## **INTERVIEW PREPARATION**

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

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

**A competence-based interview does however require you to:**

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

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

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

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

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

## GENERAL INFORMATION

### **The Merit Principle**

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

Further information on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### **NICSHR Privacy Notice**

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

### **Offers of Employment**

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

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

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

### **Transgender Requirements**

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

### **Merit List**

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

### **Disability Requirements**

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

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

### **Documentation**

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

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

### **Right to Work and Nationality Requirements**

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

Applicants must be either:

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

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

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

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

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

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

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

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

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

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

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

## **Security**

### 1. Baseline Personnel Security Standard

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

- a) Your passport OR

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

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

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

### **Equal Opportunity Monitoring Form**

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

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

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

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

**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**