

**Candidate
Information
Booklet**

**IRC277394
Grade 7 Multi-disciplinary Team Lead (Building
and Fabric)
Construction and Procurement Division (CPD),
Department of Finance (DoF)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 1st July 2022***

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



Construction & Procurement Delivery
Seachadadh Foirgníochta agus Soláthair

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 Multi-Disciplinary Team Lead (Building and Fabric) Grade 7 post in Property Services Division of Construction & Procurement Delivery (CPD). Construction & Procurement Delivery (CPD) is a business area within the Department of Finance (DoF).

The current vacancy is in Property Services Division (PSD). This role will report to the Deputy Director and will be expected to work closely with senior officials in all Northern Ireland Departments to ensure that the benefits of a modernised approach to property management services are understood and realised. They will also be a key adviser in the delivery of the property management services and will be required to build effective working relationships with senior representatives of the construction industry.

The postholder will be responsible for the operations, delivery and performance of a team and will be required to provide strong management and leadership to staff.

Applications are welcome from suitably qualified candidates.

I hope that this pack meets your information needs and encourages you to apply for these positions.

Bronagh McCullough
Director Property Services Division

BACKGROUND

Construction and Procurement Delivery (CPD) is a Core Directorate of the Department of Finance (DoF). Its role is to develop and establish the policy framework and best practice public procurement for the NICS and the wider public sector. It has three key roles, namely to:

- advise the Minister of Finance on public procurement matters and on issues relating to the construction industry;
- support the Procurement Board for Northern Ireland on the development and monitoring of public procurement policy and best practice; and
- provide modern, professional procurement and project management services to bodies covered by Northern Ireland Public Procurement Policy (NIPPP).

The Permanent Secretary for DoF is Neil Gibson.

The overall aim of DoF is “to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community.” In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland Departments, comprising human resources, accounting, financial management, ICT, training, procurement, accommodation and legal services.

More details on the role of, and services provided by, DoF can be found on www.finance-ni.gov.uk

CPD is one of the business areas within the Department of Finance (DoF) in Northern Ireland, led by Chief Executive Sharon Smyth.

CPD is made up of seven Divisions:

- Policy and Performance Division
- Supplies and Services Division
- Construction Division
- Health Projects
- Property Services Division
- Properties Division
- Commercial Delivery Group

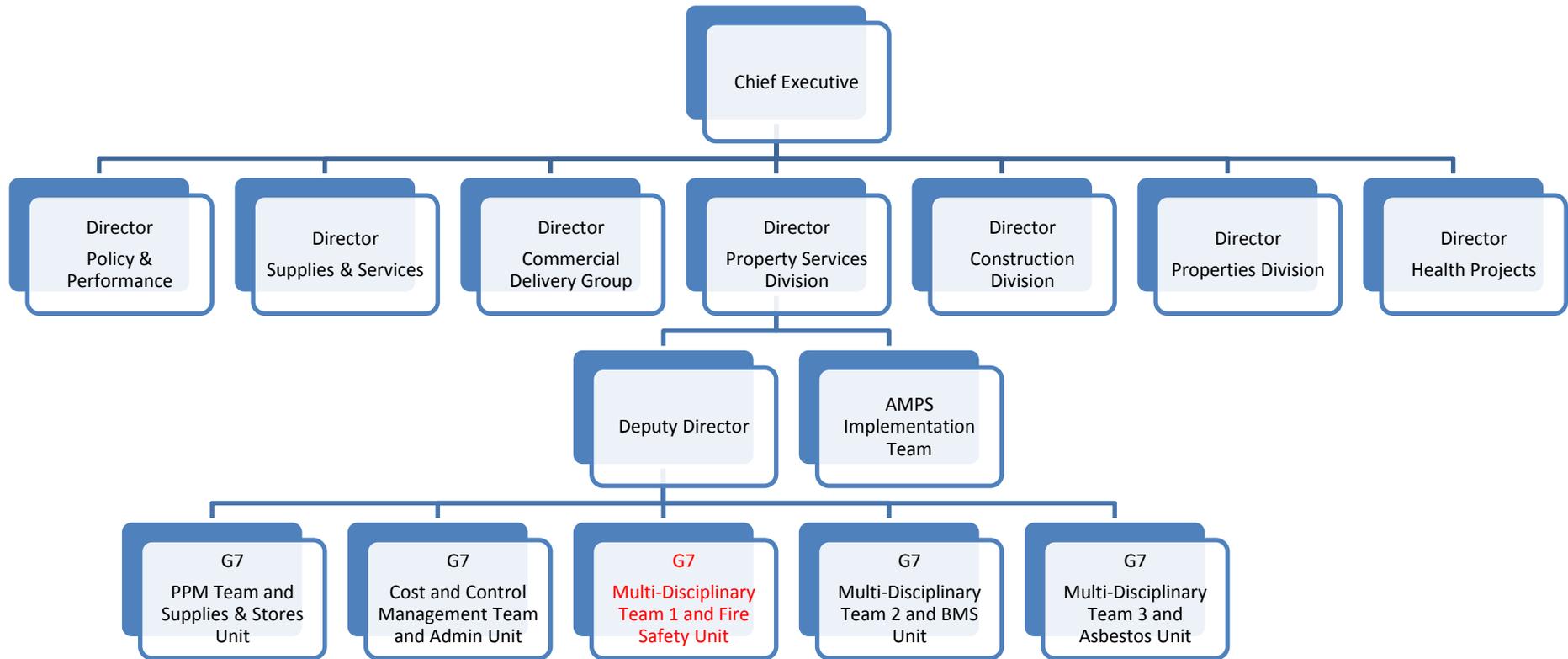
Property Services Division’s role is to provide a range of high quality, professional property and hard facilities management services i.e. reactive maintenance requests, Planned Preventative Maintenance (PPM) and associated remedial works (cyclical, scheduled and planned maintenance) as well as teams delivering small and micro projects up to a value of £500,000.

These services are delivered to NICS and ALBs in accordance with NIPPP and other relevant guidance. The Division comprises of 90 professional and technical staff from various construction related disciplines, across the following branches.

- Multi-disciplinary team 1 and fire safety unit
- Multi-disciplinary team 2 and building energy management unit
- Multi-disciplinary team 3 and asbestos unit
- Planned preventative maintenance team and supplies and stores unit
- Cost and control management team and admin unit

The Property and Facilities Management activities delivered by the Division include -:

- (a) Contract and project management of micro and small works projects
- (b) Appointment of consultants and contractors through CPD procurement strategies
- (c) Feasibility studies
- (d) Scheme design
- (e) Fire safety advice including fire safety risk assessment
- (f) Provision of reactive maintenance support
- (g) Statutory maintenance
- (h) Planned preventative /cyclical maintenance
- (i) Completion of remedial works
- (j) Assistance with heating, ventilation & air condition systems queries
- (k) Asbestos management and advice
- (l) Provision of furniture and portorage services



KEY RESPONSIBILITIES

As a Multi-Disciplinary Team Lead (Building and Fabric) the post holder will be required to contribute to the overall business strategy, performance and management of Property Services Division (PSD) and will be responsible for the delivery of the business objectives assigned to their branch. The postholder will be the lead officer in relation to matters pertaining to building and fabric.

Services provided by PSD include reactive maintenance, planned preventative maintenance, micro and small works, general property related advice and surveys, asbestos management and fire safety. PSD utilises Pan Government Frameworks to deliver these services and also avails of frameworks for consultants to supplement in house resource. This approach enables PSD to centralise a comprehensive maintenance service provision across a wide and varied client base whilst complying with procurement legislation and Northern Ireland Public Procurement Policy

An organisation chart for the PSD structure in CPD is set out on page 6. As part of its continuous improvement practices, PSD regularly reviews its organisation and structure. The position of the postholder within the overall organisational structure may therefore be subject to change within and across sub-divisions by management decision.

There is currently one vacancy and it is within Multi-Disciplinary Design Team 1 and Fire Safety Branch.

The postholder will need to work closely with staff from other divisions within CPD which provide a comprehensive construction procurement service to other Government Departments, Agencies and arms-length bodies for projects from inception to completion.

CPD comprises approximately 360 professional and technical staff from various construction disciplines who work collaboratively to deliver projects in accordance with NI Public Procurement Policy – see link below.

<https://www.finance-ni.gov.uk/topics/procurement>

The workload of the Division is diverse and, to a large extent, unpredictable. Demanding deadlines often have to be achieved and the postholder must therefore be able to prioritise his/her own work and that of the branches for which they are responsible to ensure targets are met.

The main duties of the postholder includes:-

- Leading and managing all staff and business activities within the multi-disciplinary team, providing a principal point of contact for new and existing customers, on matters concerning the provision of small and micro works project delivery.

- Acting as the lead officer for matters pertaining to Building and Fabric works.
- Responsibility for making key decisions on multi-disciplinary team workload (between 200-250 small and micro works projects per multi-disciplinary team), staff resources and the delegation of works.
- Responsibility and accountability by working closely with multi-disciplinary team staff to ensure technical aspects of project delivery including on site meetings and to seek solutions to problems which may arise during the procurement and construction processes, advising on procurement options and co-ordinating input from multi-disciplinary team staff and ensuring projects comply with policy, statutory and legal requirements
- Responsibility for managing and monitoring customer engagement within the multi-disciplinary team, including agreeing design, quality, performance standards & accountability; and to work effectively with all customers, contracting teams and external consultants to ensure target completion dates and budget out-turn expectations are achieved. Attendance at regular client liaison meetings.
- Accountability for Statutory and Health & Safety compliance on project delivery within the multi-disciplinary team and ensuring Customer statutory obligations are safe-guarded.
- Accountability to Internal Audit, for ensuring all management-agreed small and micro works project works, applicable to the multi-disciplinary team, are completed to an agreed programme and achieve a 'satisfactory' or higher Audit standard.
- Monitoring ICT and contractor delivery, service quality and KPI performance at senior management level, on all small and micro works projects assigned to the multi-disciplinary team, determining anticipated workload, addressing any identified performance shortcomings.
- Representing senior management, on contract management meetings with suppliers.
- Responsibility for carrying out post-project reviews on a representative sample of completed small and micro works projects and accountability for associated QA performance, in compliance with PSD's Quality Assurance obligations.
- Monitoring and reporting on Project and Framework progress and attending Senior Management meetings and Client meetings.
- Responsibility to Senior Management for ensuring that staff within the designated Business Area(s) deliver on all aspects of their roles, including

but not limited to performance management requirements and absence management requirements.

- Providing strong leadership and vision through personal drive, commitment, enthusiasm and persuasive communication and creating, maintaining and enhancing effective working relationships, whilst managing, motivating and developing staff within the team.
- Continuously developing & maintaining professional standards, knowledge and competence to provide a leading source of expertise and authoritative advice and ensure high professional standards and decision making.
- Making a key contribution to encourage all staff within PSD to lead and manage change within PSD, including taking a positive lead in instigating and encouraging new, more efficient business activities.
- Preparing, updating and maintaining the operational Business Plan for both designated Business Area(s), setting in place and monitoring outputs, to ensure there is a required focus on achieving set objectives and targets in-year.
- Providing management direction and support to all assigned staff, on HR issues arising in-year, including direct involvement with the Divisional Business Partner/NICS HR, where required, dealing with staff issues, absence management, performance management, and recruitment/selection, if required.
- Preparation of response to FOI/EIR requests as relevant to team and division
- Implementing NICS reform and contributing towards CPD business improvement activities.
- Any other relevant duties as required by line management.

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

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy

The Multi-Disciplinary Team Lead (Building and Fabric) is responsible to the Deputy Director.

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 successful candidate will be deployed at Clare House, 303 Airport Road West, Belfast, BT3 9ED. To build on the response to the Covid-19 pandemic and prepare for the future, a hybrid style of work which blends working from home (and remotely) with working in the office will be in the context of the emerging NICS 'New Ways of Working' policy.

Salary

Salary will be within the range £52,026 - £55,685 within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Pensions

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

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time: 37 hours per week excluding meal breaks Monday to Friday.

The NICS operates, according to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day around core periods. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public/privilege holiday entitlement.

NICS recognises the value of work/life balance for its staff. Requests for alternative working patterns will be considered with decisions based on business needs.

Travel

As the post holder will be required to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICS HR Travel and Subsistence Policy.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is 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 into conflict with their official duties.

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

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Geoff Johnston by email geoff.johnston@finance-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 demonstrate that they:

1. Are a current Chartered Building Surveyor with RICS (MRICS) or are a Registered Architect with the Architect Registration Board (ARB) or an equivalent professional membership*.

Please note that the successful candidate must remain Registered whilst in the post. Currently CPD refund professional fees. Checks will be completed with the appropriate professional body to confirm membership status.

AND

2. Have at least 3 years' experience, gained within the last 7 years, working in the construction sector and have experience in **one** of the following areas:
 - Building maintenance and refurbishment projects, with responsibility for managing and delivering multiple projects.
 - The successful provision of advice in relation to construction procurement policy and best practice.
 - The successful delivery of **major capital developments**** in line with modern methods of construction procurement and best practice.

AND

3. Have at least 3 years' experience, gained within the last 7 years, of successfully leading a team in the delivery of a diverse range of projects for multiple clients simultaneously where there are competing priorities.

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

Definitions

***Equivalent** professional qualifications: Applications will be considered from professionally qualified construction professionals who hold equivalent professional status. Please give details of the professional qualification held and reasons why you consider it to be equivalent to the qualification required. The onus is on you to provide the panel with sufficient details of the professional qualification which clearly demonstrates how the qualification you hold is equivalent to that required.

Major capital developments** is further defined as schemes designed to high quality standards for multifunctional use and exacting client briefs with a capital construction cost of at least £5m that include a diverse range of mechanical and electrical engineering service installations.

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the information provided by candidates in response to **criterion 3** . This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. Further information on the GIS can be found at [Information for Disabled Applicants](#)

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable 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.

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 interview candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. Candidates will be advised of presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The presentation will be used to assess the **Managing a Quality Service** competence.

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 to support service delivery.

Marks available: 20

Minimum Standard: 12

COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the below areas and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

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.

Marks Available: 20

2. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks Available: 20

3. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

Marks Available: 20

4. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Marks Available: 20

Minimum Standard: 12

5. Changing and Improving

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

Marks Available: 20

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS

It is intended that interviews for this post will take place in Clare House during week commencing 5th September 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.

NICS COMPETENCY FRAMEWORK

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

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

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

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

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-and-benefits-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 these posts 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.

- 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.

The NICS welcomes applications from people regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation. As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in the 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**