

**Candidate
Information
Booklet**

**IRC278675
Senior Economist
Department of Agriculture
Environment and Rural Affairs
(DAERA)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 8th July 2022***

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

***Department of Agriculture, Environment
and Rural Affairs (DAERA)***

**Sustainability at the heart of a living, working,
active landscape valued by everyone**

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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BACKGROUND

The Department of Agriculture, Environment and Rural Affairs employs some 3,000 people over 230 sites across NI, utilising some £579 million Resource and £95m Capital budget per annum. It owns almost 85,000 hectares of land and has operations right across all of our landscapes, including marine, watercourses, uplands and farming lands.

DAERA has responsibility for environment, food, farming, fisheries, forestry, rural development and sustainability policy. The Department supports: the development of thriving rural communities; the conservation and enhancement of the environment; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing by environmental regulation. DAERA provides a Knowledge Advisory Service - a business development service for farmers and growers, and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector.

DAERA develops and implements agricultural, environmental, fisheries and rural development policy for Northern Ireland.

DAERA VISION AND STRATEGIC GOALS

Vision

“Sustainability at the heart of a living, working, active landscape valued by everyone”

Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sector;
- A clean, healthy environment, benefiting people, nature and the economy;
- A thriving rural economy, contributing to prosperity and wellbeing; and
- A well-led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Rural Affairs, Forest Service and Estate Transformation Group
- Central Services and Contingency Planning Group
- Veterinary Service Animal Health Group

- Environment Marine and Fisheries Group; and
- Food and Farming Group

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)
- Forest Service

The Department also sponsors a number of non-departmental public bodies (NDPBs) including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Katrina Godfrey.

FOOD AND FARMING GROUP

Food and Farming Group (FFG) is responsible for the following high-profile DAERA wide programmes and initiatives:

- Development of Departmental policy and programmes to support a sustainable agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Commissioning and management of the Department’s science programme sponsorship of the Agri-Food and Biosciences Institute.

Policy, Economics and Statistics Division

Policy, Economics and Statistics Division (PESD) is part of the Food and Farming Group. The Division collates, analyses and publishes a broad range of statistics covering agriculture, environment, rural communities, food, animal health, fisheries and forestry in Northern Ireland in line with legislative and stakeholder demands. It also provides economic analysis and advice, including strategic input to policy development, implementation and resource allocation across the Department, including through business case development and quality assurance. In addition, the Division provides a policy lead on agricultural trade, competition, State aid/subsidy control, immigration and on the Department’s education and technology transfer agenda in support of the agri-food sector. The Division has a broader policy development role and acts as the Managing Authority for the NI Rural Development Programme, which includes a monitoring and evaluation responsibility.

The Division comprises of the following ten branches:

- Policy Development Branch

- Resource Economics Branch
- Strategic Economic Advice Branch
- Economics and Evaluation Branch
- Statistics and Analytical Services Branch
- CAP Reform, Brexit and Trade Policy Branch
- Rural Development Programme Management Branch
- Brexit Analysis and State Aid Policy Branch
- Future Partnerships Branch
- Monitoring and Evaluation Branch

Its primary aims are:

- (i) To deliver high quality, informative and accessible statistical output in line with legislative and other obligations to better inform the policy environment;
- (ii) To provide robust, timely and relevant economic policy advice and economic analysis that is easily understood by non-specialists;
- (iii) To advise on policy, programme and project appraisal and evaluation to improve the efficiency and effectiveness of programmes and policy areas;
- (iv) To undertake evidence-based policy development, impact analysis and review;
- (v) To provide a policy lead on international trade policy, immigration, competition/subsidy control and education (knowledge) policy as well as support the development of agricultural support policy;
- (vi) To manage the Northern Ireland Rural Development Programme; and
- (vii) To provide advice on State aid and subsidy control.

NORTHERN IRELAND ENVIRONMENT AGENCY

The Northern Ireland Environment Agency (NIEA) is an Executive Agency within DAERA. Its role is to:

- Promote both public awareness of environmental issues and actions to deal with them;
- Regulate adverse human impacts upon the environment;
- Work in partnership with others to protect the environment;
- Protect public health through regulation of drinking water quality
- Provide financial support to others to encourage action to protect the environment;

- Manage our properties to promote public access to, and understanding of, the environment; and
- Advise Government and other key sectors on environmental issues.

Further information about NIEA can be obtained on the Internet at <https://www.daera-ni.gov.uk/northern-ireland-environment-agency>

Support to other DAERA business areas

DAERA Economist staff may also be out-posted to other DAERA branches to assist with policy analyses.

Posts currently available

It is envisaged that this competition will initially be used to fill a post at Senior Economist level in each of the following three work areas:

1. Economics and Evaluation Branch in Policy, Economics and Statistics Division of Food and Farming Group.

The post-holder will join a team that is primarily involved in:

- Collection, analysis, publication and interpretation of data relating to agricultural markets and the performance of the Northern Ireland agricultural sector;
- The review and development of existing statistical systems and processes to ensure they remain in compliance with National Statistics requirements and are fit for purpose; and
- Provision of economic analysis, advice and briefing on the Northern Ireland agricultural sector to support policy development and implementation.

2. Brexit Analysis and State Aid Policy Branch in Policy, Economics and Statistics Division of Food and Farming Group.

The post-holder will join a team that is primarily involved in:

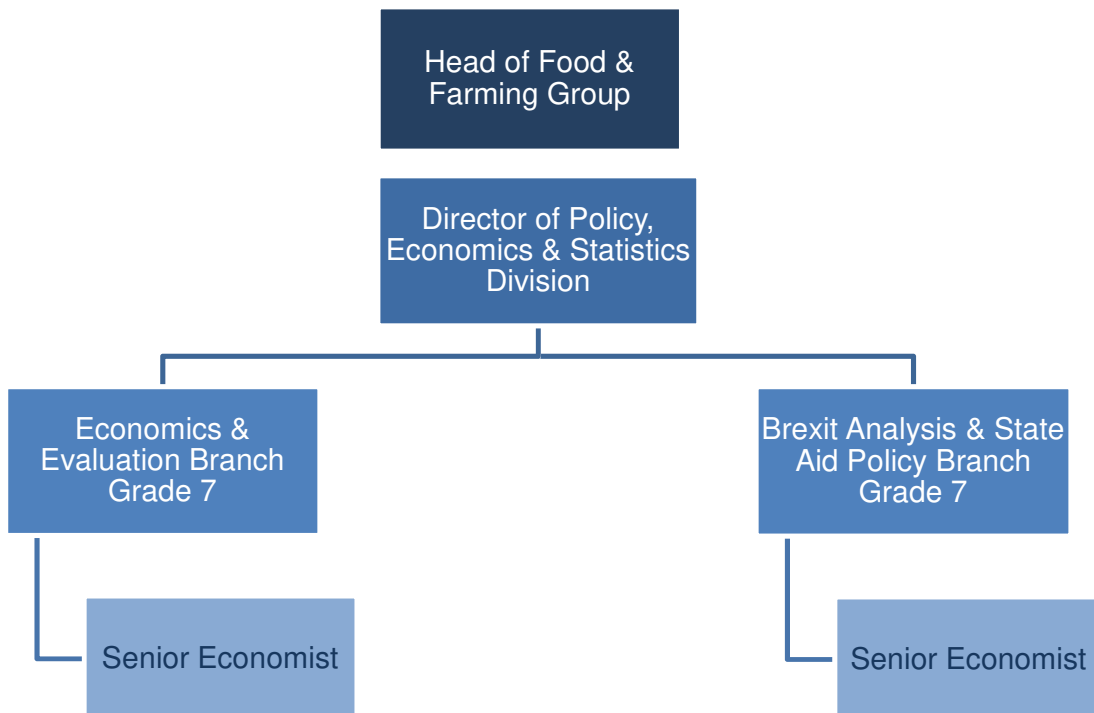
- Provision of advice to the Department and its Arm's Length Bodies on State aid and Subsidy Control.
- Analysis and interpretation of statistics and qualitative information regarding the impact of the outworking's of Brexit on Northern Ireland's agri-food and fisheries sectors to support policy development and implementation; and
- Assessment of the economic impacts of policy proposals at farm, and/or sectoral, and/or regional levels

3. Finance Branch in Strategic Planning and Change Division of Northern Ireland Environment Agency

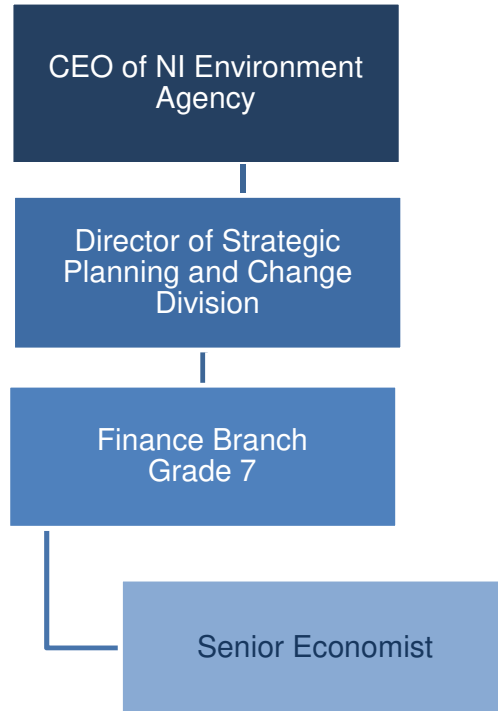
The post-holder will join a team that is primarily involved in:

- Economic analysis of environmental strategies, policies, programmes, schemes, and projects, including any proposed support measures or other government interventions
- Collaboration with relevant stakeholders to create comprehensive economic information on Northern Ireland's environmental assets
- Communication of economic, statistical, and environmental information to both economists and non-economists.

LOCATION OF VACANT SENIOR ECONOMIST POSTS WITHIN POLICY ECONOMICS AND STATISTICS DIVISION OF FOOD AND FARMING GROUP



**LOCATION OF VACANT SENIOR ECONOMIST POST WITHIN
STRATEGIC PLANNING AND CHANGE DIVISION OF NORTHERN
IRELAND ENVIRONMENT AGENCY**



KEY RESPONSIBILITIES

The post holder will normally report to a Grade 7 DAERA Economist in Policy, Economics and Statistics Division, or to a line manager of equivalent grade in Northern Ireland Environment Agency (NIEA) or other DAERA business area.

A Senior Economist's role may entail any of the following:

1. Manage surveys and oversee the development of statistical publications, as required, and ensure that they meet the National Statistics standard;
2. Compile and interpret statistics on agri-food, fisheries, forestry, environmental and rural issues in Northern Ireland;
3. Carry out assessments of the economic impacts of policy proposals. Provide economic analysis, advice and briefing on agri-food, fishing, forestry, environmental and rural policy issues and options to help inform decision making across DAERA's business areas;
4. Complete, or provide advice to policy makers on how to complete, economic appraisals and post project evaluations of policies, programmes and projects to the standard outlined in the Northern Ireland Better Business Case guidance;
5. Quality assess economic appraisals or evaluations completed by others to establish if they meet the requirements of Better Business Case NI guidance, and provide advice on what, if any, improvements are required;
6. Design and deliver presentations relating to economic or statistical issues to non-economists. Draft economic articles for farming press and other publications as required;
7. Carry out assessments of the State aid and Subsidy Control implications of policy proposals. Provide analysis, advice and briefing on agri-food, fishing, forestry, environmental and rural policy issues and options to help inform decision making across DAERA's business areas;
8. Attend meetings in Northern Ireland and elsewhere in connection with the fulfilment of duties;
9. Manage the workloads, performance and competence development of support staff to ensure that high quality economic/statistical advice is provided to customers in a timely manner;
10. Any other duties associated with the grade.

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 are currently 3 permanent full time vacancies at the grade of Senior Economist in DAERA. Senior Economist is analogous to Deputy Principal in the NICS. All requests for alternative working patterns will be considered in line with NICS policy and business needs.

Successful candidates will be employees of DAERA.

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 candidates will be based at either Dundonald House, Belfast or Klondyke Building, Belfast.

To build on our response to the Covid-19 pandemic and prepare for the future, a hybrid style of work which blends working at home (and remotely) with working in the office will be used in the context of the emerging 'NICS Hybrid Working Policy'.

Salary

Salary will be within the range £39,748 - £42,639 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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

Travel

As the post may require some travel throughout Northern Ireland, candidates must have access to a form of transport which will enable them to fulfil the responsibilities of the post. On occasion, travel to Great Britain, Republic of Ireland and further afield may also be required.

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 Mark McLean on 028 905 24342 or email Mark.McLean@daera-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, have:

- 1) At least a 2:2 Honours degree or post-graduate degree in Economics, Agricultural Economics, Environmental Economics, or in a subject where the study of Economics is a major component*.

AND

- 2) At least 2 years' work experience gained within the last 10 years (post-graduation) in Economics and/or Agricultural Economics and/or Environmental Economics research or analysis. Please note that time spent on postgraduate studies will not be counted as work experience under this criterion. Also note that research or analysis which does not involve the application of economics (or where the application of economics is not clearly demonstrated on the application form) will not be counted as work experience under this criterion.

All applicants should list all modules studied during their degree.

***Major component' is defined as:** At least 30% of the course covers core economics modules such as Microeconomics, Macroeconomics, Agricultural Economics, Environmental Economics or Quantitative Methods modules.

All the modules studied during the degree (including those with no economics content) should be listed along with brief details of each in order to permit an assessment that the economics content adds up to at least 30% of the total number of modules studied.

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. In addition, you must also state **WHY** you consider that the qualification should be accepted as equivalent.

You will be required to provide documentary evidence of your qualifications at interview. Please ensure you have this evidence readily available.

SHORTLISTING CRITERIA

In addition, applicants should be aware that, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the breadth and depth of information provided by candidates in response to eligibility criterion 2. This will be completed on a scored basis of the criteria 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, the title of which will be provided to candidates in the invitation to interview letter. The panel will also ask follow up questions after the presentation.

Candidates should fully prepare their presentation in advance of the interview and no preparation time will be provided on the day of interview. Candidates will be allowed to bring prepared speaking notes or cue cards to the interview for assistance only during the presentation part of the assessment. No other materials, visual aids (such as PowerPoint presentations) or handouts will be 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.

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 and award marks accordingly.

1. 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.

Marks available: 20

2. 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

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: 25

Minimum standard 15

4. Collaborating and Partnering

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

Marks Available: 15

5. 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: 25

Total Marks Available: 135

Overall Pass Mark: 81

INTERVIEWS

It is intended that interviews for this post will take place via Webex, video conferencing during week commencing 8th August 2022.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3 (Senior Economist is analogous to Deputy Principal in the NICS)

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

- a) Your passport OR

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

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

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

Basic Disclosure Certificate

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

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

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

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

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

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

Equal Opportunity Monitoring Form

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

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

Applications from 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.

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**