

# Chief Scientific and Technology Adviser

£124,282 - £141,866 per annum  
Senior Civil Service Grade 2

**IRC278857**

Completed application forms must be submitted to HRConnect no later than **12 noon (UK time) on Monday 6 June 2022.**

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

**Candidate Information Booklet**



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## FOREWORD

The Northern Ireland Civil Service (NICS) is recruiting to the newly created role of Chief Scientific and Technology Adviser for NI. This is a pivotal time to be joining us as we begin to renew the organisation, to meet the demands of a changing society and economy.

This is a high profile, challenging role working across government, industry and academia. The experience of the global pandemic has demonstrated the crucial need for strategic, independent science and technology advice to be available to the Executive and senior Civil Service decision makers. You will be responsible for developing a regional strategy to put science and technology at the heart of how we develop policy and grow our economy and society. Representing NI on the national and international stage, you will build a strong and effective network of leaders across all sectors to ensure that the Civil Service is making the best of opportunities in science and technology, both in terms of improving policy making and in growing the economy and society.

Increasingly as an organisation we need to place science and technology at the heart of our decision making apparatus, as well as ensuring that NI is more fully connected to developments across the UK and beyond by having the expertise and capacity to participate and shape national and international programmes.

If you are looking for a new challenge and can make a real difference, I welcome your interest and wish you well in your application.

**Jayne Brady**  
**Head of the NI Civil Service**

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## CONTEXT

### THE ORGANISATION

- The Northern Ireland Civil Service (NICS) supports the Assembly, the Executive and the institutions of government. We work to develop and implement government policies and help deliver services to the public.
  - As one of NI's largest employers, we employ over 23,000 staff across a wide range of disciplines and aspects of government that touch on everyone's day to day lives, managing a total annual budget in excess of £20 billion.
  - We have nine departments (which range from around 300 to over 7000 staff in post) which support the NI Executive and Ministers by developing and implementing government policies and legislation and delivering key public services in areas such as health, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial department.
- More information can be found on the website [www.nidirect.gov.uk](http://www.nidirect.gov.uk)
  - As a Senior Civil Servant, you will provide clear and engaged leadership, vision and drive and act collaboratively to deliver Civil Service corporate aims and departmental objectives.

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## CONTEXT

### THE EXECUTIVE OFFICE (TEO)

The role of the public sector has never been more important in shaping and driving societal change, and not merely responding to it. Innovation, science and technology are at the centre of driving that change and also in supporting us to respond and navigate most effectively to the changing environment. It is therefore critical that as an organisation, we are proactive in recognising this new dynamic and the opportunities it provides.

The Civil Service is developing its role and mission in supporting the Executive in that context. The pandemic has fundamentally changed our society, but there are longer term drivers. Climate change, Green Growth and the move towards a net zero carbon economy will be the strongest driver for economic change since the industrial revolution. Every aspect of our lives will be impacted and the way we live, work, and consume public services will be transformed. The Civil Service will transform as part of that change and The Executive Office will be at the centre of that process.

The Executive Office's role is developing as a central policy making and coordinating centre: making sense of our society's most complex and challenging issues and securing agile delivery. Our responsibility for leading on the development of a Programme for Government is being refreshed in light of the Northern Ireland Civil Service Board's evolution of the Civil Service role and mission in support of the Executive. We also lead on a range of specific, emergent policy issues that require cross departmental co-ordination.

In terms of how we work, we want to become a centre of partnership working, innovation and agile delivery at the heart of government. More information on the functions and structure of The Executive Office can be found on its website at [www.executiveoffice-ni.gov.uk](http://www.executiveoffice-ni.gov.uk)

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## CONTEXT

### THE ROLE

The experience of the global pandemic has demonstrated the crucial need for strategic scientific and technological advice to be available to the Executive and senior decision makers. This will be achieved through placing science and technology at the heart of our decision making apparatus, as well as ensuring that NI is more fully connected to developments across the UK by having the expertise and capacity to participate and shape national and international programmes.

The required organisational culture shift will need a sustained focus on developing the scientific and technological literacy of decision makers at the highest levels across government. There are scientific advisers in both the Department of Health and the Department of Agriculture, Environment and Rural Affairs, with whom you will work collaboratively. As Chief Scientific and Technology Adviser, you will actively promote the value and benefits of science and technology, developing a regional strategy to put both at the heart of how we develop policy and grow our economy.

You will be an employee of The Executive Office, working at 'arm's length' in an Office of Innovation and reporting directly to the Head of the NI Civil Service (HOCS). You will be the primary source of high quality independent advice and guidance on strategic issues, opportunities and risks in science and technology for the NI Executive, Ministers, the Head of Civil Service, Civil Service Board and individual departments.

Having significant specialist knowledge and expertise to achieve the level of transformation we need to be delivered, your advice will improve the quality and use of scientific evidence in developing policies, taking into account the range of political, social and economic challenges in the environment. You will be able to influence the thinking and development of industry and academia, to develop a coherent framework for science and technology in NI to improve our overall performance in these fields. You will work with Ministers, Special Advisers, the Civil Service Board and departments to deliver key objectives and support the delivery of improved public services, leading strategic discussions across the Civil Service and the wider public sector.

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## CONTEXT

In fulfilling this role, you will work closely with key stakeholders to drive change in how the Civil Service approaches science, technology and data usage, to improve policy making and service delivery, participating in networks with other national scientific leaders on critical and emerging strategic issues in science and technology.

## JOB DESCRIPTION

- Chief Independent Adviser on all strategic issues, opportunities and risks in science and technology for the Executive and for the Civil Service Board.
- Working with departmental scientific advisers to ensure appropriate scientific advice and guidance for the Civil Service.
- Providing an independent science and technology view on relevant UK, ROI and wider international policy development, ensuring that local policy development identifies opportunities and maximises potential benefits from funding programmes.
- Leveraging existing relationships and establishing new ones with industry and academia to create an effective network of science and technology leaders across government, industry and academia to: influence research and development, science, and innovation and technological success across NI; and to ensure that we have a coherent, joined-up approach which delivers best value from existing and emerging opportunities.
- Participating in the UK Chief Scientific Adviser Network, ensuring we are able to take part in relevant national and international programmes and that critical information and latest thinking are shared with the NI science and technology leaders' network.
- Meeting with Ministers and Chief Scientific Advisers in UK Government and the Devolved Administrations, and working to increase the Devolved Administration's access to key forums.
- Working with senior leaders in Civil Service departments to improve policy formulation by providing science and technology based evidence and support to those departments without access to direct advice on science and technology.

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## **JOB DESCRIPTION**

- Providing challenge and refinement of policies where appropriate.
- Supporting the development of world-class research and research funding opportunities through cross-functional awareness and collaboration, and introducing new approaches to problem solving and science funding applications.
- Strengthening cross-departmental collaboration and development of science and technology capability across NI departments, working with departmental Chief Scientific Advisers and leaders. Encouraging NI departments and agencies to co-ordinate and share expertise, equipment and facilities to improve efficiencies and avoid duplication.
- As Head of Science and Engineering Profession for the Civil Service, working across the Civil Service departments to promote STEM (science, technology, engineering and maths) e.g. encourage greater uptake of careers in STEM fields in women and girls.
- Championing NI as a destination for high value research and development investment and ensuring it is embedded in government strategy.

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## **PERSON SPECIFICATION**

**As Chief Scientific and Technology Adviser you will have extensive experience at a senior level with a track record and credibility that will command the respect of other professionals.**

### **ELIGIBILITY CRITERIA**

1. A successful and engaging leader, with a track record of significant achievement and delivery at scale in a scientific or technology based organisation, providing directional leadership and using strategic insight to inform action.
2. Notable scientific or technology contribution at national/international level, building networks and partnerships with other national/international leaders on critical and emerging strategic issues in science and technology, displaying strong negotiation and influencing skills.
3. A track record in researching or developing innovative solutions through strategic planning and pursuit of continuous professional development in science or technology.
4. Excellent communication and presentational skills, particularly in disseminating complex scientific and technical issues to non-technical audiences.
5. Successful leadership of research and its commercialisation including effective judgement of risk and opportunity in the formulation and delivery of investment plans.

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## **PERSON SPECIFICATION**

### **SHORTLISTING CRITERION**

Following an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following criterion will be applied:

- Evidence of working effectively within a multi-disciplinary team to contribute to strategic scientific or technological evidence-based policy making or investment strategies

### **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.

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.

## RECRUITMENT PROCESS

### THE MERIT PRINCIPLE

In accordance with the Civil Service Commissioners' Recruitment Code, appointments to the Civil Service 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).

### PANEL (1ST STAGE)

**Deirdre Toner**

Civil Service Commissioner (Chair)

**Jayne Brady**

Head of the NI Civil Service

**Mike Brennan**

Permanent Secretary, Department for the Economy

### PANEL (2ND STAGE)

**Deirdre Toner**

Civil Service Commissioner (Chair)

**Sir Patrick Vallance**

Government Chief Scientific Adviser, Head of Government Science and Engineering Profession, National Technology Adviser

**Jayne Brady**

Head of the NI Civil Service

**Mike Brennan**

Permanent Secretary, Department for the Economy

### TIMETABLE

Date	Stage
12 May 2022	Advertise
6 June 2022	Closing date for applications
10 June 2022	Eligibility sift
5 and 6 July 2022	1st stage interviews – panel 1
To be confirmed	2nd stage interviews – panel 2

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## SELECTION PROCESS

Throughout the process, candidates will be assessed against the skills and experience set out under Person Specification and will be expected to demonstrate the leadership behaviours of the Northern Ireland Civil Service competency framework: Setting Direction, Engaging People and Delivering Results.

**Information on the Northern Ireland Civil Service leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).** These indicators are not designed to be comprehensive, but rather to give an understanding of what is expected of Civil Service leaders.

### ELIGIBILITY SIFT

After the closing date, all applications will be carefully considered and evaluated by the 1st stage selection panel on the basis of the written evidence provided against the eligibility criteria. Only the employment history and eligibility sections will be made available to the panel. The panel will assess the applications in response to the criteria, taking forward to 1st stage interview those candidates that best meet the criteria.

### Interview 1

The 1st stage selection panel will assess candidates against the skills and experience set out under Person Specification and the following Northern Ireland Civil Service leadership behaviours from the Northern Ireland Civil Service competency framework:

**Setting Direction:** Changing and Improving and Making Effective Decisions

**Engaging People:** Leading and Communicating

**Delivering Results:** Delivering Value for Money

The 1st stage selection panel will determine which candidates should proceed further in the process.

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## **SELECTION PROCESS**

### **Interview 2**

This final stage will include a seen presentation from candidates. Further information including the presentation topic will be provided to candidates in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview.

The 2nd stage appointment panel will deep dive into the skills and experience set out under Person Specification, to focus on the specialist and professional nature of the post and will include assessment of the following Northern Ireland Civil Service leadership behaviours from the Northern Ireland Civil Service competency framework.

**Setting Direction:** Seeing the Big Picture

**Engaging People:** Collaborating and Partnering

**Delivering Results:** Achieving Outcomes through Delivery Partners and Delivering at Pace.

The appointment panel will list those suitable for appointment in order of merit, with the highest scoring candidate ranked first. The order of merit will be valid for one year.

**It is intended that interviews for this post will take place in Stormont Castle, Stormont Estate, Belfast.**

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## **TERMS AND CONDITIONS**

There is one full time vacancy. This is a permanent appointment to the Senior Civil Service (SCS), the Civil Service top leadership and management resource.

### **SECONDMENT**

Alternatively, 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 Civil Service secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the department and the employer before a secondment arrangement commences.

### **LOCATION**

This post will be based in Stormont Castle, Stormont Estate, 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 in the context of the emerging Civil Service 'New Ways of Working' policy.

### **SALARY**

Salary will be in the range **£124,282 - £141,866**. The Northern Ireland Civil Service has policy provision for an additional recruitment allowance which may be offered at Senior Civil Service level. If the successful candidate is an existing Northern Ireland Civil Service 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

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## TERMS AND CONDITIONS

requirements relating to the senior management of departments. It is a condition attaching to the appointment to any Senior Civil Service post in NI that appointees agree to these disclosure requirements.

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

### PENSIONS

The Civil Service offers all employees an attractive pension package providing a range of valuable benefits both for the member and their dependants, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependants' benefits and scope to top up pension through buying added pension.

For 2022–23 the current employer contribution rate is 34.2% of salary and the employee contribution rate is 7.35% of salary between £56,400.00 and £153,299.99.

More details can be obtained from the website [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni) or if you are unable to access the website please contact Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry, BT47 6FP

Telephone: 02871 319000

Email: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)

### 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 Senior Civil Service appointments, the post-holder will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

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## **TERMS AND CONDITIONS**

### **TRAVEL**

Access to a form of transport will be required in order to fulfil the responsibilities of this post. Travel throughout NI will be required on a regular basis and travel nationally and internationally will be a feature of the post.

### **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 Security Check (SC).

### **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 Civil Service 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.

## TERMS AND CONDITIONS

### 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. To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

**[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](#)**



## HOW TO APPLY

Please register to this vacancy and complete an online application form via the NICS recruitment website:

[www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **Please note:**

- 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: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## QUERIES AND FURTHER INFORMATION

**For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Wesley Emmett at the Strategic Investment Board NI, who is assisting with the recruitment process.**

**Mobile: +44 (0) 7760 160985**

**Email: [wesley.emmett@sibni.org](mailto:wesley.emmett@sibni.org)**

**The closing date for receipt of completed application forms is 12 noon on Monday 6 June 2022.**

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## HOW TO APPLY

## HELP WITH MAKING YOUR APPLICATION

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email [recruitment@hrconnect.ni.gov.uk](mailto:recruitment@hrconnect.ni.gov.uk)

Should you require it, you can 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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077.

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## **FURTHER INFORMATION**

### **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)

### **CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS**

HRConnect will issue electronic competition communications. Please check your email account regularly, 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.

Please ensure you inform HRConnect immediately of any changes in personal circumstances.

### **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.

### **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.

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## **FURTHER INFORMATION**

### **DOCUMENTATION**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

### **RIGHT TO WORK AND NATIONALITY REQUIREMENTS**

We must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the Civil Service. 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 national with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish national working in the Civil Service; or
- (vi) Relevant EEA or Turkish national who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

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## FURTHER INFORMATION

### VETTING

For this post the level of vetting is Security Check (SC). For this check you will be required to provide the following:

1. Baseline Personnel Security Standard

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

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

3. Security Check (SC): as point 2 plus credit reference check.

HRConnect will contact you and organise for SC to be carried out by Defence Business Services, National Security Vetting should this be required before the conclusion of the recruitment process.

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## **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).

## **EQUALITY AND DIVERSITY**

The NICS is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace and welcome applications from all suitably experienced persons regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation. Applications are particularly welcomed from females who are under-represented at this grade. Applications will be considered strictly on the basis of merit.

## **FEEDBACK**

The Northern Ireland Civil 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 at each stage of the recruitment process.

**THIS CANDIDATE INFORMATION BOOKLET DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT**

