

**Candidate
Information
Booklet**

IRC279095

**Contractor Escorts
(Support Grade Band 1)**

Department of Justice (DoJ)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on**

Friday 12th August 2022

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

Department of Justice (DoJ)

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 Northern Ireland Prison Service (NIPS) is an agency within the Department of Justice. The Service, through its staff serves the community by keeping those committed by the courts, in secure, safe and humane custody and, by working with prisoners and with other organisations seek to reduce the risk of re-offending and in so doing aims to protect the public.

Estate Management

The prison estate incorporates a diverse range of buildings and services, each establishment operating as a self-contained small town, with provision for residential accommodation, education and learning centres, workshops, gymnasiums, sports facilities, healthcare facilities (including dental), meals kitchens, training facilities, offices and associated support facilities.

Estate Management oversees the delivery NIPS Capital Estate Programmes (both major and minor works); Facilities and Asset management functions as well as estate related policy and procurement on behalf of the agency.

Contractor Escort

The role of the Contractor escort is to supervise and accompany official contractors, suppliers and visitors whilst on site to ensure that they are facilitated, as far as practicable, to attend to their required work areas and deliver their tasks without compromising the safety and security of the establishment.

The compliment of Contractor escorts are co-ordinated on site by the Senior Trades Officer. A daily schedule will provide the details and timings of which contractor, supplier or visitor needs to be escorted, the time they will arrive on site and where they need to get to. The Contractor escorts role is to ensure the individuals are met and are accompanied to their work area, are supervised during their stay on site, and safely led off site at the end of their task.

KEY RESPONSIBILITIES

The successful candidates will report to the Senior Trades Officer.

The role maintains the security of the prison by supervising and accompanying official contractors, suppliers and visitors whilst on site to ensure that they are facilitated, as far as practicable, to attend their required work areas and deliver their tasks without compromising the safety and security of the establishment.

This will require you to work as an effective team member providing support and assistance to the prison and the estates team to ensure the effective co-ordination and delivery of a wide range of tasks during the working day.

The key duties of a Contractors Escort includes:-

1 General Co-ordination Role

- (a) Obtain a radio and report to the Senior Trades Officer to be briefed ahead of meeting your allocated contractors, suppliers and/or visitors.
- (b) Accompany your allocated contractor, supplier and/or visitor throughout their attendance on site ensuring they are able to access their required work area, visually monitoring them during their time on site.
- (c) Ensure that your Contractors/Visitors are enrolled and issued with a pass and processed through the search area prior to entering the Prison.
- (d) Draw keys, as required, from the gatehouse to facilitate access to the Contractors intended work areas.
- (e) If Contractors are working in areas where inmates may be present, ensure that the Contractor's and their equipment are kept apart from the inmates.
- (f) Whenever working in an area familiarize yourself with the location of the Fire Alarm Points, Fire Extinguishers, Hose Reels and Emergency exits and ensure this information is passed to the Contractors you are supervising.

2 Maintenance Contractors / Construction Sites

- (a) If you are accompanying a Maintenance Contractor they must first be taken to the Senior Trades Officer to obtain a 'Maintenance Task Authorisation (MTA)' before commencing any work.
- (b) If you are accompanying a Works Contractor (undertaking Construction) their work areas are designated as 'Construction Sites'. Whenever working in these construction sites health and safety is the responsibility of the Principal Contractor. In such instances you should adhere to all reasonable health & safety requests made to you by the Principal Contractor.
- (c) All Contractor's tools must be accounted for at the end of each shift. Ensure before leaving an area you are satisfied that all tools and equipment have been accounted for and the work area has been suitably secured.

- (d) If Contractors are continuously working in an area, and it has been agreed that equipment can be left behind to facilitate ongoing work you are to ensure it has been properly secured. i.e. ladders must be chained, tools should be secured in locked areas.

3 Vehicles

- (a) Vehicles are discouraged from entry into the prisons. If there is a genuine business justification to bring a particular vehicle, delivery or item of plant into the prison then you must first seek authorisation. If approval is granted ensure the vehicle has been searched by an Officer immediately prior to its entry through the main gate.
- (b) Once the vehicle is inside the Prison you must ensure it is locked and immobilised and keys have been removed whenever the driver is not seated in the vehicle.

4 General

- (a) Comply with all Governors and Standing Orders and all other Health & Safety related regulations that apply to your role and the areas in which you will be working across the site;
- (b) Advise the Control Room of your whereabouts, and those of your contractors, at all times via your Radio. You must keep the Control Room updated on the number of Contractors and Vehicles under your supervision.
- (c) Ensure that any required qualifications for your post remain valid and you attend any relevant meetings and training courses required by line management;
- (d) Be available to occasionally work additional hours, as and when required, where overtime will be payable;
- (e) Any other duties, appropriate of the post, that line management require you to perform

TERMS AND CONDITIONS

There is currently a number of permanent, full time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

Location

The posts will be based within the Trades Unit at Maghaberry Prison, Old Road, Upper Ballinderry, Lisburn, BT28 2PT.

Salary and Allowances

Salary will be within the range £23,736 - £25,249 (based on a 39 hour week) within which pay progression will be performance related. In addition to the above a Prison Environmental Allowance of £1,288 per annum is currently payable for the post.

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

These are full-time posts of 39 hours per week (37 hours + 2 compulsory hours at standard time) Monday to Friday. The daily start time is 8am. Due to the nature of the post, flexi-time cannot be accommodated. In addition, occasional additional hours may be available, for which overtime will be paid.

Travel

As part of the role the post holder will be required to travel on official duty to prison establishments and other Government offices throughout Northern Ireland.

This includes travel to remote and rural locations. 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.

Other Information

The post will involve access to equipment rooms and plantrooms, inspections above ceilings, below floors and in areas of restricted space, including making use of equipment provided i.e. access steps, ladders, Personal Protective Equipment etc. Given the duties involved for this role the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post. The job may involve working in varying weather conditions.

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 Terrorist Check (CTC).

Probation

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

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an

officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Estate Management's Office Manager on 028 90 253 628 or email NIPS.EstatesDivision@justice-ni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Demonstrate a knowledge of Health & Safety within the workplace.

AND

2. Demonstrate experience of working as part of a team

AND

3. Hold or be willing to obtain an appropriate Construction Skills Register 'CSR' card. If not held at time of application this must be obtained within 6 months of appointment.

SHORTLISTING CRITERION

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 breadth and depth of information provided by candidates in response to criterion 1 and 2. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

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 competence based interview.

COMPETENCE BASED INTERVIEW

Selection panels will design questions to test the applicant's knowledge and experience in each of the areas identified below and award marks accordingly. Notes must not be used during the competence based interview stage of the assessment.

1. 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

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. 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

Total Marks Available: 60
Overall Pass Mark: 36 (60%)

COMPETENCE BASED INTERVIEWS

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

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

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 12th 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 1.

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

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

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

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

GUIDANCE FOR APPLICANTS

APPLICATION FORM

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

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

Please note:

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

Help with making your application

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

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 will be required to bring documentary evidence of your qualifications / professional membership to 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

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

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 above plus a check 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.

Applications from Protestants, females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for these posts.

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**