

**Candidate
Information
Booklet**

**IRC279860
Forest Officer Grade III
Northern Ireland Civil
Service (NICS)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 19th August 2022***

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

Northern Ireland Civil Service (NICS)

Communication between HRConnect and you

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

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FOREWORD

The NICS is seeking to fill *Forest Officer III* roles that require specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

This booklet provides further information on the key responsibilities of the *Forest Officer III* role in the NICS and sets out the skills and competencies required. We have also included important information on the selection process.

There are currently a number of full-time vacancies in DAERA, Forest Service. The current posts on offer will be based at Forest Service Headquarters in Enniskillen or one of the other operational bases currently in Newry and Garvagh. Forest Officer III is a mobile grade and successful candidates will be expected to work in any of the forests throughout Northern Ireland and to be posted to a number of operational bases during their employment. It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy and meeting business needs.

Further information on the business area where the current vacancies are located is provided in the booklet.

BACKGROUND

FOREST SERVICE

Forest Service delivers forestry and plant health functions on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA). Forest Service operates as an Executive Agency under the leadership of the Chief Executive (CE), since 1 April 1998 and was further classified as a Non-Financial Public Corporation from 1 April 2020. The CE is subject to the overall direction of the Minister who determines the policy framework within which the Agency operates, the scope of its activities and the resources available for its work. The Minister approves the Forest Service Business Plan, sets the key performance targets and monitors the Agency's performance. Forest Service is the responsibility of the CE, who is also the Chief Forest Officer and Agency Accounting Officer.

Strategic Context

The Agency's forestry and plant health activities are set in the context of the Department's vision for 'Green Growth' and strategic outcomes set out in the DAERA Strategic Plan. Increasingly, Forest Service works with partners to deliver ecosystem services from forests that also align with their strategic objectives and provision of services. This allows Forest Service to focus on forest and plant health policies, regulation of forestry and plant health, strategic planning and the technical aspects of developing and managing forests.

Increasing forests in NI is interdependent on the extent of changes in land use within the agriculture sector in response to climate change awareness, including a UK 'carbon neutral' target by 2050.

Forest Service is responsible for protecting the plant health status of NI whilst facilitating trade in plants and plant products by applying a risk based approach to Sanitary and Phytosanitary (SPS) controls. The application of these controls are critical to maintaining the plant health status of NI, protecting our natural environment, supporting NI's rural economy and contributing to the wellbeing of society. Forest Service collaborates with the UK Plant Health Service in horizon scanning and managing risks from new and emerging pest threats moving in trade.

The key functions are to:

- Protect and promote forestry, to increase the natural capital of forests to deliver a sustainable programme of forest ecosystem services; Develop our strategic forest planning to realise the potential for forestry as a sustainable viable option for land-use change to help mitigate the effects of changing climate and other external impacts on forestry;
- Maintain independent certification of state forests;
- Safeguard the plant health status of our land-based industries through implementation of an effective plant health regulatory regime.

Forest Service fulfils DAERA's legal obligations in the areas of forestry, plant and bee health, plant reproductive material certification and horticulture marketing standards.

The key tasks required to deliver Ministerial policies are:

1. To expand forest cover in NI including taking forward the Forests for Our Future programme and the provision of grant aid;
2. To manage the Department's forests to:
 - Supply timber, regenerate and protect forests;
 - Ensure forests are managed taking account of carbon and climate implications and other ecosystem services they provide;
 - Promote public access by maintaining and improving facilities and visitor services through partnership working with local councils and others;
3. Verify sustainable management of DAERA forests through a process of independent audit against the UK Woodland Assurance Standard;
4. To provide a regulatory framework in line with the UK Plant Health Service and promote the protection of forests and plants from harmful pests and pathogens;
5. Operate an inspection and compliance programme and enforce legislative controls to protect the plant health status of the forestry, horticulture and agriculture sectors.

The Agency is a multidisciplinary organisation whose staff are employees of DAERA and are drawn mainly from forestry, agriculture, industrial and administrative disciplines.

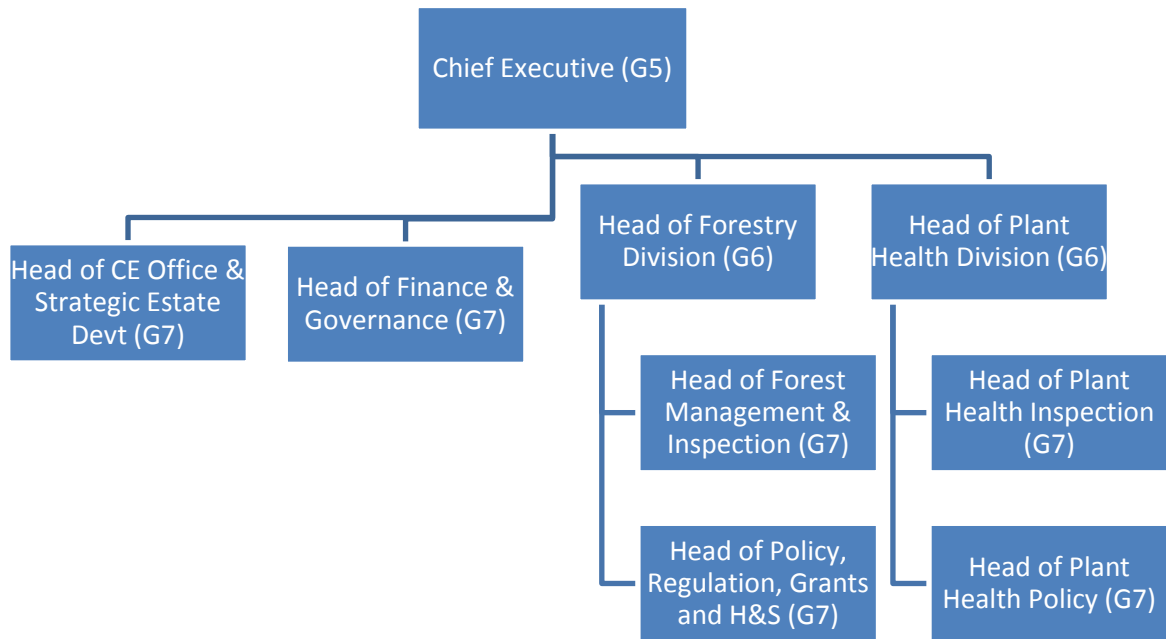
Forest Officers may expect to work across several of the professional competency areas described by the Institute of Chartered Foresters (ICF) as:

- Business Management;
- Forestry and Woodland Management;
- Arboriculture and Urban Woodland Management;
- Environment, Biodiversity and Wildlife Management;
- Recreation Management and Planning;
- Public Consultation and Participation;
- Harvesting, Marketing and Utilisation;
- Forest Engineering; Policy Development and Strategic planning.

Forest Service works closely with organisations that specialise in the particular professional competency areas below and an understanding of these will be useful to employees in the course of their career:

- Timber Conversion;
- Tree Nursery Management;
- Forestry and Arboricultural Research; and
- Forestry and Arboricultural Teaching.

Individual officers may also be required to work within the plant health functions and in this scenario should expect to become registered as Plant Health Professionals with the Royal Society of Biologists.



KEY RESPONSIBILITIES

Forest Officer III's are responsible for leading and safely managing forestry activities across the range of forestry and plant health services. The duties vary between posts, and will include:

- Planning, commissioning and controlling forestry operations including day to day management of staff and contract work;
- Management and development of staff;
- Coordinating activities on the forest service estate to secure forest service interests in relation to public safety and protection of forests;
- Developing and maintaining good relations with customers, landowners and forestry stakeholders;
- Use of it systems in budgeting, procurement, reporting, surveying, data collection and analysis, including working with geographic information systems (gis) for the purposes of disease control, business planning, forest management, timber supply, policy development and customer service;
- Inspecting and enforcing legislation for the purposes of aid schemes, forest protection and public access to forests, felling control, environmental protection and plant health;
- Providing professional and technical input to policy development; and
- Driving official vehicles and operating machinery and equipment.

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

APPOINTMENT / TERMS AND CONDITIONS

There are 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

Successful candidates will be appointed to the Forest Service Headquarters in Enniskillen or to one of the other operational bases currently in Newry and Garvagh. Forest Officer III is a mobile grade and successful candidates will be expected to work in any of the forests throughout Northern Ireland and to be posted to a number of operational bases during their employment.

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

Salary

Salary will be within the range £33,730 - £34,437 (under review) 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

Hours of Work

Forest Officer grades hours and attendance are described as "All Hours Worked" (reflected in the salary above). Officers are required to be available whenever their duties require and this may involve evening and weekend work in addition to normal hours of work which are full-time: 42 hours per week (37 hours excluding meal breaks) Monday to Friday.

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.

Travel

The successful candidates will be required to travel frequently on official duty throughout Northern Ireland to meet the requirements of the post in full. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport to undertake the necessary travel in line with the NICS HR Travel and Subsistence Policy.

Vetting

The successful candidates will be required to satisfy pre-employment checks undertaken by AccessNI in accordance with the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

Medical

Prior to an appointment being offered, the successful candidate will be required to pass a driver's medical check and a working alone in remote rural settings medical check.

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.

Other Information

The working environment for these posts includes office locations, industrial worksites and forests some of which are remote from public roads and habitation. Forest Officers are also required to work on fire-fighting duties which may be at night and for prolonged periods.

Forest Officers are expected to traverse forests and upland terrain on off-road vehicles and on foot, and are sometimes required to work alone. The terrain can be challenging, through dense forest planting and over steep, rough and wet ground, and from time to time working conditions will be adversely affected by weather conditions including low temperatures, mist, rain, wind and snow.

As the working environment is physically demanding, Forest Officers require a reasonable level of fitness and to be able to fulfil a full range of duties in the posts.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Fiona Johnston on 028 6634 3007 or email fiona.johnston@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:

- 1a. Associate membership (or higher) of the Institute of Chartered Foresters (ICF);

OR

- 1b. At least an educational qualification accredited by the Institute of Chartered Foresters (ICF) giving a minimum of 5 points, or equivalent*;

- * Relevant or equivalent qualifications will include Arboriculture & Forestry acquired outside the UK.

A list of current ICF Accredited courses can be found at:
<https://www.charteredforesters.org/what-we-do/education-careers>.

AND

2. At least 10 months practical experience** actively working within **any of the following** ICF competency areas:

- Business Management;
- Forestry and Woodland Management;
- Arboriculture and Urban Woodland Management;
- Environment, Biodiversity and Wildlife Management;
- Recreation Management and Planning;
- Public Consultation and Participation;
- Harvesting, Marketing and Utilisation;
- Forest Engineering;
- Policy Development and Strategic planning;
- Timber Conversion;
- Tree Nursery Management;
- Forestry and Arboricultural Research; and
- Forestry and Arboricultural Teaching.

- ** Practical experience must have been gained in a forestry context. This experience may have been gained alongside studies for the formal qualification required at eligibility criterion 1. A full list of the ICF Competency Areas and Competencies is available at <https://www.charteredforesters.org/resource/pme-guide>.

AND

3. Have a full and current driving licence which enables the holder to drive in the United Kingdom and have access to a form of transport which will permit them to meet the requirement of the post in full.

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.

You will be required to provide official documentary evidence of your qualifications at assessment/interview so please ensure you have these readily available.

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 consist of a competence based interview.

COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

1. 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: 20

2. 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 Minimum Standard: 12

3. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

4. Managing a Quality Service

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

Marks available: 20

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: 20 Minimum Standard: 12

6. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

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 Monday 19th September 2022.

Candidates should note that the relevant measures will be put in place at the proposed locations, based on Public Health Agency advice in relation to Covid-19 to ensure the safety of all concerned. If this 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 2.

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

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.

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:

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

Must inform candidate if one or both barred lists are to be checked.

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**