

**Candidate
Information
Booklet**

**IRC280069
Curatorial Grade D
Deputy Head of Records Management
Public Record Office of Northern
Ireland (PRONI)
Department for Communities (DfC)**

**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.**

Department for Communities

**Supporting People, Changing
Communities, Shaping Places**

Communication between HRConnect and you

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

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BACKGROUND

The Department for Communities (DfC) was established in May 2016 and is the largest of the nine Departments employing around 8,800 staff, an annual budget of almost £7 billion and responsibility for a diverse range of business.

In supporting and advising the Minister, the Department's main functions include:

- The promotion of healthy housing and the provision of decent, affordable, sustainable homes and housing support services;
- A social welfare system including focused support to the most disadvantaged areas;
- Providing training and support to jobseekers and employers;
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace;
- Supporting Local Government to deliver effective public service;
- Maximising public benefits from the culture, arts and leisure sectors; and
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting the interests of children, older people, people with disabilities, and other socially excluded groups, addressing inequality and disadvantage.

The Department has five core business groups, each headed by a Deputy Secretary. These groups are:

- Engaged Communities
- Housing, Urban Regeneration & Local Government
- Strategic Policy & Professional Services
- Work and Health
- Supporting People

The Engaged Communities Group, led by Deputy Secretary, Moira Doherty covers the following areas: -

- Community Empowerment
- Culture Division
- Voluntary and Community
- Active Communities
- Historic Environment
- Public Record Office NI (PRONI)

The Public Record Office of Northern Ireland (PRONI)

PRONI is part of the Engaged Communities Group and is the official archive for Northern Ireland. It was originally created by the Public Records Act (Northern Ireland) 1923. PRONI's statutory responsibilities are to identify and preserve Northern Ireland's public records and to ensure public access which fully meets the requirements of Access to Information legislation including the Data Protection Act 2018, and the Freedom of Information Act 2000.

PRONI's main functions are to:

- identify and preserve records of historical, social and cultural significance;
- make records easily available to the public for their information, education and enjoyment;
- encourage wider use of archives amongst all sectors of the community;
- liaise with government departments and the wider public sector (as NI public records bodies) regarding the management of their current records and transfer of historical records to PRONI;
- promote best practice in archival and records management and;
- meet legal requirements for public access to information, such as Freedom of Information and Data Protection legislation.

PRONI is organised into three business areas.

Public Services (PS)

Public Services section are responsible for the delivery of front-line customer service in PRONI. Public Services facilitate researchers using the Public Search Room and also respond to requests for information from remote users through PRONI's enquiry service. Public Services also promote the value and use of the archives held by PRONI working with a range of partners to deliver flagship programmes, workshops, talks, exhibitions and other events in PRONI. Public Services also has responsibility for online content and services via NI Direct, Social Media and YouTube.

Preservation and Collections Management (PCM)

Preservation and Collections Management Section (PCM) have direct responsibility for the preservation, conservation and storage of the archival material held by PRONI. PCM are responsible for the permanent preservation of paper and digital records ensuring that records are available for future generations. The Conservation unit also preserves archives in their original form, carrying out a range of treatments to documents to slow down deterioration and also offers advice and guidance on preservation standards. PCM also incorporates the Digital Repository and is responsible for digitisation in PRONI.

Records Management, Cataloguing and Access (RMCAT)

Records Management, Cataloguing and Access are responsible for the appraisal, selection and acquisition of official and private records considered worthy of permanent preservation in line with the Disposal of Documents Orders 1925 and the FOIA s46 code of practice on the management of records. The section provides Records Management advice to central and local government, the Courts Service and the wider public sector and co-ordinates the Annual Sensitivity Review and the release of non-sensitive NI departmental and NIO Belfast records each year.

RMCAT are also responsible for facilitating access to the archives held by PRONI by regularly updating PRONI's e-Catalogue. The section also responds to official and customer requests for information contained in closed records made under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Court Files Privileged Access Rules (2016).

KEY RESPONSIBILITIES

The main duties of the posts will be to:

- Oversee the appraisal, selection, disposal, and transfer of records from Northern Ireland public records authorities in compliance with the Public Records Act (NI) 1923, Disposal of Documents Orders 1925, and the Freedom of Information Act 2000 s46 Code of Practice on the Management of Records.
- The responsibilities will focus on digital records to ensure policies and processes are in place for effective management across their lifecycle from creation to transfer, preservation in PRONI and public access.
- Lead on the development and provision of records management advice and guidance to NI Public Authorities regarding digital and paper records.
- Engage closely with short-term bodies such as Public Inquiries to ensure that the record of an inquiry is transferred to PRONI.
- Devise and implement appropriate action plans and performance objectives to ensure the appropriate review and transfer of NI public records.
- Liaise closely with the PRONI Digital Preservation team in relation to digital transfer policies, processes and standards.
- Responsible for the co-ordination and delivery of PRONI's Annual Sensitivity Review process by working with NI departments to ensure records are reviewed in line with FOIA and DPA legislation for public access.
- Develop and embed the policies and procedures for the review and release of NI departmental digital records.
- Provide effective line management for a small team of staff but also have the ability to work independently. Contribute to the development and delivery of PRONI's digital services.
- To support the Head of Records Management, Cataloguing and Access, the PRONI Director and senior colleagues as required.

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

APPOINTMENT / TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy.

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

Location

This post will be based at the Public Record Office of Northern Ireland, 2 Titanic Boulevard, Titanic Quarter, Belfast, BT3 9HQ. To build on the response to the Covid-19 pandemic and prepare for the future, a hybrid style of work which blends working from home (and remotely) with working in the office will be in the context of the emerging NICS New Ways of Working policy.

Salary

Salary will be within the range £39,748 - £42,639 (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

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time: 37 hours per week Monday to Friday. The postholder may from time to time be required to work outside normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

The successful applicant will be required to travel on official duty throughout Northern Ireland as well as nationally and occasionally internationally.

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 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.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Stephen Scarth on 028 9053 4861 or email stephen.scarth@communities-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. Have at least a second-class honours degree in any discipline;

AND

2. At least one of the following:

- (i) A recognised post-graduate archival or records/information management qualification e.g Diploma in Archive Administration or an MA in Archive Administration or Records Management;

OR

- (ii) At least 1 years' experience in applying archival and records/information management principles, policies and practices;

AND

3. At least 3 years' experience of demonstrating leadership in the development and implementation of archival and / or records/information management policies and / or procedures.

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 documentary evidence of your *qualifications* at interview so please ensure you have these readily available.

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the panel will objectively score the shortlisting criteria on the basis of the evidence provided with only the top scoring candidates progressing at each stage. This will be carried out incrementally in the order listed below until an appropriate candidate field is reached.

1. The depth and breadth of the information provided by candidates in response to eligibility criteria 3.

Eligibility criteria – 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 evidence of achievement/outcomes together with the appropriate dates to demonstrate that you meet the eligibility criteria the selection panel will reject your application.

Guaranteed Interview Scheme

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

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

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

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

ASSESSMENT PROCESS

The selection process will comprise a competence based interview.

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

Minimum standard: 12

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. 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

Minimum standard: 12

4. 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

5. Managing a Quality Service

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

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 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 Monday 3rd October 2022.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place in accordance with current Public Health Advice.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

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

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

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

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

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

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, 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**