

**Candidate  
Information  
Booklet**

**IRC280470  
Director of Medical Supplies  
(Grade 5)**

**Department of Health**

**£74,912 - £84,122 (under review)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 30<sup>th</sup> September 2022***

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

## ***Department of Health***

**Improving health and social well-being**

### **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 do not 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

Thank you for your interest in this competition to fill the position of Director of Medical Supplies in the Department of Health (DoH).

This is an important position, which occurs at a time of significant change in public services across Northern Ireland and in particular as the Department works through the implementation of the Trade and Cooperation Agreement (TCA) and the NI Protocol.

The Director of Medical Supplies will report to the Chief Pharmaceutical Officer, who is responsible for providing specialist advice on medicines and pharmaceutical issues to the Minister, Department and wider health service. As part of the Chief Pharmaceutical Directorate, the successful candidate will have responsibility for:

- Medical Supply Chain, Access, Pricing, licensing programme and associated legislation.
- Continuity of medicines and medical devices supplies, including programme and project management (involving evidence based research and the development of business cases potentially related to capital and revenue projects).
- Co-ordination of EU related issues within the Department of Health including legislation, divergence, innovation and future policy.
- Policy related to the managed entry of medicines and access to new medicines in Northern Ireland.
- Machinery of Government.

This is an exciting and rewarding opportunity to join a high profile and purposeful organisation. It offers the chance for the successful candidate to demonstrate their first class skills and knowledge to make a real difference to people's lives.

If you believe you have the experience, enthusiasm and energy to the lead on this crucial area of work we would be very pleased to hear from you.

Please read the information provided in the candidate information booklet carefully and if you are interested in this exciting post, I would encourage you to submit your application.

If you would like to find out more about the post before making an application please contact Andrew Dawson, email [andrew.dawson@health-ni.gov.uk](mailto:andrew.dawson@health-ni.gov.uk)

**Cathy Harrison**  
**Department of Health Chief Pharmaceutical Officer**

## BACKGROUND

### Department of Health

DoH is one of the nine Departments of the Northern Ireland Civil Service.

The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

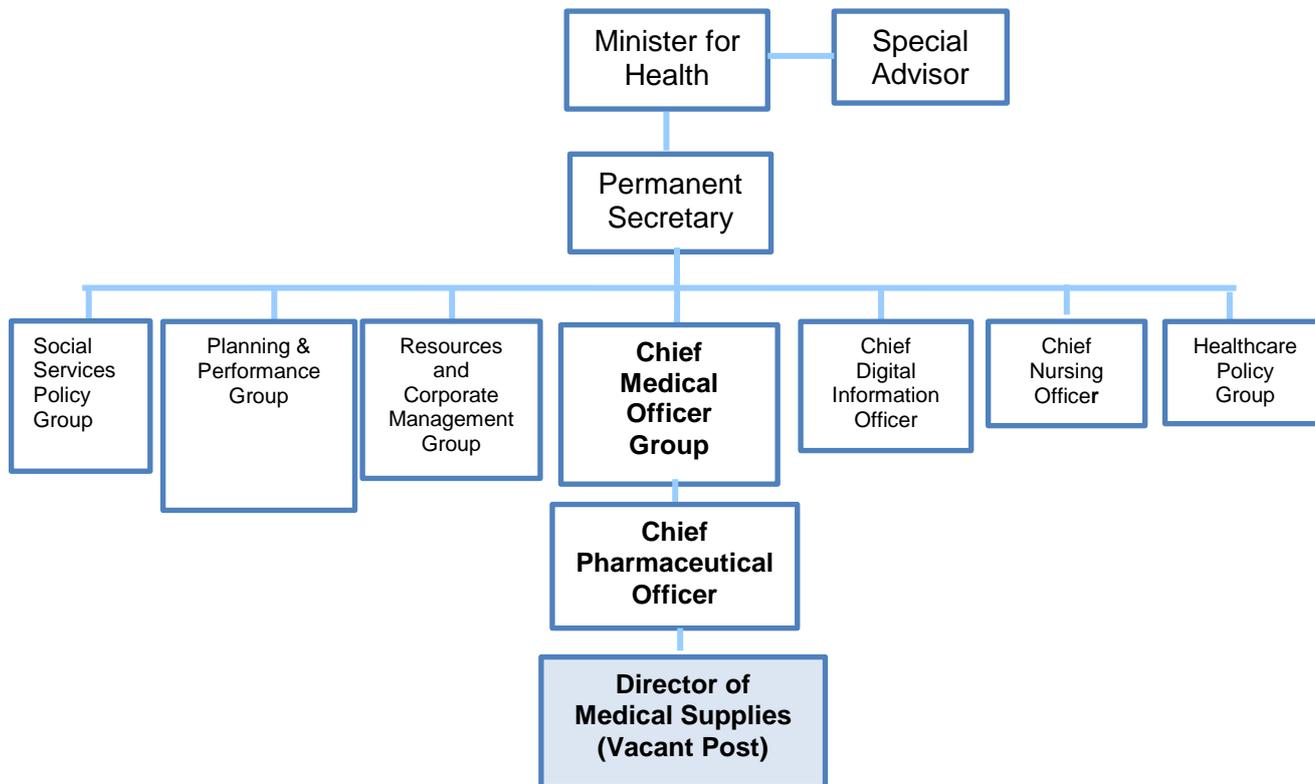
The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes; a strong focus on reform and transformation initiatives; enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes; safeguarding vulnerable people; ensuring that patients, clients and carers have the best possible experience in every aspect of their treatment, care and support.

The Department's mission is to improve the health and social well-being of the local population. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. Working with others as necessary, it also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

The Department is currently responsible for a budget of around £6 billion a year and a capital investment programme of over £200 million a year. The Department's core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The functions within the Department may be subject to review and change in the future.

## DEPARTMENTAL STRUCTURES



### Chief Medical Officer's Group

The Chief Medical Officer's Group within the Department of Health has responsibility to:

- Monitor the state of health of the public in Northern Ireland and to advise Northern Ireland Government Departments on matters relating to the protection and improvement of public health, including emergency planning arrangements, safety and quality policies including standards and guidelines, professional regulation and adverse incident reporting and learning.
- Improve the safety and quality of Health and Social Care (HSC) services through the development of policies and the development and monitoring of standards including health promotion, disease prevention, emergency planning, health protection and environmental health.
- Provide professional medical and environmental health advice on public health and health services to the Department, the Minister and, where appropriate, other Departments and Ministers to help inform policy decisions throughout Northern Ireland.

**These responsibilities are discharged through the advice and leadership of the Professional Officers including the Chief Pharmaceutical Officer (CPO).**

### **Chief Pharmaceutical Officer's Directorate**

Under the leadership of the CPO, the pharmacy directorate has responsibility for pharmaceutical and medicines policy and for assurance of compliance with medicines legislation and continuity of medicines and medical supplies.

The directorate is responsible for the pharmacy profession's contribution to the development and implementation of policy, the implications of policy for professional practice, education, research, workforce planning and service delivery, and for contributing to the management and development of the HSC. They also serve to contribute to the wider policy and strategic planning responsibilities of the Department ensuring the appropriate integration of pharmaceutical skills and services to the delivery of health care.

The pharmacy directorate responsibilities include the following:

- Providing the Minister and Department with timely and expert professional contributions and advice on all matters relating to pharmacy practice, medicines optimisation and medicines legislation.
- Supporting the development of pharmacy and medicines policy in relation to professional standards and practice, quality and safety, legislation, contractual matters, workforce planning for the profession, professional development and research.
- Contributing as appropriate to the development of HSC wide policy.
- Promoting the pharmaceutical profession and ensuring that its skills are fully deployed to benefit the health and wellbeing of the population.
- Participating in Departmental management processes.
- Ensuring continuity of medicines and medical supplies in Northern Ireland.

### **Medical Supplies Directorate**

The Medical Supplies Directorate works closely with the Pharmaceutical Advice and Services Directorate. The Medical Supplies directorate is responsible for:

- Medical Supply Chain, Access, Pricing, licensing programme and associated legislation.
- Continuity of medicine and medical devices supply including programme and project management (involving evidence based research and the development of business cases potentially related to capital and revenue projects).
- Co-ordination of EU related issues within the Department of Health including legislation, divergence, innovation and future policy.
- Policy related to the managed entry of medicines and access to new medicines in Northern Ireland.
- Machinery of Government.

## KEY RESPONSIBILITIES

The Director of Medical Supplies has a number of key responsibilities, including to:

- Participate in the Department of Health and Social Care (DHSC) led NI Protocol Programme Board to ensure there is a system in place that will address regulatory and licensing issues associated with implementing the NI protocol and ensure continuity of supply.
- Participate in regular DHSC and Medicines and Healthcare products Regulatory Agency (MHRA) meetings on supply chain, medicines regulation and licensing.
- Work jointly with relevant directorates to help manage ongoing equitable access to new medicines in NI in line with GB, working closely with the HSC and relevant national bodies where needed, including MHRA.
- Have policy responsibility for managed entry of new medicines in Northern Ireland working closely with NICE, NHS England and the HSC.
- Provide input into the drafting of guidance in relation to regulation and licensing issues for those areas for which NI and GB will diverge, and to regularly liaise with MHRA to ensure all key issues are understood and taken account of in the drafting of new regulations.
- Work with relevant directorates to ensure management of issues related to divergence between NI and GB, for example national vaccination supply arrangements.
- Establish systems to manage an increased complexity within HSC supply chains including for example a rise in the use of unlicensed medicines if required.
- Oversee regional systems to assess and manage the impact of discontinuations and shortages in NI, linked with DHSC.
- Work with relevant directorates, and the HSC where needed, in the co-ordination of EU related issues including legislation, divergence, innovation and future policy.
- Establish and maintain systems to monitor trends in pharmaceutical prescribing costs and trade.
- Manage all office responsibilities for the directorate including oversight of NICE endorsement administrative processes, providing support to the

Minister for Executive meetings, attendance at the meetings, preparation of Executive papers and briefing.

- Liaise with Private Office, TEO, ALB, NIO Support Group and other stakeholders.

**The above is not an exhaustive list but gives an indication of some of the areas the role will involve. The emphasis on particular duties will vary over time an according to business needs.**

## **TERMS AND CONDITIONS**

There is one permanent, full time vacancy.

This is an appointment to the Senior Civil Service (SCS), the Northern Ireland Civil Service top leadership and management resource.

Further appointments may be made from this competition should this position become vacant within the lifetime of the competition, which is one year.

### **Secondment**

Consideration will be given to filling this position by secondment of the successful candidate from their current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

### **Location**

This post will be based at Castle Buildings, Stormont Estate, Belfast. The successful candidate will be expected to attend the office regularly in line with business needs. Potential flexibility in the location of the post may be considered in context of the 'Hybrid Working' policy.

### **Salary**

Salary will be within the range £74,912 - £84,122 (under review).

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if they have exceptionally relevant skills/experience. If the successful candidate is an existing member of the NI Civil Service (NICS), starting pay on transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we will be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments,

normally the Management Board or similar senior group. It is a condition attaching to the appointment to some SCS posts in Northern Ireland that appointees agree to these disclosure requirements.

## **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](http://www.finance-ni.gov.uk/civilservicepensions-ni)

## **Holidays**

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

## **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post holder may be required to work outside of their 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.

Travel throughout Northern Ireland will be required and travel nationally and internationally may also be required.

## **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 Basic.

## **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one 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. To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

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

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may contact Andrew Dawson by email at [andrew.dawson@health-ni.gov.uk](mailto:andrew.dawson@health-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](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

**Applicants must, by the closing date for applications be able to demonstrate that they have ALL the following:**

1. At least 3 years direct and personal experience at senior management level\* with demonstrable evidence of taking strategic decisions or providing strategic advice at Board level\*\*, on complex economic, health or EU issues to deliver positive outcomes.

**AND**

2. At least 3 years direct and personal experience at senior management level\* with demonstrable evidence of the ability to build and nurture effective working relationships with a range of internal and external stakeholders, consulting and collaborating on major cross cutting economic, health or EU issues or policies which led to a successful outcome.

**AND**

3. Direct and personal experience at senior management level\* of exercising sound judgment and analysis in making complex decisions in a challenging environment.

The following additional clarification is provided:

- \* **Senior management level** includes taking decisions personally on strategic issues concerning the organisation within which the individual is working.
- \*\* **Board level** is defined as the level of decision making in the organisation in respect of corporate strategic issues concerning the organisation for which you are either an employee or an advisor.

## APPLICATION SIFT

Applicants should note that if a large number of applications are received, the panel may carry out an **initial** sift, assessing **only** information provided against **eligibility criterion 1**. For each of those applications sufficiently satisfying eligibility criterion 1, the panel will then consider the written evidence provided against criteria 2, and 3, taking forward only those candidates that best meet all criteria.

Applicants should therefore provide the necessary relevant evidence against each specific criterion; the panel will not “read across” application forms to determine eligibility from evidence detailed under another criterion.

## 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 carry out an objective evaluation of the breadth and depth of information provided by candidates in response to eligibility criterion 1. Should further short listing be required, the panel will carry out an objective evaluation of the breadth and depth of the information provided in response to eligibility criterion 2.

This will be completed on a scored basis. The highest scoring applicants will proceed to the next stage of the assessment process.

**The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.**

### **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](http://www.nicsrecruitment.org.uk)

## ASSESSMENT PROCESS

**The selection process will include a presentation and a competence based interview.**

### **Presentation**

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. The title of the presentation will be provided to candidates in the invitation letter to interview. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day on the interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be assessed against the **Seeing the Big Picture** competence.

### **Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

**Marks Available: 30**

**Minimum Standard: 18**

## **COMPETENCE BASED INTERVIEWS**

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

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

### **1. Collaborating & Partnering**

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. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

**Marks available: 20**

**Minimum Standard: 12**

## **2. Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

**Marks available: 20**

**Minimum Standard: 12**

## **3. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

**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. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

**Marks available: 20**

**Minimum Standard: 12**

## **5. 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. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

**Marks available: 20**

**Minimum Standard: 12**

**Total Marks Available: 130**

**Overall Pass Mark: 78**

**Candidates need to reach the minimum standard across all competences in the assessment process in order to achieve the pass mark.**

It is intended that interviews for this post will take place in Castle Buildings, Stormont Estate, Belfast from week commencing 5<sup>th</sup> December 2022.

Panel members are

Sinead Burns	Commissioner for the NI Civil Service.
Jim Wilkinson	DoH, Deputy Secretary.
Cathy Harrison	DoH, Chief Pharmaceutical Officer.

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.

Requests for reschedules will only be considered in exceptional circumstances.

### **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 5.

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](http://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](http://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

If required, 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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **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](http://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](http://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.

(Note for existing NICS staff – An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in 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 in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However, you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

## **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

## **Documentation**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

## **Right to Work and Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here

Category v - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

‘Family member of the relevant EEA or Turkish nationals’ means:

- (i) That national’s spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

\*Note: ‘Spouse’ does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard and Counter Terrorist Check (CTC). 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](http://www.gov.uk).

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

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

## **Equal Opportunity Monitoring Form**

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

**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**