

**Candidate
Information
Booklet**

**IRC287258
EO1 Contracts Manager
Northern Ireland Civil Service (NICS)**

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

Friday 9th December 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 comprises nine departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is a non-Ministerial Department staffed by civil servants.

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity and impartiality.

The NICS is seeking to fill an EO1 Contracts Manager role that requires specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

As an executive officer in the NICS you will play an important part in delivering our business objectives and contributing to the success of our overarching purpose to develop and implement policies and help deliver services to the public. The NICS delivers across many major areas of life here: health and education, economic success and peaceful communities. As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve.

This booklet provides further information on the key responsibilities of the EO1 Contracts Manager role in the NICS and sets out the skills and competencies that are required for this role. We have also included important information on the selection process.

There is currently 1 full-time vacancy in Department of Justice (DoJ) within the **Northern Ireland Courts and Tribunal Service (NICTS)** and will be based at Laganside House, Belfast.

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

Further Information

Applicants wishing to learn more about the post currently on offer before deciding to apply may telephone [Jacqueline Purdy](tel:02890728951) on 028 90728951 or email jacqueline.purdy@courtsni.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

BACKGROUND

The Department of Justice (DoJ) was established in April 2010, following the devolution of justice powers to the Northern Ireland Assembly.

The mission of DoJ is to build a fair, just and safer community in Northern Ireland.

DoJ has a range of powers relating to devolved policing and justice functions set out in the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010. DoJ provides resources and a legislative framework for its agencies and arms' length bodies, which together constitute most of the justice system in Northern Ireland.

DoJ, in addition to its own core departmental policy areas, has five agencies:

- Northern Ireland Prison Service
- Northern Ireland Courts and Tribunals Service (NICTS)
- Youth Justice Agency
- Forensic Science Northern Ireland
- Legal Services Agency Northern Ireland

DoJ also sponsors several Non-Departmental Public Bodies affiliated with policing and justice, including:

- Police Service of Northern Ireland
- N I Policing Board
- Office of the Police Ombudsman NI
- Criminal Justice Inspection NI
- Probation Board for Northern Ireland

Northern Ireland Courts and Tribunal Service (NICTS)

The Northern Ireland Courts and Tribunal Service (NICTS) is an Agency of the Department of Justice (DoJ) The corporate aim of the Agency is to "serve the community through the Administration of Justice" and in doing so we have four strategic objectives. They are to:

- Deliver efficient and effective Court, Tribunal and Enforcement services.
- Deliver high quality services that support an independent Judiciary and meet the needs of our customers.
- Develop and lead our people to achieve our business objectives.
- Deliver a controlled financial and commercial environment achieving value for money

The NICTS Contracts Branch is seeking to fill one vacancy for a Contracts Manager role that requires specific skills and experience.

The Branch, which is headed by a Grade 7 is organised into two teams, the Procurement Team and the Contract Management Team.

The post holder will work within the Contract Management Team which has a current complement of 1 DP, 2 SOs, 1 EO1, 1 EO2 and two AOs. The post holder will report directly to the SO and will have direct line management responsibility for 1 EO2 and support of the management of the two AOs.

KEY RESPONSIBILITIES

Contract Management General Activities

- Best practice contract management of allocated contracts delivering value for money and financial savings;
- Ensure project plans are in place for all Contract transitions i.e. after contract award and prior to contract commencement and ensuring communication with key stakeholders;
- Attend/oversee contract review meetings, performance KPI monitoring, problem solving, financial monitoring including identifying efficiencies holding suppliers to account;
- Negotiation skills and building effective relationships, achieving a win/win partnership with contractors;
- Managing contracts, including exiting, changing and contract variations; continuous improvement;
- Disseminating lessons learned and suggestions for improvement in support of future procurement projects;
- Act as liaison between contractor, NICTS personnel including judiciary and third party groups such as the legal professions and voluntary groups.

Financial Management

- Responsible for input of spend relating to your allocated contracts into the monthly review of spend against profile and Corporate Budget monitoring rounds throughout the year;
- Responsible for the invoicing process relating to those contracts managed by Contracts Branch. This involves ensuring correct controls are adhered too, prompt payment targets are met and invoices are categorised and coded correctly on Account NI.

Staff Management

- Direct line management for 1 EO2 within the Contracts Management Team;
- Responsible for ensuring that all staff PPAs and PDPs are completed in line with the requirements of the HR policies and procedures, including the completion of staff appraisals and development plans. Adherence to sickness absence policies; procedures and compliance with health and safety; data protection and information security requirements.

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

There is currently one full-time vacancy for a Contracts Manager in Contracts Branch. The current post on offer will be based at Laganside House, Oxford Street, Belfast.

To build on our response to the Covid-19 pandemic and prepare for the future, a hybrid style of work which blends working at home (and remotely) with working in the office will be in the context of the NICS New Ways of Working Policy.

Salary

Salary will be within the range £28,706 - £29,307 (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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

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.

Vetting

The successful applicant will be required to satisfy the Counter Terrorist Check (CTC) security vetting requirements for the post.

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.

Training

Training for the post will be via a combination of on the job mentoring and on line training courses. In addition applicants will be offered the opportunity to obtain, within two years of taking up post, the CIPFA Certificate in Contract Management <https://www.cipfa.org/training/accredited-training/certificate-in-contract-management>

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Demonstrate at least one years' experience of managing contracts or been involved in project(s) detailing how you have worked to agreed goals and activities while dealing with challenges in a responsive and constructive way;

AND

2. Demonstrate at least one years' experience of managing contracts or projects detailing how you have been effective at Achieving Outcomes through Delivery Partners, and maintaining an economic, long-term focus to demonstrate a commercial, financial and sustainable mind-set ensuring all activities and services are delivering added value;

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 interview will be competency-based. You will be asked to give examples of when you demonstrated the competence being assessed.

The interview will assess the following competencies:

1. 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

2. 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

3. 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

4. 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 agree goals and activities and dealing with challenges in a responsive and constructive way. 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

5. 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 of the NICS, to help 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

6. Achieving Outcomes through Delivery Partners

Effectiveness in this area is about maintaining an economic, long-term focus in all activities involving delivery partners (whether from the private, public or voluntary sectors). For all, it is about having a commercial, financial and sustainable mind-set to ensure all activities and services are delivering added value.

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 Beacon House, Belfast during January 2023.

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 Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up to date contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

(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 (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. 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

(Public Service/reserved posts insert)

- (i) A UK national; or
- (ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

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 Basic Clearance.

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni

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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.

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.

Applications from 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**