



Construction & Procurement Delivery  
Seachadadh Foirgníochta agus Soláthair



# Quantity Surveyor (PPTO)

## Property Services Division & Health Projects

### **IRC288225**

Completed application forms must be returned to HRConnect no later than 12 noon (UK time) on **Friday 3<sup>rd</sup> February 2023**

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

### **Candidate Information Booklet**

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## KEY INFORMATION

Construction and Procurement Delivery (CPD) is looking for PPTO Quantity Surveyors.

CPD has a leading role to play in procuring high quality projects, utilising innovative value for money solutions across the Northern Ireland Departments and the wider public sector.

### KEY BENEFITS

- An opportunity to earn salary of £52,026 to £55,685 (under review). Starting salary will be at the minimum of the scale.
- 25 days annual leave, rising to 30 days after five years' service.
- 12 public and privilege holidays each year.
- Opportunity for career progression.

Excellent training and promotion opportunities plus an attractive benefits package, including flexible working arrangements, will enable you to enjoy a good work / life balance and a rewarding career with Northern Ireland's largest employer.

The postholders will be based at Clare House 303 Airport Road West, Belfast, however CPD operates a hybrid working policy which allows staff to work between the office and remote working locations. See pages the [Terms and Conditions](#) section for more information.

**NOTE – Applicants should be aware that CPD-HP will be reintegrated into the Department of Health NI in early 2023. The functions to be carried out remain as above. The anticipated office location is Castle Buildings within Stormont Estate, Belfast.**

To start the application process, you are invited to complete the application form. See the [Applicant Guidance](#) and [General Information](#) sections for further information. Following this an eligibility sift will be carried out, please refer to the [Eligibility Criteria](#) section for information.

### THE INTERVIEW

If you pass the eligibility sift (and shortlisting if applicable) you will be invited to interview. You will be asked questions and expected to answer these with previous examples of work, projects or situations you personally have been involved in.

Remember you are applying for a construction-related post, so expect questions that relate to this area of work.

Your interview will include a scenario-based assessment assessing three competencies (Delivering Value for Money, Making Effective Decisions & Seeing the Big Picture) and a competency-based interview with questions assessing a further three competencies from the NICS Competency Framework. There is a minimum standard in the scenario-based assessments and an overall minimum pass mark. Please see the Applicant Guidance section for further details.

The NICS Competency Framework can be found [here](#).

## FOREWORD

Thank you for your interest in the PPTO Quantity Surveying posts in within Construction & Procurement Delivery (CPD), Department of Finance (DoF).



Construction & Procurement Delivery (CPD) is a business area within the Department of Finance. CPD has a leading role to play in providing value for money procurement solutions for works, supplies and services across the Northern Ireland Civil Service and the wider public sector.

Property Services Division (PSD) was formed in July 2018 to provide Facilities Management & Property Maintenance Services, through a range of professional and technical services, to a broad range of NICS and wider public sector clients.

The Quantity Surveyor plays a major role in this whole process to ensure that design quality and best value is achieved.

### **Bronagh McCullough**

Director Property Services Division



CPD-Health Projects (CPD-HP) Division provides a comprehensive procurement, project management and estates service to Department of Health and its arms length bodies .

CPD-HP holds a vital role in ensuring that all capital projects undertaken within the public NI health sector are completed to the required standard, within budget and on time.

As a member of the CPD-HP Quantity Surveying team you will play an important role in ensuring that best value for money is achieved.

### **Brendan Smyth**

Director CPD-Health Projects Division

Applications are invited from suitably qualified candidates. We hope that this pack meets your information needs and encourages you to apply.

# Background

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## BACKGROUND

### ABOUT THE DEPARTMENT OF FINANCE

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF).

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

DoF incorporates eight business areas and has approximately 3300 staff. The overall aim of the DoF is **“to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”**. In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by DoF can be found at [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

### CONSTRUCTION AND PROCUREMENT DELIVERY

Public procurement expenditure represents approximately 25% of the resources available to the Executive. It is therefore an important driver for our economy as well as ensuring goods, services and facilities are available to provide public services to citizens.

CPD acts as a Centre of Procurement Expertise (CoPE) and as a Central Purchasing body under the Public Contracts Regulations 2015 (as amended). CPD provides professional procurement services to a wide range of public bodies ensuring that contracts are awarded in accordance with procurement legislation and procurement policy.

Services provided by CPD includes the procurement of supplies, services and construction works; management of programmes and projects; and a range of property and facilities management services. For further information on CPD please go to our website at: [www.finance-ni.gov.uk/construction-procurement-delivery](http://www.finance-ni.gov.uk/construction-procurement-delivery)

## BACKGROUND

### ORGANISATIONAL STRUCTURE

CPD comprises seven divisions:

- Policy and Performance Division
- Supplies and Services Division
- Construction Division
- Health Projects Division
- Property Services Division
- Commercial Delivery Group
- Properties Division

An organisational chart for the [Senior Management structure](#) of CPD is shown below.

As part of continuous improvement practices, CPD regularly reviews its organisational structure. The position of the postholders within the overall organisational structure may therefore be subject to change within and across Divisions by management decision.

PPTO Quantity Surveyor reports to a Deputy Director (Grade 6) in the provision of various aspects of quantity surveying services to Government Departments, Agencies and the wider public sector.

Quantity Surveyors are employed throughout CPD. There are vacancies within Properties Services Division and Health Projects at present. The Quantity Surveyor (PPTO) would form an important part of the various project teams within these Divisions.

### PROPERTY SERVICES DIVISION (PSD)

Property Services Division's role is to provide a range of high quality, professional property and hard facilities management services i.e. reactive maintenance requests, planned preventative maintenance (PPM) and associated remedial works (cyclical, scheduled and planned maintenance) as well as teams delivering small and micro projects up to a value of £500,000.

These services are delivered to NICS and ALBs in accordance with NIPPP and other relevant guidance. The Division comprises of 90 professional and technical from various construction related disciplines, across the following branches.

- Multi-Disciplinary Team 1 including the Fire Safety Unit
- Multi-Disciplinary Team 2 including the Building Energy Management Unit
- Multi-Disciplinary Team 3 including the Asbestos Unit
- Building Services Branch (inc Supplies and Stores)
- Cost and Control Management

PSD work activity covers reactive maintenance, cyclical maintenance, minor works and general property related advice and surveys.

PSD has procured a comprehensive Property Management Framework to centralise maintenance contracting service provision across the client base. The Framework has been delivered in compliance with procurement legislation and Northern Ireland Public Procurement Policy (NIPPP).

## BACKGROUND

### CPD-HEALTH PROJECTS (CPD-HP) DIVISION

CPD-Health Projects (CPD-HP) Division provides a comprehensive procurement, project management and estates service to Department of Health and its arms length bodies including 6Nr Health and Social Care Trusts and the Northern Ireland Fire and Rescue Service

CPD-HP is responsible for the development of procurement and contract strategies, specifications, conditions of contract and other construction related activities, e.g. market sector engagement, Key Performance Indicators (KPIs) and sustainability

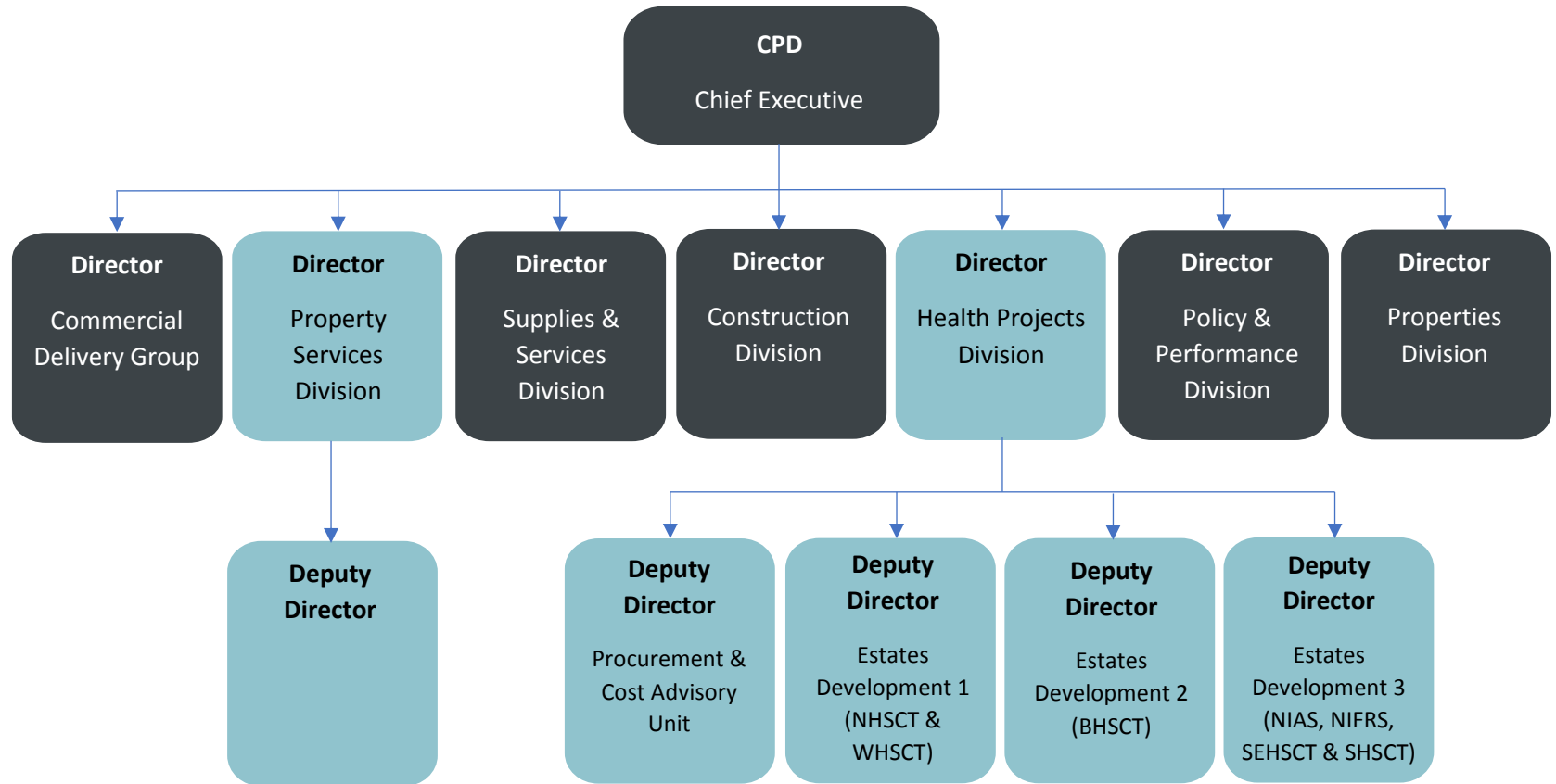
CPD-HP delivers key project management functions on major capital projects across the complete lifecycle of schemes and are responsible for oversight of the tendering process and the performance management of suppliers working with DoH and the DoH ALBs.

CPD-HP provides advice to its clients to ensure best quality and value for money is achieved.

**NOTE – Applicants should be aware that CPD-HP will be reintegrated into the Department of Health NI in early 2023. The functions to be carried out remain as above. The anticipated office location is Castle Buildings within Stormont Estate, Belfast.**



## BACKGROUND



# Learning, Training and Development

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## **PERSONAL DEVELOPMENT**

### **LEARNING, TRAINING AND DEVELOPMENT ACTIVITIES**

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being a PPTO Quantity Surveyor is learning on the job and building up knowledge and skills and mentoring and coaching others to develop. Successful candidates will also have the opportunity to partake in a range of learning and development activities which can include tutor-led, mentored and computer-based training. Successful candidates will be required to participate in a full induction and training programme and be expected to maintain / extend their professional expertise.

You will be given guidance and support to help you to do your work and also to develop a fuller awareness of how it meets the requirements of customers within the NICS.

Where the opportunity is available you will be required to undertake accredited training appropriate to the role. Financial Assistance to study may be considered if required under the standard NICS assistance to study rules / approval process.

### **STARTING WORK**

At the beginning of your career as a PPTO Quantity Surveyor you will agree specific objectives with your line manager as part of a Personal Performance Agreement (PPA) and identify subsequent development needs as part of your Personal Development Plan (PDP). The setting of these clear objectives will help you, your line manager and your team to align your personal actions with the strategic priorities of CPD.

### **MEASURING YOUR PROGRESS**

In order to track progress your line manager will regularly assess your achievements against the objectives in your annual PPA / PDP to evaluate your individual contribution.

### **CAREER PROGRESSION**

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.

# Terms and Conditions

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## TERMS AND CONDITIONS



### NUMBER OF POSTS

There are currently two permanent full-time vacancies, one in Properties Services Division and one in Health Projects.

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.

### SALARY

Salary will be in the range £52,026 to £55,685 (under review). Starting salary will be the minimum of the scale and pay progression will be as per current NICS pay policy.

If the successful candidate is an existing civil servant, normal promotion / re-grading arrangements will apply.

### ANNUAL LEAVE AND PRIVILEGE 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.

### VETTING

1. An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of security clearance vetting required for these posts is:
  - Property Services Division: Counter terrorist Check (CTC);
  - Health Projects: Baseline Personnel Security Standard. See [Security](#) in General Information section for more details).

## TERMS AND CONDITIONS

### WORKING PATTERN

Successful candidates will work five days a week. The standard hours of work are full-time: 37 hours (excluding meal breaks) Monday to Friday.

The NICS operates, according to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day around core hours. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public / privilege holiday entitlement.

### LOCATION

The post holder will be based at Clare House, 303 Airport Road West, Belfast, however 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.

**NOTE – Applicants should be aware that CPD-HP will be reintegrated into the Department of Health NI in early 2023. The functions to be carried out remain as above. The anticipated office location is Castle Buildings within Stormont Estate, Belfast.**

### TRAVEL

As the post holder will be required to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full, in line with the NICS HR Travel and Subsistence Policy. This includes

travel to remote and rural locations, often inaccessible by public transport and travel to Great Britain and the Republic of Ireland may also be required.

### PROBATIONARY PERIOD

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.

### OTHER INFORMATION

This post involves site visits and may entail inspections above ceilings, below floors and in areas of restricted space, including the carrying of, and making use of, any equipment provided e.g. access steps, ladders, Personal Protective Equipment etc. Given the duties involved for this role, the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post.

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## **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: <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>

Or

If you are unable to access the website please contact Civil Service Pensions as follows:  
Civil Service Pensions Waterside House  
75 Duke Street Londonderry  
BT47 6FP Tel: 028 71 319000  
Email: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)

# Key Responsibilities

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects



## KEY RESPONSIBILITIES

**The successful candidates will report to a Deputy Director (G6) in the provision of various aspects of quantity surveying services to Government Departments, Agencies and the wider public sector.**

The key duties of a Principal Professional and Technical Officer (PPTO) Quantity Surveyor, includes:-

- Leading and managing a branch/operational unit responsible for the provision of quantity surveying services;
- Leading and managing the provision of a wide range of cost and procurement advice to Northern Ireland Departments, their Agencies, Non-Departmental Public Bodies and Councils;
- Leading and managing the delivery of a wide range of pre and post contract quantity surveying services (estimating/cost planning, setting/controlling target costs and agreeing final accounts, advising re contractual issues. etc) to multi-disciplinary in-house construction project teams and clients;
- Leading and managing the provision of advice on the delivery of projects to ensure compliance with policy, statutory and legal requirements including the Public Contracts Regulations (2015);
- Leading and managing the preparation of contract documentation and analysis of tenders;

- Leading and managing the promotion of Northern Ireland Public Procurement Policy including the Achieving Excellence initiative and the Gateway Review process;
- Leading and managing the procurement and management of external consultants and contractors on construction projects;
- Leading and managing the monitoring and reporting on contract Key Performance Indicators;
- Any other relevant duties as required by line management.

**The above list is not exhaustive but gives a good indication of the main duties of a Principal Professional and Technical Officer (PPTO Quantity Surveyor) within CPD. The emphasis on particular duties will vary within each division and branch and may develop over time according to business needs.**

# Eligibility Criteria

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be a Chartered Quantity Surveyor and a member of the Royal Institution of Chartered Surveyors.

**AND**

2. Have at least 3 years' experience, gained within the last 7 years in the provision of a range of quantity surveying services, including the provision of cost advice to clients, at pre and post award stages of a construction contract/framework, with a contract value exceeding £5M\*.

\* The £5M construction contract/framework value as set at 2 above may be presented by combining a number of smaller contracts/frameworks together or alternatively derived from a single contract/framework. If a number of contracts/frameworks are to be combined to achieve the £5M minimum value at least one of these must have a minimum value of £1M.

**Please** note that the successful candidate must remain Chartered in accordance with 1 above whilst in the post.

Applications will also be considered from applicants with relevant formal qualifications/professional membership considered by the selection panel to be of an equivalent or higher standard to those stated.

Applicants seeking to rely on a relevant equivalent formal qualification/professional membership must provide: give the type

of qualification/professional membership 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/professional membership is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc and/or details of the professional membership held so that a well-informed decision regarding equivalency can be made.

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

## ELIGIBILITY CRITERIA

### SIFT AND SHORTLISTING

Those candidates whose application forms do not clearly demonstrate that they meet the essential criteria will not be called for interview. It is essential therefore that all applicants demonstrate through their application how and to what extent they satisfy each essential criterion specified, giving length of experience, examples and dates as required. Only evidence presented against each specific essential criteria will be considered.

If it is necessary to prepare a shortlist from the list of eligible candidates the Shortlisting Criteria set out below will be applied.

**Please note:**

ONLY the details provided by you in your application form (the employment history, eligibility and shortlisting 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.

- It is essential that you clearly demonstrate in your application form how and to what extent you personally meet each of the essential criteria and shortlisting criteria for the post.
- You must provide sufficient details to allow the panel to assess how well you meet these requirements.
- It is the responsibility of the candidate to ensure the application form is completed appropriately, candidates are therefore strongly advised to demonstrate each criterion in the section of the form that specifically addresses that criterion.
- 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.
- 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.

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## **SHORTLISTING CRITERION**

### **SHORTLISTING**

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

# Applicant Guidance

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## APPLICANT GUIDANCE



### KEY DATES

It is anticipated that the following timetable will apply:

Closing date for applications: is 3<sup>rd</sup> February 2023 (12noon)  
Interviews: Commencing week of 6<sup>th</sup> March 2023

Interviews will take place in Clare House, Airport Road West, Belfast BT3 9ED. However virtual interviews may be held if appropriate.

As this competition is being run to a very tight schedule, candidates should make themselves available for interview during the period specified above. Changes to the timetable will only be considered in exceptional circumstances.

### COMMUNICATION BETWEEN HR CONNECT 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.

## **APPLICANT GUIDANCE**

### **INFORMATION ON THE INTERVIEW PROCESS**

Competencies are the skills, knowledge and behaviours, which lead to successful performance. Competence is about how you apply or demonstrate the appropriate knowledge and skills whilst carrying out tasks. Demonstrated competence is observable and measurable.

It is important that all candidates familiarise themselves with the NICS Competency Framework as this forms the basis of the interview criteria outlined below.

**The NICS Competency Framework can be found [here](#).**

### **INTERVIEW CRITERIA**

In addition to satisfying the eligibility criteria and, if applicable, the shortlisting criteria, the selection process will consist of a competence-based interview. Applicants will be expected to demonstrate the following competencies (at Level 4 on the competency framework) at interview.



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**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.

## APPLICANT GUIDANCE

### ASSESSMENT PROCESS

The selection process will include a scenario based assessment and a competence based interview.

#### SCENARIO BASED ASSESSMENT

Immediately prior to the interview, candidates will be provided with a scenario, the response to which will form part of the interview. The scenario will be provided when they report for interview and they will be given 15 minutes to read through and consider the scenario.

Paper and writing materials will be provided for candidates' use in the preparation room. The only material candidates will be permitted to bring into the interview room will be the written material prepared in the pre-interview room. No other materials or visual aids will be permitted.

The content of, and the skills demonstrated in response to questions about the scenario will form the assessment of the following competencies:

#### **1. 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**

**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. 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: 20**

**Minimum standard: 12**

## APPLICANT GUIDANCE

### COMPETENCE BASED INTERVIEW

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

#### **4. 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**

#### **5. Achieving Outcomes through Delivery Partners**

Being effective 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 and working to stimulate economic growth.

**Marks available: 20**

#### **6. 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**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

No notes or personal documentation may be used during the interview.

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 / study and life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

## APPLICANT GUIDANCE

### INTERVIEW GUIDANCE FOR APPLICANTS

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 competencies 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.

## APPLICANT GUIDANCE

### 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 NI Direct: <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](mailto:info@niuse.org.uk), tel. 0044 (0)28 7137 7709, text phone 0044 (0)28 7137 2077.

### 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.

# General Information

Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects

## **GENERAL INFORMATION**

### **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.

### **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).

### **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.

### **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.

### **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).

### **MERIT LIST**

Those candidates who meet the required standard(s) and pass mark will be listed in order of merit with the highest scoring applicant ranked first. 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.

### **OFFERS OF EMPLOYMENT**

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition. If candidates do not attend on the agreed starting date this will also generally result in a withdrawal from the competition.

## GENERAL INFORMATION

### CONFLICT OF INTEREST

It is a requirement for 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.

### SECURITY

#### 2. Baseline Personnel Security 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](http://www.gov.uk).

#### 3. CTC (Counter Terrorism Check)

As point 1 plus check of Security Service records.

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 / Standard / Enhanced

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](http://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) under Useful Information.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).



## GENERAL INFORMATION

### 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.

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 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. 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 31<sup>st</sup> 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. 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;

\*You can find further detail on obtaining your ‘share code’ [here](#).

## GENERAL INFORMATION

'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).

## **GENERAL INFORMATION**

### **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.

### **FURTHER INFORMATION**

Applicants wishing to learn more about the posts before deciding to apply may telephone Andrea Forsythe on 028 9081 6050 or e-mail [Andrea.Forsythe@finance-ni.gov.uk](mailto:Andrea.Forsythe@finance-ni.gov.uk).

### **HRCONNECT**

If you have any questions about the competition process, you should contact

HRConnect on 0800 1 300 330 or email:  
[recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

### **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 females, 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.

**THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT**



Department of Finance  
Construction and Procurement Delivery (CPD)  
Property Services Division & Health Projects