

**Candidate
Information
Booklet**

**IRC288345
Grade 7 Head of Operations Branch
Environmental Crime Unit
Northern Ireland Civil Service (NICS)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 24th March 2023***

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

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

Thank you for your interest in a Grade 7 Head of Operations post within the Northern Ireland Civil Service. There is currently one vacancy within the Environmental Crime Unit, Northern Ireland Environment Agency (NIEA).

The Northern Ireland Environment Agency (NIEA) is an Executive Agency within the Department of Agriculture, Environment and Rural Affairs (DAERA). The NIEA has two Environmental Divisions – Resource Efficiency Division and Natural Environment Division.

The primary functions of NIEA is to:

- promote both public awareness of environmental issues and action to deal with them;
- regulate adverse human impacts upon the environment;
- work in partnership with others to protect the environment;
- protect public health through regulation of drinking water quality
- provide financial support to others to encourage action to protect the environment;
- manage our properties to promote public access to, and understanding of, the environment; and
- advise Government and other key sectors on environmental issues.

Further information about NIEA can be obtained on the Internet at <https://www.daera-ni.gov.uk/northern-ireland-environment-agency>

This is a dynamic and challenging opportunity for an efficient individual to lead a multi-disciplinary team and develop operational policy and strategy that will make a difference to NI Society through the deterrence, disruption and prevention of environmental crime.

The individual will need to provide leadership and promote cohesiveness. They will be working closely with their Branch, senior staff in NIEA and the wider Department. They will also be expected to interact with stakeholders across the NI waste management sector and other law enforcement agencies

If you believe you have the skills and experience to tackle this post, I would be delighted if you would take the next step and complete and submit the application form.

Paul Donnelly
Chief Executive
Northern Ireland Environment Agency

BACKGROUND

The Department of Agriculture, Environment and Rural Affairs employs some 3,000 people over 230 sites across NI, utilising some £579 million Resource and £95m Capital budget per annum. It owns almost 85,000 hectares of land and has operations right across all of our landscapes, including marine, watercourses, uplands and farming lands.

DAERA has responsibility for environment, food, farming, fisheries, forestry, rural development and sustainability policy. The Department supports: the development of thriving rural communities; the conservation and enhancement of the environment; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing by environmental regulation. DAERA provides a Knowledge Advisory Service - a business development service for farmers and growers, and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector.

DAERA develops and implements agricultural, environmental, fisheries and rural development policy for Northern Ireland.

DAERA VISION AND STRATEGIC GOALS

Vision

“Sustainability at the heart of a living, working, active landscape valued by everyone”

Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sector;
- A clean, healthy environment, benefiting people, nature and the economy;
- A thriving rural economy, contributing to prosperity and wellbeing; and
- A well-led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Rural Affairs, Forest Service and Estate Transformation Group
- Central Services and Contingency Planning Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group

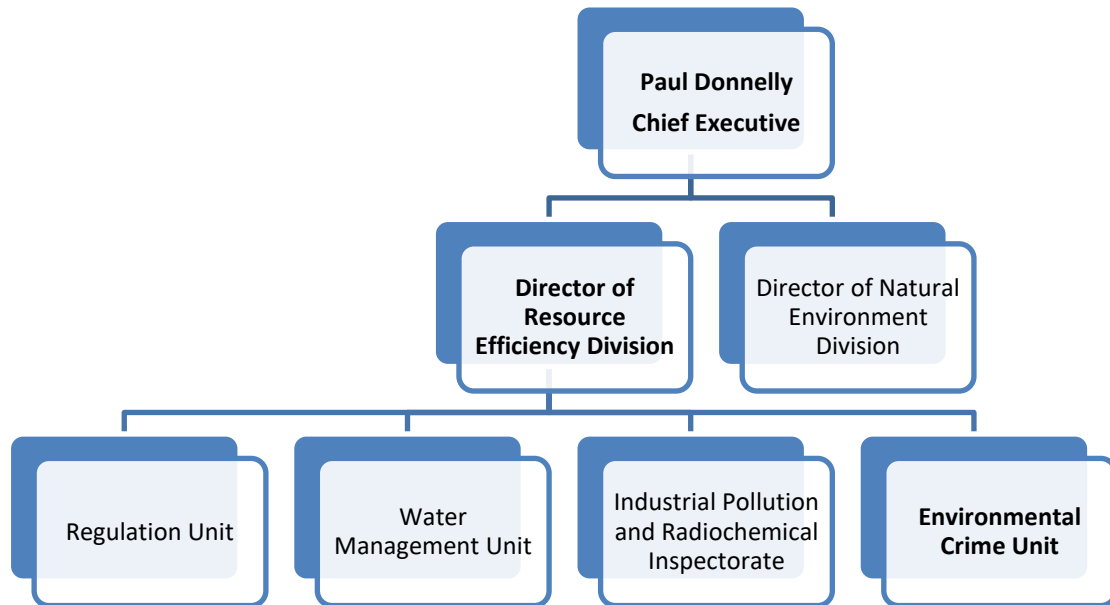
DAERA has two Executive Agencies:

- **Northern Ireland Environment Agency (NIEA)**
- Forest Service

The Department also sponsors a number of non-departmental public bodies (NDPBs) including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Katrina Godfrey.

ABOUT THE DIVISION



Resource Efficiency Division (RED)

The Resource Efficiency Division is the largest Division within the NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

ABOUT THE UNIT

Environmental Crime Unit (ECU)

The ECU was established in April 2008, with the specific aim of investigating incidents, in assessing same and where necessary to investigate and prosecute serious and persistent breaches of the law under the Waste and Contaminated land (Northern Ireland) Order 1997 (as amended). Serious and persistent environmental waste crime offenders, often involving aspects of organised criminality.

The **Operations Branch** has a staff complement of 31 FTE staff. In line with the principles of Better Regulation and the Agency's Enforcement Policy, and is responsible for the following areas of work:

1. We seek to prioritise and target enforcement resources against those individuals and companies posing most risk and harm to the environment and human health. This may involve serious and organised crime. Our primary aim is to protect the environment by bringing offenders to justice, securing remediation of waste and environmental impacts by application of the 'polluter pays' principle.
2. Low level waste crime and fly-tipping investigations require the assessment and investigation of routine volume incidents to establish if there has been a breach of waste legislation and, where investigative opportunities exist, conduct relevant enquiries.
3. Delivery of NIEA's actions in response to the management of bonfires through the Council-led Multi-Agency initiatives.

The **Financial Analysis Branch (FAB)** uses powers under the Proceeds of Crime Act 2002 (POCA) to conduct confiscation investigations, money laundering investigations and cash seizure / forfeiture investigations. By utilising POCA powers the FAB aims to deprive those convicted of environmental crimes of the means to further offend and contributes to the rebalance of economic disadvantage caused from their criminal activity.

The **Assessment and Administration Branch (AAB)** manages the administrative needs of ECU and provides support to all branches processing all communications, monitoring corporate governance; information and statistical data. The Assessment Unit is the heart of ECU processing information and intelligence to inform strategic and tactical management of investigations in line with legislation.

KEY RESPONSIBILITIES

The G7 Head of Operations Branch combines leadership and direction of multi-disciplinary teams with operational policy and guidance. The post holder will have responsibility for prioritising, allocating, processing, and evaluating the work of Operations Branch to ensure smooth operating with positive outcomes for all. They will manage the investigative response and resources whilst developing and implementing procedures, systems and strategies, including the communication strategy, to underpin investigations. This is the biggest branch within the Unit due to the amalgamation of both volume and complex investigation sections to increase resilience and capacity.

The postholder will ensure that NIEA uses its regulatory and investigative powers consistently and effectively, including the Waste and Contaminated Land Order 1997 as amended, the Criminal Procedure Investigations Act 1996 and Police and Criminal Evidence Order 1989. We also work with other agencies regarding the potential use of covert operations and must demonstrate strict adherence to the European Convention on Human Rights.

The post holder will support and report to the Senior Principal Officer/Grade 6, Head of Unit. This is a new role and as such you will have an opportunity to help develop and shape the finer details.

This is a senior leadership role and in undertaking this role the post holder will be responsible for both the strategic and operational direction of all areas relating to records and information management, providing strategic advice to the Senior Management Team, advising Business Managers on specific service issues, and ensuring legislatively compliant procedures are established in the Agency. The post holder will ensure that they understand the contribution they make to the delivery of the Unit and wider Agency/Departmental objectives and provide training/mentoring/ development support to staff.

The main duties and responsibilities of the post holder will include:

- Formulation of a range of policy and procedures for the investigation of environmental crime ensuring the effective management and assessment of threat, risk and harm.
- Leading on the completion of a Training and Development Plan across the Unit striving towards excellence in investigations and best practice.
- Leading, inspiring, and developing the performance of a multi-disciplinary team, providing coaching, support, and feedback where required to deliver team objectives and ensure the welfare of staff.
- Managing and responding to intelligence securely to initiate, prioritise and plan the Unit response in liaison with G6.
- Attending all court tiers to give evidence as required.
- Providing support to the Head of ECU as part of the Unit's senior management team. Contributing to the development of NIEA policy and

the organisational business plan as part of the senior management team and formulation of the Unit Business Plan, risk register and budget management procedures.

- Developing plans for operations and coordinating activities and initiatives, also implementing change plans where required, to contribute to reducing, preventing and detecting environmental crime.
- Developing links with other law enforcement agencies (e.g., the Police Service of Northern Ireland (PSNI), Her Majesty's Revenue and Customs (HMRC), the National Crime Agency (NCA) and others to maximise the effectiveness of the Unit and exchange of intelligence. In addition, plan and manage the conduct of joint operations as necessary.
- Liaising with all Environmental Agencies relevant to the UK and Ireland regarding operational issues and specific joint-agency investigations.
- Supporting the briefing of and liaison with the media when necessary, acting in accordance with media policy guidelines, to keep the public informed of developments in particular cases and Agency activities in general.
- Ensuring that health and safety procedures are adequate and reviewed at regular intervals to protect staff. This includes taking appropriate action in the event of threatening, violent or intimidating incidents.
- Preparing responses such as Assembly Questions, letters from stakeholder groups and individuals – ensuring that replies do not prejudice ongoing investigations; and
- Producing reports for senior management, auditors and others as required detailing performance statistics for the team.
- The job will require staff to visit sites throughout Northern Ireland to investigate alleged illegal activity. The Department has several vehicles at its disposal to allow staff to carry out such site inspections, vehicles such as 4x4s are required by risk assessment to access certain sites. For Health and Safety reasons staff are also required to use Departmental vehicles when attending Court hearings throughout Northern Ireland.
- The G7 Head of Operations Branch will report to the Head of the NIEA Environmental Crime Unit (Grade 6).

Key skills required

- An ability to think strategically and creatively;
- A high level of analytical ability and experience of analysing complex and sensitive issues;
- Strong stakeholder and relationship management skills, using influence and persuasion to drive multi agency collaboration;
- Ability to flex, change and continuously improve;
- Good people management;
- Problem solving including analysis, evaluation and effective resolution of issues;
- Making effective decisions using sound judgement and knowledge to provide accurate, expert and professional advice;
- Excellent communicator with a wide spectrum of people using oral, written and other communication methods;
- Delivery of timely performance with energy, taking responsibility and being accountable for quality outcomes;
- Awareness of need for independence, sensitivity and confidentiality;
- An understanding of and commitment to equality and diversity and how it applies to this role.

Whilst not essential, knowledge and/or experience of environmental legislation would be welcome.

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

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

The post will be based in the Klondyke Building, Cromac Avenue, Gasworks Business Park, Lower Ormeau Road, BT7 2JA. However it is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy and business need.

Salary

Salary will be within the range £52,026 - £55,685 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. Most offices work flexi-time. This post holder may from time to time be required to work outside their normal conditioned hours 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 across Northern Ireland is likely with occasional travel to UK.

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 Counter Terrorist Check (CTC).

Applicants must be prepared to be submitted to the relevant level of clearance.

Training

We recognise that the skills of our people are our greatest asset and we will continually seek to train and develop them in line with our business goals.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Sarah Scott (sarah.scott@daera-ni.gov.uk) or by telephone 02890 569834.

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, have:

1. A minimum of 3 years' experience of effective leadership in an area of strategic significance* to your organisation; demonstrating your ability to set the strategic direction in your function, effectively prioritise and manage resources, improve the quality of the service and develop a high performing team or function to deliver key business objectives in a complex and challenging environment**.

AND

2. A minimum of 3 years' experience of developing and maintaining positive, collaborative partnerships and demonstrable experience of effective stakeholder engagement and management with a diverse range of senior*** internal and/or external stakeholders to support the successful delivery of organisational objectives.

AND

3. A minimum of 3 years' experience in the last 7 years of carrying out and managing investigations in accordance with legislation including Criminal Procedures Investigations Act (CPIA) 1996, Human Rights Act (HRA) 1998, Police and Criminal Evidence Order (PACE) NI 1989 and best practice.

AND

4. A minimum of 5 years' operational experience working for a recognised law enforcement agency and be an Accredited Investigator to at least Professional Investigation Programme (PIP) 2 OR be prepared to obtain membership within 24 months of taking up post or equivalent****.

Definitions

***strategic significance** is defined as an area/function which is recognised in a business or corporate plan or strategy as being key to delivering the organisation's objectives.

** **complex and challenging environment** is defined as an organisation where a wide range of objectives have to be met within a tight timescales with potentially competing stakeholder views.

*** **Senior** is defined in this context as a member of the senior management team of your organisation.(in the Northern Ireland Civil Service this would be Grade 7 or above)

**** **Relevant** or **equivalent** qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

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

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

SHORTLISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used in the order listed:

1. The Panel will carry out an objective evaluation of the depth and breadth of the information provided by candidates in response to eligibility criterion 3.
2. If necessary, the Panel will then carry out an objective evaluation of the depth and breadth of information provided by candidates in response to eligibility criterion 4.

The Panel will complete this assessment against the information provided in response to the eligibility criterion.

This will be a scored shortlisting and only the top scoring candidates will progress to interview.

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.
- No additional information or evidence provided in support of your experience will be considered at any time after the closing date for applications.
- The NICS Competency framework can be accessed via 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. This will be followed by questions from a member of the panel. Candidates will be advised of the presentation topic in the invitation to interview letter. Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring notes only into the interview to deliver the presentation. No other visual aids or handouts are permitted other than a clip board if required.

The presentation will be used to assess against the **Collaborating & Partnering** competency and aspects of the **Leading and Communicating** competency.

Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks Available: 20

Minimum Standard: 12

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: 10

Minimum Standard: 6

Total Marks available: 30

Total Minimum Standard: 18

COMPETENCE BASED INTERVIEWS

Selection panels 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. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 30

Minimum standard: 18

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: 30

Minimum standard: 18

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.

Marks available: 20

4. Managing a Quality Service

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

Marks available: 20

Total Marks Available: 130

Overall Pass Mark: 78

INTERVIEWS

It is intended that interviews for this post will take place in Lisburn during week commencing 22 May 2023.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 4.

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 national. Further documentary evidence may be request from HRConnect to support this;

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

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

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

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

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a 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.

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;

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 Protestants, 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

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**