

**Candidate
Information
Booklet**

**IRC292028
Industrial 1 – Chargehand
Department of Agriculture,
Environment and Rural Affairs
(DAERA)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 31st March 2023***

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

**Department of Agriculture,
Environment and Rural Affairs
(DAERA)**

**Sustainability at the heart of a living, working,
active landscape valued by everyone.**

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.

To find more information on the government arrangements in Northern Ireland, including the functions of the departments [click here](#)

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 Industrial 1 - Chargehand role that requires specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

This booklet provides further information on the key responsibilities of the Industrial 1-Chargehand role in the NICS and sets out the skills and competencies required. We have also included important information on the selection process.

There is currently one full-time vacancy in DAERA, Veterinary Service Animal Health Group. The current post on offer will be based at DAERA Direct Office (Divisional Veterinary Office) in Armagh. 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.

Further information on the business area where the current vacancy is located is provided in the booklet.

If you have any questions, please refer to the 'How Do I Apply?' section of the NICS recruitment website or contact HRConnect on 0800 1 300 330.

BACKGROUND

VETERINARY SERVICE ANIMAL HEALTH GROUP

Veterinary Service Animal Health Group (VSAHG) is a Group within DAERA and is responsible for the development of animal health and welfare policy for both farmed and non- farmed animals and the implementation of that policy in respect of farm animals. VSAHG is also responsible for policy development and implementation in respect of food animal identification and exports of animals and animal products to other countries.

VSAHG contributes to DAERA's strategic goal to: "Develop sustainable agricultural, fisheries and industrial sectors" (Goal 1) by ensuring that the health standards of the farmed animal population are such that the NI producers have the maximum access to all markets, European and overseas, and that production costs associated with poor animal health and welfare are minimised.

VSAHG also supports DAERA through the implementation, delivery and the enforcement of veterinary public health controls, and agri-food legislation relating to feed and food safety, product certification, marketing standards, labelling, classification and price reporting on behalf of DAERA and Food Standards Agency.

VETERINARY SERVICE ANIMAL HEALTH GROUP

Vision

VSAHG contributes to Department's purpose, supporting our economy, our environment and the health of the public, local and global, through the assurance of high standards of animal health, animal welfare and food safety. In the language of our Departmental Purpose, our living landscape encompasses farms, farmed and companion animals and their products and all those places where those animals and products pass through such as livestock markets, seaports and airports, meat and milk processing and storage premises, egg packaging stations, export assembly centres, licensed kennels, riding establishments, pet shops and zoos, registered animal by-products, germ plasm and animal feed storage premises.

Working

Through our work efforts and those of our collaborative partners and in the public interest we:

- Enable exports of agri-food products through:
 - Delivery of official controls including export health certification
 - Developing access to new markets
- Safeguard the welfare of all kept animals, farmed, companion and sporting, including where appropriate: on farm; during animal transport; and at point of export or slaughter.

- Protect and improve the health of farmed animals through:
 - Rigorous standards of animal identification, registration and movement control supported by world class information technology;
 - Surveillance for economically important diseases whilst implementing plans to eradicate those present and prevent establishment of those which pose a threat;
 - Effective regulatory controls on the import of live animals and products of animal origin
 - Effective controls on animal waste products;
 - Assisting the Industry to help itself.
 - Enforcing non-compliance in line with the Department's enforcement policy

- Protect public health through:
 - Delivering, on behalf of the Food Standards Agency, official control systems for primary meat and milk production;
 - Promoting responsible use of anti-microbial products in animals;
 - Investigating and controlling important zoonotic conditions.

Active

In so doing we will enable active rural and urban enterprises within our areas of responsibility which have access to the broadest range of marketing opportunities for animals and animal products, supported by the standards we help to ensure and assure.

Valued

We achieve all this through:

- Continuously developing ourselves and our teams, maintaining capability to safely respond to the ever-evolving country-level disease and public health challenges our industry and community faces;
- Making every effort to engage with our staff, to listen and manage them effectively, showing clear strategic direction and leadership, seeking to inspire and motivate all;
- Working collaboratively with our delivery partners, contractors and stakeholders to develop strategy and policy and to deliver, within our sphere of competence, what is truly valued by the public and in the community interest; and
- Supporting the international aspirations of The Executive Office in seeking to create a place where people want to live, work and invest as defined within the draft Programme for Government, Outcomes Delivery Plan.

Strategic Objectives

VSAHG's purpose is to develop and implement policies that aim to prevent, control and/or eradicate animal diseases affecting livestock production and trade, to ensure that meat is safe and wholesome, animal welfare requirements are observed and agri-food legislation relating to feed and food safety is implemented.

Organisational structure

VSAHG is headed by a Chief Veterinary Officer (CVO), Unified Grade 3. VSAHG comprises several groups of staff including professional, technical, industrial and administrative staff. There are five Grade 5 officers heading up the various divisions and sections that make up VSAHG: three Deputy Chief Veterinary Officers and two Administrative Grades.

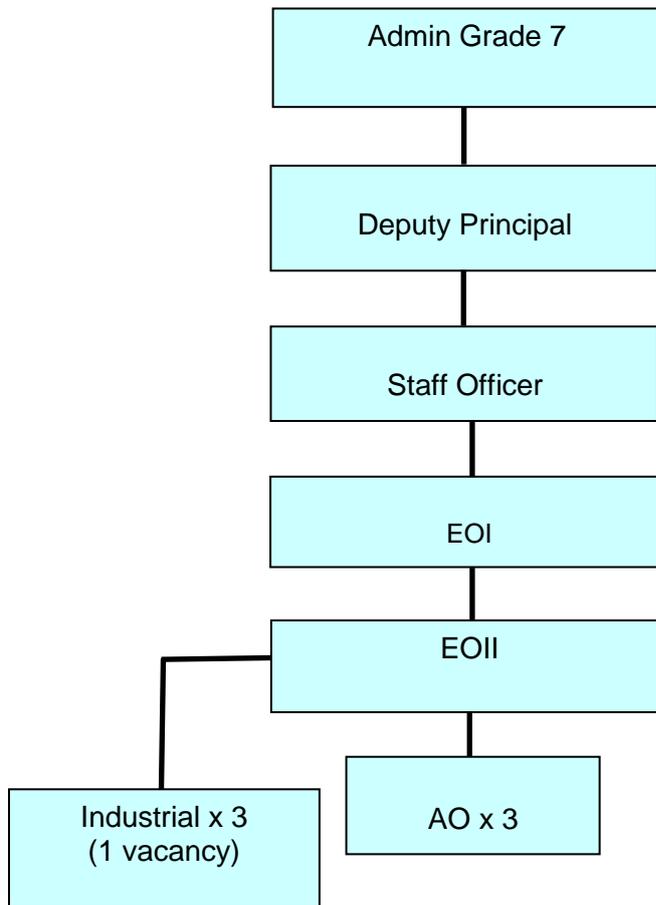
Wildlife Unit

The Enzootic Disease and Welfare Division within VSAHG has many functions which include TB Strategy and Programme Delivery in order to further the aim of the eradication of bovine tuberculosis. The TB Wildlife Unit (WU), which is headquartered in Jubilee House Ballykelly, exists within this structure.

The function of the unit is to support the Division in the delivery of the TB Programme, primarily in the delivery of wildlife disease surveys and TB Strategy implementation.

The role of the unit is wide ranging encompassing many different work streams to enable it to carry out the planning, implementation and quality assurance needed to properly manage VSAHG Wildlife Intervention activity. The unit operates as part of a multi-disciplinary team made up of Administrative Staff, Veterinary Officers, Scientific Officers and Industrial Staff working together to deliver wildlife surveys, provide statistics on disease management and provide evidence to help identify and administer appropriate intervention techniques.

Wildlife Unit Organisational Chart



KEY RESPONSIBILITIES

The post holder will be one of three industrial employees whose posts are attached to the WU, within Enzootic Disease and Animal Welfare Division of VSAHG.

The primary role will be to collect animal carcasses from roads and farms throughout NI and transport them to laboratories for disease surveillance. The objective is to collect a minimum of 500 badger and 379 fox carcasses annually. In doing so the post holder will help WU meet its objective to provide operational support for Veterinary Epidemiology Unit (VEU) whose remit is to undertake analysis of data and provide advice on current or potential disease threats. Important current areas of work are to provide epidemiological advice and routine statistics on bovine tuberculosis and Echinococcosis.

The collection of badger carcasses from roads and foxes from farm lands is an essential task to allow data to be compiled which will shape advice for years ahead, particularly in relation to programmes to control and eradicate TB in cattle which currently costs DAERA in excess of £30 million per year including compensation.

Main Activities will include:

- i. Driving a Departmental vehicle throughout NI to collect badger, fox and otter carcasses as directed by WU and deliver them to nominated laboratories in Belfast and Omagh.
- ii. Collecting carcasses often working to tight deadlines (which will be located mainly on roads and farm premises) which will involve:-
 - Working as part of a team – (i) co-operating with WU Administration team on allocation of day-to-day duties and contribute to development of work schedules for the Unit; and (ii) as part of a team of three drivers required to co-ordinate and support each other primarily by phone or verbally;
 - Taking details and directions from WU Administration team when they request a collection;
 - Making well judged on the spot decisions when assessing location of carcass and whether it can be collected safely;
 - Assessing condition of carcasses for fitness of post-mortem;
 - Using appropriate Personal Protective Equipment (PPE);
 - Inputting data to a handheld electronic device;
 - Tagging carcasses;
 - Completing relevant record sheets and data inputting;
 - Packaging and labelling carcasses in accordance with relevant instructions;
 - Loading packaged carcasses into the vehicle and securing the load; and
 - Communicating effectively verbally and in writing when liaising courteously with those who have reported carcasses for collection,

other statutory bodies such as local Councils or Police Service of NI (PSNI) and members of the public where appropriate.

iii. Use of vehicle and equipment:

- Demonstrate good practical driving skills;
- Complete a daily visual check of the Departmental vehicle;
- Clean outside of vehicles using high pressure washer;
- Clean and tidy inside of vehicle;
- Complete regular stocktake of items required to ensure availability adequate stock levels at all times;
- Check fuel levels and refuel vehicle when necessary;
- Report maintenance required or accidents as per instructions;
- Apply all health and safety policies and follow safe working practices; and
- Maintain PPE and request replacements when required.

iv. Co-operate with personal development and training programs, by attending development courses as instructed by WU management.

NB: The above list is not exhaustive but gives a good indication of the main duties of the role. The post holder will be expected to undertake any other duties appropriate to the grade in line with the business need or as directed by line management, in particular during suspected or confirmed disease outbreaks. This may include driving a vehicle towing a trailer.

It should be noted that this is a moderately physically demanding role requiring ability to concentrate during driving in a range of weather conditions. Physical exertion is required to lift carcasses into container and the containers to and from the vehicle.

The role will have clearly defined procedures and safe operating procedures. These step-by-step instructions will specifically cover how to complete tasks regarding technical and health and safety aspects of the role. The guidance instructions will always be available and will form the basis for training and annual refresher training

TERMS AND CONDITIONS

There is currently one 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 current post will be headquartered at the following location:

DAERA Direct Office (Divisional Veterinary Office) Atek Building, Edenaveys Industrial Estate, Armagh, BT60 1NF.

Once appointed the successful candidate will be required to drive a Departmental vehicle throughout NI in line with business needs or as directed by line management.

Salary

The weekly salary range is £366.30 - £379.60 (under review). Starting salary will be at the minimum of the scale.

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

Annual leave allowance of 25 days, increasing to 30 days after 5 years. Plus 12 days public and privilege holidays.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours per week, excluding meal breaks, Monday to Friday. Duties may include some early morning, evening and weekend work.

Travel

The successful candidate must hold a full current driving licence which will permit the candidate to drive in NI.

As post holders may be required to travel throughout Northern Ireland and on occasions travel within the UK, ROI and further afield, applicants must have access to a form of transport which will enable them to fulfil their responsibilities in full.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic.

Medical

The successful candidate will be expected to pass Occupational Health Service medicals prior to an appointment being offered. These will include Tuberculosis and Brucellosis assessments as well as a driver's fitness assessment to ensure their suitability to undertake the full range of duties of the post.

Probation

Confirmation of appointment is subject to 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. All appointees will be expected to demonstrate a track record of effective service within this period.

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 Cathy McCallion by telephone 02877 445111 or by email, Cathy.mccallion@daera-ni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have a minimum of 1 years' experience in the last 3 years of carrying out a full time driving and collection/delivery work role;

AND

2. Hold a full valid driving licence which permits the licence holder to drive in Northern Ireland and be in possession of no more than 3 penalty points on the licence.

AND

3. Be able to demonstrate effectiveness in completing paperwork and data input;

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criterion will be used:

1. Demonstrable knowledge of health and safety practices

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 competence based interview.

The interview will assess the following 3 competencies:

1. 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: 40

2. Managing a Quality Service

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

Marks available: 40

Minimum standard: 20

3. Collaborating and Partnering

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

Marks available: 40

Total Marks Available: 120

Overall Pass Mark: 60

COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

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

INTERVIEWS

It is intended that interviews for this post will take place in Greenmount week commencing 1st May 2023.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 1.

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 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

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.

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 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**