

**Candidate
Information
Booklet**

**IRC292063
Industrial 2, Supervisor
Department for Infrastructure (DfI)
DfI Rivers**

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

Friday 24th March 2023

Department for Infrastructure

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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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BACKGROUND

Department for Infrastructure (DfI)

The Department for Infrastructure employs around 3,000 staff and is organised under a Departmental structure within the following Groups:

- **Transport and Road Asset Management**
 - Transport Policy and Planning
 - Major Projects and Procurement
 - Road Asset Development
 - Road Asset Maintenance
 - Road Engineering and Services
- **Climate, Planning and Public Transport**
 - Regional Planning Governance and Legislation
 - Regional Planning Policy and Casework
 - Climate Change
 - Public Transport Policy
 - Public Transport Operations
 - Safe and Accessible Travel
 - Driver and Vehicle Agency
- **Water and Departmental Delivery**
 - Water and Drainage Policy
 - Living with Water and the Power of Water
 - Rivers Development
 - Rivers Operations
 - Governance, EU and Ministerial Support
 - Finance
 - Corporate Strategy and Performance
 - Corporate Support Services
 - Communications, Public Affairs and Engagement^[1]

Water and Departmental Delivery Group

The Water and Departmental Delivery Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by Grade 5s in the nine Directorates listed above.

DfI Rivers

DfI, River's vision is ***“to manage flood risk, both now and into the future, to maintain and create sustainable living places and support economic development.*”**

The aims supporting the vision are “**reducing risk to life and damage to property from flooding from rivers and the sea**” and “**undertaking watercourse and coastal flood management in a sustainable manner**”.

In support of these aims Rivers’ objectives are to:

- implement and inform sustainable flood risk management policies to meet society’s social, environmental and economic needs, whilst taking account of climate change;
- implement the requirements of the Water Environment (Floods Directive) Regulation;
- (Northern Ireland) 2009 for the assessment and management of flood risks;
- inform new development decisions from a flood risk perspective;
- reduce the number of properties currently at risk of flooding from rivers and the sea;
- sustainably maintain flood defences, drainage infrastructure and the designated watercourse network;
- discharge lead Department responsibilities for the emergency response to flooding;
- communicate flood risk through flood mapping and community engagement;
- Deliver the Rivers element of the Living with Water Programme;
- prepare for the further commencement of the Reservoirs Act;
- support and develop all staff to achieve our objectives; and
- deliver quality services for our customers and stakeholders in a fair and equitable way.

All executive functions arising from DfI’s statutory remit under the Drainage (Northern Ireland) Order 1973 are undertaken by DfI, Rivers and it also exercises DfI’s responsibilities with regard to regulation of the water levels in Lough Neagh and Lough Erne (the latter in conjunction with the Electricity Supply Board in the Republic of Ireland). DfI, Rivers also contributes to wider Departmental policy on these functions.

The EU Directive on the assessment and management of flood risk (2007/60/EC), more commonly known as the Floods Directive, was transposed into Northern Ireland legislation in November 2009 and is known as ‘The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009.

DfI Rivers supports DfI as the competent authority for the EU Floods Directive and is responsible for implementing its requirements. This requires a co-ordinated approach with other government departments and organisations.

DfI, Rivers also works closely with colleagues in the Office of Public Works in the Republic of Ireland to fulfil the obligations of the Directive in relation to trans-boundary catchments.

LOCATION

DfI, Rivers Headquarters is located within Loughry Campus in Cookstown,

Rivers Operational area is divided into two Regions; Eastern and Western. The main Regional offices are located in Lisburn and Omagh for the respective Regions. There are also Area sub-offices located in Coleraine, Fermanagh and Craigavon.

DFI RIVERS OPERATIONS FUNCTIONS

Eastern Region maintains and protects the river drainage network across Armagh, Lisburn and Greater Belfast Areas. Western Region maintains and protects the river drainage network across Omagh and Coleraine Areas plus the Fermanagh Sub-Area.

The regional teams are responsible for the following key functions:

- maintenance of a network of free flowing designated watercourses to provide adequate outlets for urban storm and land drainage;
- maintenance of the Departments river and sea defences;
- utilising available resources to maintain the effectiveness of the Department's assets during periods of adverse weather;
- responding where possible to requests for assistance from the public whose property has suffered or is threatened by flooding. Liaising with other statutory and public bodies to also provide an effective multi agency response to flooding;
- Management and maintenance of Control Structures used to control the flow of rivers when required;
- Regulation of Water Levels on Lough Neagh and Lough Erne – Western Region.

Further information on DfI Rivers can be found on <http://www.infrastructure-ni.gov.uk>

DfI RIVERS REGIONAL OPERATIONS – ORGANISATION CHART



KEY RESPONSIBILITIES

The main duties and responsibilities of the Industrial 2, Supervisor post will include:

- Day to day supervision and management of an industrial squad including skilled operatives (Industrial 2) (e.g. handyman/underground labourer/plant operator/lorry driver etc) involved in watercourse maintenance, grille maintenance and minor construction works ensuring that efficiency, discipline and health and safety requirements are enforced;
- Consultation as necessary with members of the public;
- Ensuring accurate completion of weekly Time Sheets, Plant Logs and other relevant documentation;
- Care and security of all plant, tools and equipment under your control;
- Driving Departmental vehicles to provide transport of industrial staff and equipment to and from the work site and responsibility for the care and security of Departmental vehicles;
- Posts in Carrickfergus, Newtownabbey, North Belfast and 2 of the posts in Lisburn – entering into confined spaces such as culverts and manholes wearing the appropriate PPE which includes helmet, harness, breathing apparatus, gas detectors etc;
- Response to call out during flood emergency as and when required and outside normal working hours.

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

TERMS AND CONDITIONS

There are currently 27 permanent, full time vacancies.

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

Location

This competition is being organised to fill either current or future Industrial 2 Supervisor vacancies throughout Northern Ireland which may arise throughout the life of this competition. The Application Form provides you with an opportunity to specify the areas, in which you would be willing to work.

Currently positions are available in the following areas:

- 1 X Castledearg - BT81 7PU
- 1 X Victoria Bridge - BT82 0AR
- 1 X Omagh - BT79 0EH
- 2 X Omagh – BT79 7HQ
- 1 X Moneymore – BT45 7PY
- 1 X Kilrea – BT53 7JS
- 1 X Derrylin – BT92 9LA
- 1 X Brookeborough – BT94 4FA
- 2 X Ballinamallard – BT94 2NA
- 1 X Coleraine – BT51 3RL
- 1 x Coleraine – BT53 6EA
- 1 X Magherafelt – BT45 5DF
- 1 X Markethill – BT60 1PH
- 1 X Carrickfergus – BT38 9DN
- 1 X Newtownabbey – BT36 7DE
- 1 X North Belfast – BT13 2ES
- 1 X Ballynahinch – BT24 8BD
- 2 X Portadown - BT63 5QE
- 1 X Lurgan – BT66 6JA
- 1 X Moygashel – BT71 7DF
- 3 X Lisburn – BT27 5QB
- 1 X Drumquin – BT78 4SB

This competition may also be used to fill similar vacancies at this grade with similar duties that may arise within one year of the interviews in the following areas:

- 1 x Finvoy - BT44 8QF
- 1 x Ballykelly - BT49 9JS

Please note: Applicants can select more than one area that they will be willing to work in. Please note however that it is NICS policy that, except in very exceptional circumstances, candidates will only receive one offer of appointment from a competition which, if not accepted, will result in the candidate being withdrawn from the competition.

Candidates should therefore be sure that they are content to work in all areas that they select on their application form. Any area not selected will mean a candidate may not be considered for that area.

Once a candidate has been offered a position within one of their chosen area their name will be removed from all lists for other areas.

Salary

The weekly salary range for this post is currently £431.40 – £458.91 gross per week (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.

Pension

The NICS offers all employees an attractive pension package. You'll find further details on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Working Hours

A normal working week will be 5 days totalling 37 hours (excluding lunch breaks). The current working pattern is:

08.00 – 16.40 (Monday – Thursday)

08.00 – 13.15 (Friday)

Dfl Rivers provide an “out of hours” flood emergency service. It is expected that the successful candidates will make themselves available to participate in this service. All work outside normal working hours including evening and weekend work, will attract the appropriate payment and allowances.

To enable Dfl Rivers to meet the Department's statutory goal and its own objectives to effectively deliver services to customers, particularly in respect of response to flooding, candidates' permanent residence must be within 20 miles travelling distance by public road from their home to the specified office or geographical location specific to the post as measured by RAC Route Planner from full postcode to full postcode via the “shortest route” selection on the website.

Annual Leave

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, rising to 30 days after 5 years satisfactory service.

Transport

Transport to and from work is the responsibility of the employee. However, although employees have no right to Departmental transport, where management provides transport, employees may avail of it.

Training

To enable the successful candidate to carry out the full range of assigned duties they must attend training as deemed appropriate by management.

Posts in Carrickfergus, Newtownabbey, North Belfast and two of the posts in Lisburn – As these posts require the post holder to enter confined spaces, appropriate training including an underground training course will be provided to enable the successful candidate to carry out the full range of assigned duties. Failure to successfully complete the underground training course will result in the appointment being terminated/officer transferring back to their former grade/discipline.

Medical

The successful candidate will be expected to pass a medical prior to an appointment being offered. This will include *hand-arm vibration syndrome (HAVS)*, Audio and Drivers medical.

Posts in Carrickfergus, Newtownabbey, North Belfast and two of the posts in Lisburn - the successful candidate will be required to pass a Working in Confined Spaces medical, Category A and B and a driver medical prior to an appointment being offered.

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 Access NI.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your 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 telephone Thomas McCarragher on 028 8225 4911 or email thomas.mccarragher@infrastructure-ni.gov.uk

If you have any questions about the competition process, 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. At least 2 years' experience working in the civil engineering and construction industry, which includes drainage and associated civil engineering works and knowledge of all Health and Safety practices and risk assessments, **within** at least 3 of the following 7 areas:
 - i. Repair and replacement of bridges/culverts;
 - ii. Dealing with environmental factors affecting watercourse maintenance;
 - iii. Concrete works reinstatement;
 - iv. Brick/blockwork;
 - v. Fencing;
 - vi. Site drainage;
 - vii. Tree and bush cutting.

AND

2. A full current driving licence, enabling the licence holder to drive vehicles in Northern Ireland.

AND

3. A permanent residence within 20 miles travelling distance by public road to the geographical location specific to the post, as measured by RAC Route Planner from full postcode to full postcode via the "shortest route" selection on the website. This is to enable DfI Rivers to meet the Department's statutory goal and its own objectives to effectively deliver services to customers, particularly in respect of response to flooding emergencies.

The geographical locations for these posts are detailed on page 8.

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.

At interview candidates will be expected to display the following qualities and skill, which will include testing on the eligibility criteria.

1. Making Effective Decisions

Make and record effective decisions following the appropriate decision-making criteria, framework or guidance. Ask questions when unsure what to do. Undertake appropriate analysis to support decisions or recommendations. Investigate and respond to gaps, errors and irregularities in information. Speak up to clarify decisions and query those constructively. Think through the implications of own decisions before confirming how to approach a problem/issue.

Marks Available: 40

Minimum standard: 24

2. Leading and Communicating

Put forward their own views in a clear and constructive manner, choosing an appropriate communication method e.g. email / telephone / face to face. Act in a fair and respectful way in dealing with others. Write clearly in plain, simple language and check work for spelling and grammar, learning from previous inaccuracies. Ask open questions to appreciate the point of view of others.

Marks Available: 20

3. Managing a Quality Service

Communicate in a way that meets and anticipates the customer's requirements and gives a favourable impression of the NICS. Actively seek information from customers to understand their needs and expectations. Act to prevent problems, reporting issues where necessary. Gain the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job. Encourage customers to access relevant information or support that will help them understand and use services more effectively. Take ownership of issues, focus on providing the right solution and keep customers and delivery partners up to date with progress.

Marks Available: 40

Minimum Standard: 24

Total Marks Available:100

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 DfI Rivers Headquarters, Loughry during week commencing Monday 24th April 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

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

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**

