

**Candidate  
Information  
Booklet**

**IRC292742**

**Vehicle Examiner (Technical Grade 1)**

**Driver & Vehicle Agency (DVA)  
Department for Infrastructure (DfI)**

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

**on**

***Friday 17<sup>th</sup> March 2023***

**Driver & Vehicle Agency (DVA)  
Department for Infrastructure (Dfi)**

**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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## 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.

The Driving and Vehicle Agency (DVA) is seeking to recruit testing staff (Vehicle Inspectors, Technical Grade 1 (TG1) for the brand new flagship test centre at Hydebank in south Belfast, of which there are an anticipated **40** full time, permanent vacancies

Other vacancies may arise across the test centre network during the life of this competition.

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 Grade in the NICS and sets out the specific skills and competencies required. We have also included important information on the selection process.

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

## 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**
  - Strategic Planning
  - Regional Planning
  - 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<sup>1</sup>

### Driver and Vehicle Agency

The Driver & Vehicle Agency (DVA) is an executive agency within the Department for Infrastructure which aims to deliver improved road safety and better regulation of the transport section.

Key areas of responsibility for DVA include:

- Operations Testing
- Operations Administration
- Driver Standards

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<sup>1</sup> Test role reporting directly to Permanent Secretary.

- Driving Licensing Operations
- Passenger Transport Licensing
- Compliance & Enforcement

DVA is structured into four Directorates:

- Operations
- Business Transformation
- Compliance and Enforcement
- Financial Management and Corporate Services

### **Operations Testing**

- Driver testing – ensuring effective systems are in place to check that learner drivers have the competence to drive safely;
- Vehicle testing – checking vehicles against statutory roadworthiness standards;
- Driving instructor registration – assessing the suitability of applicants and checking tuition standards;
- Technical training – delivering initial and periodic refresher training to ensure staff have the necessary skills required to carry out their duties;
- Standards – liaising with the Department to identify and deliver new developments from changes in policy or legislation at local, national or European level;
- Quality Unit – maintenance of internal processes and auditing in relation to the Agency's ISO 9001:2015 accreditation;
- Property Services - responsibility for the maintenance and refurbishment of the Agency's estate.

### **Business Improvement**

- Programme and project management - managing new developments and legislative requirements in a coordinated way, to ensure that specified benefits and outcomes are delivered;
- Business transformation programme – managing and communicating a complex change programme to ensure that DVA continues to deliver excellent services to the public, meets its statutory requirements in an efficient way and supports a multi-skilled, well trained workforce.

### **Compliance, Enforcement and Licensing**

- Driver Licensing – issuing driver licences to drivers;
- Passenger transport licensing – issuing licences to taxi drivers and bus operators;
- Roadside enforcement – promoting compliance with licensing, roadworthiness and other legal requirements in respect of goods and passenger carrying operators and vehicles;
- Quality control and assurance – the application and use of standards such as European Foundation for Quality Management – Gold Star

Service Excellence standard and International Standards Organisation across the range of Agency activities;

- Customer services - dealing with enquiries, complaints, monitoring service standards, developing and delivering strategies for continuously improving customer service;
- Corporate governance.

### **Financial Management and Corporate Services**

- Chief Executive's Office – provides support to the Chief Executive and Strategic Management Board;
- Financial Management and Governance – closely monitor the Agency's income and expenditure;
- Communications Unit – ensures that our internal and external communications with staff, stakeholders and customers is as effective as possible;
- Contract Management and Procurement – acquiring goods and services in accordance with NI Public Procurement Policy and managing adequate and appropriate contractual arrangements to ensure value for money;
- Health and Safety Section – responsibility for the development and maintenance of the Agency's health and safety management system.

To underpin these key activities, the Agency is also responsible for the management of a number of contracts with private sector providers e.g. for the provision and maintenance of vehicle testing equipment, telephone and internet booking services, IT managed services, and the driving theory test.

### **How we operate**

The Agency is led by its Chief Executive, who reports through the head of the Department's Climate, Planning and Public Transport Group to the Permanent Secretary of the Department for Infrastructure and the Minister for Infrastructure.

The Chief Executive, who is also the Agency Accounting Officer, has day to day responsibility for its activities, and is accountable for its performance against the targets set by the Department and the Minister.

The Agency, which has a staffing complement of around 800, serves over 1.4 million customers a year. It operates from a variety of locations across Northern Ireland including three main administrative centres, two in Belfast

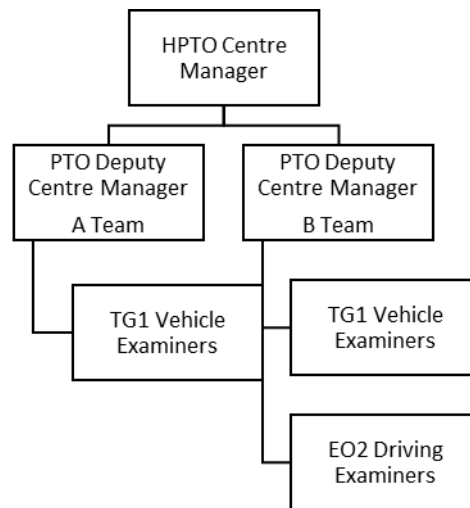
and one in Coleraine, 15 driver and vehicle testing centres, two satellite driving test centres and six theory test centres.

The Agency carries out around 1.1 million roadworthiness checks annually on cars and motorcycles, light goods vehicles, trailers, large passenger carrying vehicles and heavy goods vehicles. Over 100,000 driving related tests are carried out each year, i.e. theory tests, practical 'L' tests, large goods vehicle (LGV) tests and passenger carrying vehicle (PCV) tests. In addition the Agency maintains an up to date register of around 1200 Approved Driving and Motorcycle Instructors.

The Agency's Compliance Section are responsible for checking both vehicles and drivers to ensure they comply with statutory legal requirements.

## ORGANISATION CHART

The organisation chart below shows the staff structure in each of the DVA Test Centres:





## KEY RESPONSIBILITIES

Vehicle Examiners operate at the leading edge of the Agency's vehicle testing business. Their main duties and responsibilities will include:

1. All aspects of examination of private cars, motorcycles, ambulances, public service vehicles (omnibuses and taxis), light, medium and heavy goods vehicles, and large passenger carrying vehicles. Relevant training will be provided for testing of all categories of vehicles.
2. Use of a range of integrated test lane equipment including IT equipment (training will be provided as required).
3. A requirement to drive a range of vehicles.
4. Completion of relevant inspection reports and the issue of certificates to customers as appropriate.
5. Assisting with the maintenance of equipment and general 'housekeeping' work as required by the 'supervisor' at the Test Centre.
6. Normally maintaining a predetermined level of productivity.
7. Keeping up to date with procedural and technical developments relating to vehicle testing work (including changes in relevant legislation and Agency policy).
8. Compliance with rules intended to prevent conflict of interest between staff activities outside work and the Agency's statutory responsibilities.
9. Compliance with health and safety requirements and the NICS policy on smoking in the workplace.
10. Providing general assistance to managers in the delivery of testing services.
11. Post holders will be required to adopt a professional, courteous, polite and helpful manner in dealing with the public.
12. Attendance at training courses (some of which may be residential) as required.
13. You may be afforded the opportunity to be trained in and carry out statutory driver tests.

**This list is not exhaustive and the successful candidate may be required to carry out other duties, appropriate to the grade, as allocated by management.**

## TERMS AND CONDITIONS

Initially, the focus of recruiting testing staff will be for the brand new flagship test centre at Hydebank in south Belfast with around **40** full time, permanent vacancies being anticipated there.



Hydebank is the first new Driver & Vehicle Agency (DVA) build installation in over 45 years. It will be state of the art in terms of building design, energy consumption/efficiency and technological advances designed to enhance performance and improve customer experience.

The new complex at Hydebank will be a purpose built central hub for the DVA in the greater Belfast area and will deliver an improved and more streamlined service, meeting growing demand by increasing network capacity, particularly in the Belfast area by adding nine lanes to the DVA Test Network.

With capacity to deliver over 100,000 vehicle tests per annum, the Hydebank test centre is expected to reduce the demand and improve waiting times for tests at other centres and to provide better choice to customers.

This animated video shows what Hydebank will look like when completed:  
[https://www.youtube.com/watch?v=uRT6PrTZtPM.](https://www.youtube.com/watch?v=uRT6PrTZtPM)



Other vacancies may arise across the test centre network during the life of this competition **so applicants should still indicate their location preferences on the application form.**

Where further positions in the NICS are identified which are considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the positions from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

## Location

Applicants must be prepared to work anywhere in Northern Ireland. The application form provides you with an opportunity to specify the Centres in which you would prefer to work.

These Centres are:

ARMAGH	BALLYMENA	BELFAST(Balmoral Road)*
BELFAST (Hydebank)	COLERAINE	COOKSTOWN
CRAIGAVON	DOWNPATRICK	ENNISKILLEN
LARNE	LISBURN	NEWBUILDINGS*
MALLUSK	NEWRY*	NEWTOWNARDS
OMAGH		

**Please note: Applicants can select more than one Centre 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 Centre not selected will mean a candidate may not be considered for that Centre.**

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

**\*There are currently no vacancies, nor are there any vacancies anticipated, at the Belfast (Balmoral Road), Newry and Newbuildings Test Centres.**

## Salary

The salary for the post will be within the range £22,519 – £23,955 (under review) within which pay progression will be performance related, however both the salary and the grade are currently under review.

Participation in the current rota system attracts additional payments currently worth up to 8% of salary. Opportunities for overtime working may be available.

Pay on promotion / re-grading arrangements will apply to existing civil servants appointed through this competition.

## **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](http://www.finance-ni.gov.uk/civilservicepensions-ni)

## **Annual Leave**

In addition to the 12 public and privilege holidays, there is an annual leave allowance of 25 days rising to 30 days after five years for standard day (8.45am - 16.55pm) workers. For those on the Extended Day Working (EDW) rota of 12½ hour days, the annual allowance of days is converted to hours and is 187.5 hrs rising to 225 hrs after five years' service.

## **Working Hours**

The successful candidates will currently be required to work conditioned hours of 37 net hours per week if working Monday to Friday or 33.75 net hours if working on the EDW shift pattern. Current work patterns are either Monday to Friday 08.45 to 16.55 or on an 08.00 to 20.30 three-day rota system. The bulk of staff presently work the rota system which involves both evening and weekend working and is usually achieved by working 3 consecutive extended days per week.

DVA test centres are currently open for vehicle testing 6 days a week (Mon-Sat) for 12½ hours daily. Vehicle testing staff cover for the 6 days is provided through Extended Day Working (EDW). The rota consists of two teams - one team working Monday, Tuesday and Wednesday and the other team working Thursday, Friday and Saturday. The pattern rotates every two weeks and the rota is devised to ensure that each team work an even amount of Saturday's and weekdays. Occasionally the basic rota pattern may be impacted by Bank Holiday periods. EDW allows a normal week's work to be completed in a shorter period of time. The working week of 5 standard days is replaced by 3 longer or extended days.

It should be noted that the Agency continually reviews working patterns to maximise efficiency. Therefore, successful candidates **must be** prepared to work any of the above working patterns or alternative working patterns to meet business needs as required.

## **Travel**

Access to a form of transport will be required in order to fulfil the responsibilities of this post. Travel throughout Northern Ireland may be required.

## **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.

## **Condition of Employment**

As a condition of your employment, you will be given suitable training and will be required to attend and successfully complete a 4 week New Entrant Vehicle Examiners course. You will be advised of the commencement date and venue for the training when you report to your test centre. Successful completion of the course will be by way of a practical assessment of competence at the end of the 4 week training period and a further assessment will be made within 6 weeks at your working location. Both assessments need completed satisfactorily. If suitable competence is not displayed up to one week's additional training will be given, and a further assessment of competence carried out. **Failure to satisfactorily complete the course or the necessary competence assessments will result in your employment being terminated.**

Successful candidates will be issued with a certificate accredited by The Institute of the Motor Industry (IMI) on completion of training.

## **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.

## **Additional Provisions**

All safety and clothing equipment is provided.

## **Supervision and Assessment**

Vehicle Examiners will be subject to assessment of their work performance. They will report to the Deputy Centre Manager who will be responsible for the completion of performance review reports.

## **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**

Candidates wishing to learn more about the post before deciding to apply should use the following email [ttu@infrastructure-ni.gov.uk](mailto:ttu@infrastructure-ni.gov.uk). The email should include a contact telephone number and brief details of the query. Please insert IRC292742 in the subject line and a member of staff will contact you.

Further information about the Agency can be obtained on the internet at [Driver & Vehicle Agency | Department for Infrastructure \(infrastructure-ni.gov.uk\)](http://Driver & Vehicle Agency | Department for Infrastructure (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](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Possess one of the following qualifications;
  - National Council for Vocational Qualifications - Level 3 in Vehicle Mechanical and Electronic Systems (Heavy Vehicles Maintenance and Repair) or Vehicle Mechanical and Electronic Systems (Light Vehicle Maintenance and Repair).
  - Scottish Qualifications Authority - SNVQ Level 3 in Vehicle Mechanical & Electronic Systems Maintenance and Repair (Light Vehicle or Heavy Vehicle).
  - City & Guilds Motor Vehicle Craft Certificate 381 Part III
  - City & Guilds Repair and Servicing of Road Vehicles Certificates 383 Level 3
  - City & Guilds – 330 NVQ in Vehicle Mechanical & Electronic Systems
  - City and Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Competence
  - BTEC (A8) Certificate in Motor Vehicle Engineering Level 3
  - BTEC – Vehicle Mechanical and Electronic Systems – Maintenance and Repair Light Vehicles (Schedule No 125) or Vehicle Mechanical and Electronic Systems – Maintenance (Level 3, Schedule No 126) Heavy Vehicles
  - IMI Level 3 National Diploma in Vehicle Maintenance and Repair (Light Vehicle or Heavy Vehicle)
  - (VRQ) Vocation Related Qualification in Vehicle Mechanical and Electronic Systems, Maintenance and Repair (Light vehicle or Heavy Vehicle) at level 3 or Vehicle Technician, Vehicle Maintenance and Repair (Light Vehicle or Heavy Vehicle) at level 3.

**AND**

2. Be a fully qualified mechanic, having served a suitable apprenticeship period of at least 3 years in motor vehicle servicing and repair.

**AND**

3. Have a minimum of one year's post apprenticeship experience within the last 5 years, in the motor trade, servicing, testing and repairing motor vehicles.

**AND**

4. Possess a full current Category B driving licence which enables them to drive in the UK.

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.

**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 ones listed above, the onus is on you to provide the panel with the details of all modules studied and course content etc so that a well-informed decision can be made. Relevant qualifications must contain a strong bias towards motor vehicle engineering, maintenance or repair.**

**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](http://www.nicsrecruitment.org.uk)



## ASSESSMENT PROCESS

**There are two stages to the Selection Process:**

1. A sift on eligibility criteria;
2. A practical based assessment

### **Eligibility Sift**

This selection stage is an assessment of the evidence provided in your application form against the eligibility criteria. Successful candidates at sift will progress to the next stage.

### **Practical Based Assessment**

Applicants will attend a practical vehicle based assessment session where their mechanical knowledge, decision making, communication and customer care skills will be assessed.

The session will last for 25 to 30 minutes and during that time the following three criteria will be assessed. Applicants will be expected to display the following qualities and skills during the assessment.

- **Making Effective Decisions**

***Candidates will be expected to demonstrate the ability to make and record effective decisions following the appropriate decision making criteria, framework or guidance. Use sound judgement, evidence and knowledge to provide accurate, expert and professional advice.***

The assessment task will involve examining two car vehicles which will have a number of basic defects associated with roadworthiness testing. The faults will cover areas such as road wheels, suspension components, brakes, steering components, external lights, internal and external fittings, passenger safety features and drivers warning devices and lamps. No tools or equipment will be required to complete the task other than the basic operation of any driver's switches or controls.

One vehicle will be sitting on its road wheels and will involve a walk around visual assessment of its roadworthiness condition. The other vehicle will be on a ramp with its wheels lowered and suspension unloaded to allow visual access to suspension, brakes and steering components.

Two of the panel members who are technically qualified will score this criteria.

**Marks available: 100**

**Minimum Standard: 60**

- **Leading and Communicating**

***Candidates will be expected to communicate with clarity, conviction and enthusiasm. Put forward their own views in a clear and constructive manner, choosing an appropriate communication method.***

The assessment task will include the initial communication and interaction between the applicant and a panel member and finish, with the applicant delivering a verbal feedback session to one of the panel members on the faults found on the vehicle and its condition from a roadworthiness point of view. The panel member will ask a set number of questions relating to the safety of vehicles and the severity of the faults found. Two other panel members will listen to the exchange and all three panel members will score the criteria.

**Marks available: 30**

- **Delivering at Pace**

***Focus on delivering timely performance with energy and take responsibility accountability for quality outcomes. Work to agreed goals and activities and deal with challenges in a responsive and constructive way.***

The assessment of this criteria will be by way of the applicant requiring to complete the assessment within a set time frame. The time frame will allow ample time to complete the task in an organised and safe manner. A panel member will advise the candidate when half of the allocated time has passed.

**Marks available: 20**

**Total marks available: 150**

**Overall pass mark: 90**

## **COMPETENCE BASED ASSESSMENTS**

Tasks will be designed to test applicant's knowledge and experience and demonstrate the key skills required to successfully carry out the role of a of vehicle inspector.

## **PRACTICAL BASED ASSESSMENTS**

It is intended that Practical Assessments will take place at a suitable workshop facility . during week commencing Monday 17<sup>th</sup> April 2023.

**Disposable boiler suits and gloves will be provided, and you must wear suitable safety footwear whilst assessing the vehicles.**

## **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](http://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](http://www.nicsrecruitment.org.uk).

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

#### **Please note:**

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

#### **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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **GUIDANCE FOR APPLICANTS**

### **ASSESSMENT PREPARATION**

It is important that you familiarise yourself with the Northern Ireland Civil Service competency framework as this forms the basis of the assessment process. The 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
- 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.

In other words, a person demonstrating a competency at level 3, as referred to in the competency framework, should be demonstrating levels 1 and 2 as a matter of course.

Candidates should refer to the effective behaviours at level 1 in preparing for their assessment.

## **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](http://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](http://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**

Candidates who meet the required standard(s) and pass mark for the Assessment Stage will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first. NICS will allocate candidates to vacancies in the order listed.

It is intended that the order of merit will remain active for a period of 1 year. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where 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**

You will need to provide identification documents to satisfy the Nationality, Right to Work and security requirements of the post. 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.

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 EA & Turkish nationals.

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. 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](#). Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 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 requested 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 or 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

- (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](http://www.nicsrecruitment.org.uk)

### **Security**

For this post in the NICS the level of vetting Baseline Personnel Security Standard. For this checks you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk)

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

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

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

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

### **Equal Opportunity Monitoring Form**

**Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.**

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

**Applications from Women, 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**