

**Candidate
Information
Booklet**

IRC293358

Civil Engineering Apprentice

Northern Ireland Civil Service

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

Friday 19th May 2023

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

Northern Ireland Civil Service

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, 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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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 Active Travel
- Road Asset Development
- Road Asset Maintenance
- Road Engineering

- **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

Transport and Road Asset Management

The Transport and Road Asset Management (TRAM) Group is headed by a Deputy Secretary (Grade 3) who is a member of the Departmental Board, and supported by five Directors.

Directors are based in the Department's Head Quarters in Belfast with hybrid working in line with wider NICS policy. There are four geographically located Divisions, each headed by a Divisional Roads Manager, centred in Belfast (Eastern Division), Coleraine (Northern Division), Craigavon (Southern Division) and Omagh (Western Division). The Divisions are supported by two

in-house provider “units”, Consultancy Services and Operations and Maintenance.

Our role is to maintain, manage and develop the Northern Ireland transport network to facilitate the safe and convenient movement of people and goods. We also inform Departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered. Many strategic Government objectives rely heavily on the transport network and this business area is likely to play a key enabling role in any future Programme for Government.

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks;
- Ensure effective management of the budget and assets in accordance with good corporate governance arrangements;
- Improve the resilience of the department in responding to weather events and emergencies; and
- Ensure effective communication with customers to promote better understanding of service provision.

TRAM Group is structured into five functional Directorates:

- Asset Maintenance;
- Asset Development;
- Road Engineering;
- Major Projects and Active Travel and;
- Transport Policy and Planning

Asset Maintenance is responsible for:

- Maintenance and operation of the public road network;
- Management of the 4 operational Roads Divisions;
- The in-house direct labour force who carry out road maintenance and winter service, known as Operations and Maintenance (O&M);
- Providing the point of contact for road users and their representatives through seventeen local section offices and four Divisional Head offices; and
- Network Maintenance headquarters functions including management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships, and the management of the Central Claims Unit.

Asset Development is responsible for:

- Management of the Network Planning and Development Teams based in the 4 Roads Divisions;
- Improvement of the network, through Local Transport and Safety Measures and Major Works on local roads;
- Operational Transport Legislation
- The operation of the Traffic Information Control Centre;
- The delivery of the DfI Roads Statutory Planning Consultee function; and
- Street Lighting.

Road Engineering Directorate is responsible for:

- Management and support of a range of business support functions for Roads including organisational change, performance monitoring and vacancy management of Professional and Technical Staff;
- The in-house design and engineering function delivered by Consultancy Services;
- Development, co-ordination, review and updating of standards, policies and procedures for engineering work including the design and construction of roads and traffic and development control policy;
- The management of the TRAM Centre of Procurement Expertise (CoPE); and
- Health & Safety.

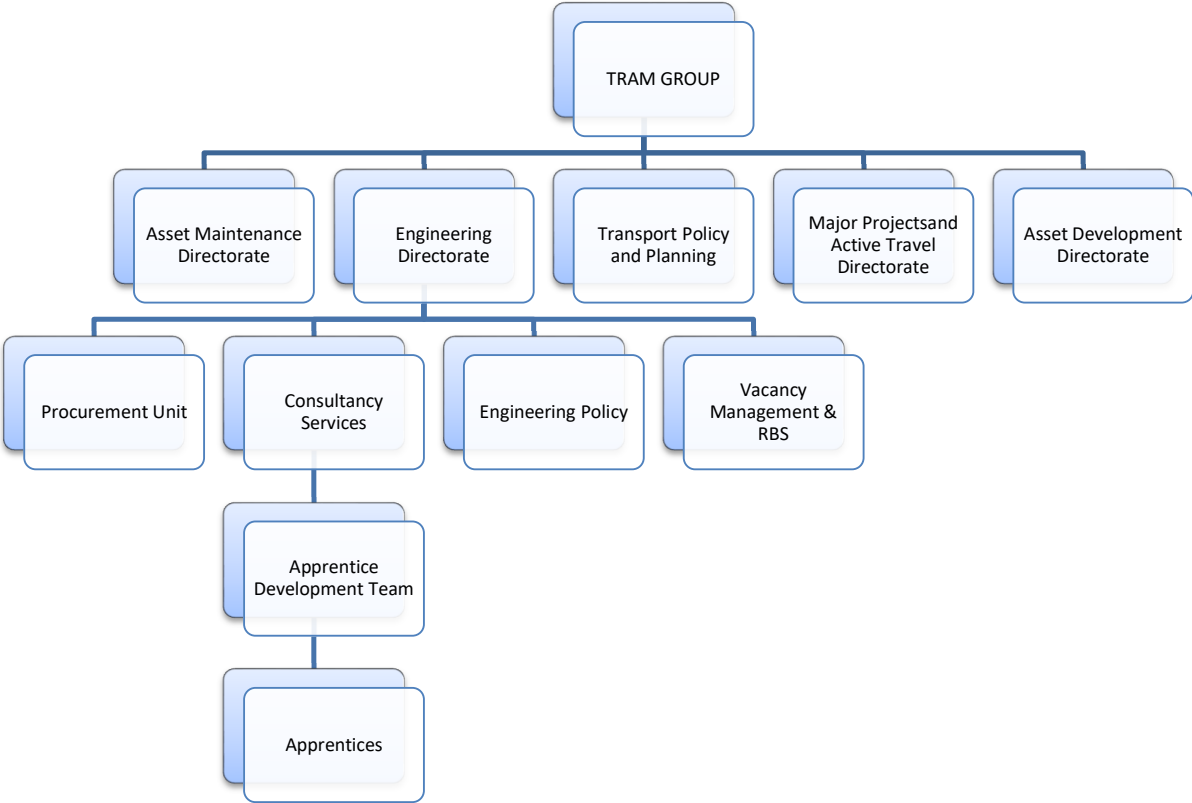
Major Projects and Active Travel Directorate is responsible for:

- Management of the Strategic Road Improvement Teams based in the 4 Roads Divisions
- Management of the schemes in the Strategic Road Improvement programme;
- Delivery of Active Travel Schemes including the Belfast Cycle Plan;
- Lands HQ functions;
- Development and delivery of the Belfast Rapid Transit Phase 2 Project;
- Park and Ride delivery programme; and
- Management of the P3O Office.

Transport Policy and Planning Directorate is responsible for:

- Integrated Transport Strategy
- Transport planning and modelling including Regional and Sub Regional Transport Plans
- Transport sectoral plan (carbon reduction)
- Gateways Strategy, Policy and Governance;
- EV Infrastructure Plan; and
- Parking Enforcement functions

**TRANSPORT AND ROAD ASSET MANAGEMENT (TRAM) GROUP
ORGANISATIONAL CHART**



Note: The apprentices are managed by the Apprentice Development Team within the Consultancy Services, Engineering Directorate, however apprentices can be posted to any of the Directorates outlined within the organisational chart pictured above or to the wider department, for example to Rivers Directorate.

KEY RESPONSIBILITIES

The main areas of responsibility are:

- Level 3 Civil Engineering Course - The post-holder is required to study in order to obtain a Level 3 qualification and work toward obtaining a professional qualification as an Engineering Technician with the ICE.
- Siteworks – The post-holder will be expected to assist Professional and Technical staff in the management of technical works. The post-holder will assume greater responsibility as their experience develops. This work will include:
 - Site surveys, including measurements and levelling;
 - Quality inspections during and following completion of work;
 - Ensuring works are carried out in compliance with Health and Safety procedures (including checks as required).
- Preparation and updating of engineering drawings – The post-holder will assist in development of engineering drawings for works. This will involve the need to learn how to use various Computer Aided Design software packages.
- Contract documentation – The post-holder will be required to learn the basics of procurement and understand the need for contract management.
- Engineering Reports – The post-holder will be involved in learning the basics in Civil Engineering and understand the content of engineering reports, with line management support.
- Effective Communication – The post-holder will be expected to develop good working relationships with other Apprentices, departmental colleagues and the ability to communicate with a variety of external customers, stakeholders and contractors depending on the particular post.
- Problem Solving – The post-holder will be required to deal with issues in the course of inspecting / managing engineering projects, with line management supervision. This will include Health and Safety issues, traffic control, scheduling of works and dealing with customer complaints.
- Decision Making – Initially the post-holder will have limited responsibility for decision making, but as their experience is developed they will start to take minor technical decisions under guidance from line management. They will need to prioritise their own work to balance it with studies and meet agreed targets.

The key responsibilities listed are not exhaustive, but give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs and the successful candidate may be required to carry out other duties as allocated by management.

TERMS AND CONDITIONS

This competition will be used to fill positions within TRAM Group and Rivers Directorate as an Apprentice Civil Engineer. There are currently a number of permanent full-time posts to be filled.

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.

The post-holder will carry out a range of professional and technical duties while studying a 2-year part-time Level 3 BTEC Civil Engineering course at a Northern Ireland based Further Education College.

The Apprentice may spend periods in both the office and on-site working on interesting and challenging projects. The Apprentice will assist and support Professional and Technical staff in the delivery of the Roads and Rivers functions.

The Apprentice will receive the necessary on the job training and support to develop professional and technical skills during a 3 year apprenticeship period. During this period the apprentice will be required to spend at least 1 month gaining experience in the lab - DfI MEAS Section is based in Craigavon.

The Apprentice will liaise with management at HPTO / SPTO grade on a quarterly basis to monitor progress and experience gained through their training period.

As this is a Civil Engineering Apprentice opportunity, applicants who have previously achieved Level 3 or above in a recognised vocational qualification in a Civil Engineering/Construction related course are not eligible to apply for this competition. Candidates who hold other qualifications which would make them eligible to enter a level 4 Civil Engineering/Construction related course will still be required to complete the level 3 course rather than moving onto level 4.

Failure to declare existing qualifications may result in your employment being terminated.

Location

The posts will be based at locations across Northern Ireland.

Successful candidates must be prepared to work anywhere within Northern Ireland.

Salary

If successful you will be on the Civil Engineering Apprentice salary scale for 3 years. The salary for the post is within the range £22,519 - £23,955 (under review) within which pay progression will be performance related. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Subject to satisfactory service, successful completion of the 2-year Level 3 part-time course and 1 further year (i.e. 3 years in total at the Civil Engineering Apprentice grade), Apprentices will progress to Professional and Technical Officer (PTO) grade. The PTO salary scale is currently £28,706 - £29,307 (under review)

Progression will be subject to satisfactory performance and completion of all relevant training and qualifications.

Pensions

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

Holidays

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

Hours of Work

The normal conditioned hours of work are full-time (37 hours net) Monday to Friday. However, the Apprentice will be required to attend a Further Education College who will be providing the taught level 3 course for part time study (typically 1 day a week from 8am – 9pm during college term time and not restricted to a normal working day hours). The Apprentice will be required to attend their employment post on a full-time basis outside term time.

Where possible the Department operates a flexible working time scheme. The purpose of the scheme is to provide a more flexible system of attendance for staff.

Travel

The successful candidates must have access to a form of transport which will enable them to meet the requirements of the post 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 Access NI, Basic level.

Training

A structured programme of education and training is operated to enable Apprentices to obtain a Civil Engineering qualification and to gain a wide experience of work in Roads and Rivers throughout Northern Ireland.

Apprentices are required to enrol into a 2-year part time Level 3 Civil Engineering Apprenticeship course, and to work towards becoming professionally qualified at Engineering Technician (EngTech) level with the Institution of Civil Engineers (ICE) on successful completion of the course.

The Level 3 Civil Engineering Apprenticeship course qualifications are outlined in the table below:

Qualification	Type
Pearson Edexcel Level 3 Diploma in Civil Engineering for Technicians Institution of Civil Engineers (ICE)	Work Based learning -Assessed by the college
Pearson BTEC Level 3 National Diploma in Civil Engineering	Educational Element- delivered by the college

Performance and progress of the candidate will be monitored jointly by the Department and the College.

Apprentices are required to attend one full day/evening per week (day release will be granted by the Department). The course of study will be funded by the Department.

Apprentices are required to attend one of the 5 Further Education Colleges below. Please note that candidates may not necessarily be offered a place at their preferred choice of location as college places are subject to availability.

1. Northern Regional College (NRC),
2. Belfast Metropolitan College,
3. South East Regional College (SERC),
4. Southern Regional College (SRC),
5. South West Regional College (SWRC).

Further study for Level 4 upwards may be provided by the Department after attainment of the Level 3 qualification. This will be dependent on overall performance in the Level 3 qualification and available Department funding.

Training opportunities on in-house, external courses and seminars will be available. Apprentices are encouraged to attend appropriate courses, seminars, visits, often organised by professional institutions.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Condition of Appointment

Successful applicants must enrol onto the Level 3 Civil Engineering course by 31st August 2023.

As a condition of appointment, successful candidates will be required to achieve the Level 3 Civil Engineering course, within two years of appointment.

Failure to achieve the Level 3 Civil Engineering qualification within two years of appointment as a Civil Engineering Apprentice may result in the termination of employment.

If, due to exceptional circumstances, an appointee fails to obtain the Level 3 qualification within a two year period; following consideration by the Department, the two year period may be extended to three years i.e. the appointee may be given one opportunity to resolve one failed year. If this extension is granted, the duration of the apprenticeship will also increase, from 3 years to 4 years.

On successful completion of the apprenticeship, you will progress to the PTO grade within the Civil Engineering Profession.

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 John Massey on 028 9054 0032 or email john.massey@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 5 GCSEs (Grade C and above) including a minimum of Grade B in Maths, Grade C in English (or Level 2 Essential Skills in place of GCSE English), Grade C in a Science subject (Physics, Chemistry, Biology or Double Award Science)

Equivalent qualifications may be considered, provided they are approved as an entry qualification by the Further Education Colleges listed in this document.

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

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

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the eligibility criteria will be enhanced and shortlisting applied in the following order:

1. A minimum of Grade B in a relevant Science subject (Physics or Double Award Science)
2. A minimum of Grade A in Maths.

The panel will use the information provided in your application form for eligibility criterion 1 to shortlist if necessary.

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**

SELECTION PROCESS

There are two stages to the selection process, which will include:

1. An Eligibility Sift (including shortlisting).
2. A competence based interview.

ELIGIBILITY SIFT

This 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 of selection.

INTERVIEW

The interview will be used to assess the following 3 competencies.

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

2. Managing a Quality Service

Communicate in a way that meets and anticipates the listener's requirements. Actively seek information from others to understand their needs and expectations. Act to prevent problems, reporting issues where necessary. Encourage others 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 others up to date with progress.

Marks available: 40

3. 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: 40

Total Marks Available: 120

Overall Pass Mark: 72

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 Beacon House, Belfast during week commencing 19th June 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 these posts 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 Protestants, females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

All applications for employment are considered strictly on the basis of merit

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

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