

**Candidate
Information
Booklet**

**IRC293466
EO1 Youth Justice Practitioner
Youth Justice Agency (YJA)
Department of Justice (DoJ)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 2nd June 2023***

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

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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FOREWORD

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.

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity and impartiality.

The NICS is seeking to fill Youth Justice Practitioner roles that require specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

This booklet provides further information on the key responsibilities of the Youth Justice Practitioner role in the NICS and sets out the skills and competencies required. We have also included important information on the selection process.

There are currently a number of full-time vacancies in the Youth Justice Agency (YJA) in the Department of Justice. The current posts on offer will be based at various locations throughout NI.

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.

Further information on the business area where the current vacancies are located is provided in the booklet. Applicants wishing to learn more about the posts before deciding to apply may contact Kathy Nelson on 028 91825882 or email Kathy.Nelson@justice-ni.gov.uk.

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

BACKGROUND

The Role of the Youth Justice Agency (YJA)

The Youth Justice Agency (YJA) was launched as an Executive Agency, as recommended in the Criminal Justice Review 2000, on 1 April 2003.

The YJA aims to make communities safer by helping children to stop offending. The Agency works with children aged 10-17 years who have offended or are at serious risk of offending.

The YJA provides a range of services, often delivered in partnership with others, to help children to address their offending behaviour, divert them from crime, assist their reintegration into the community and to meet the needs of victims of crime. The overall statement of purpose for the YJA is:

‘Making communities safer by helping children to stop offending’

Organisational Structure and Staffing

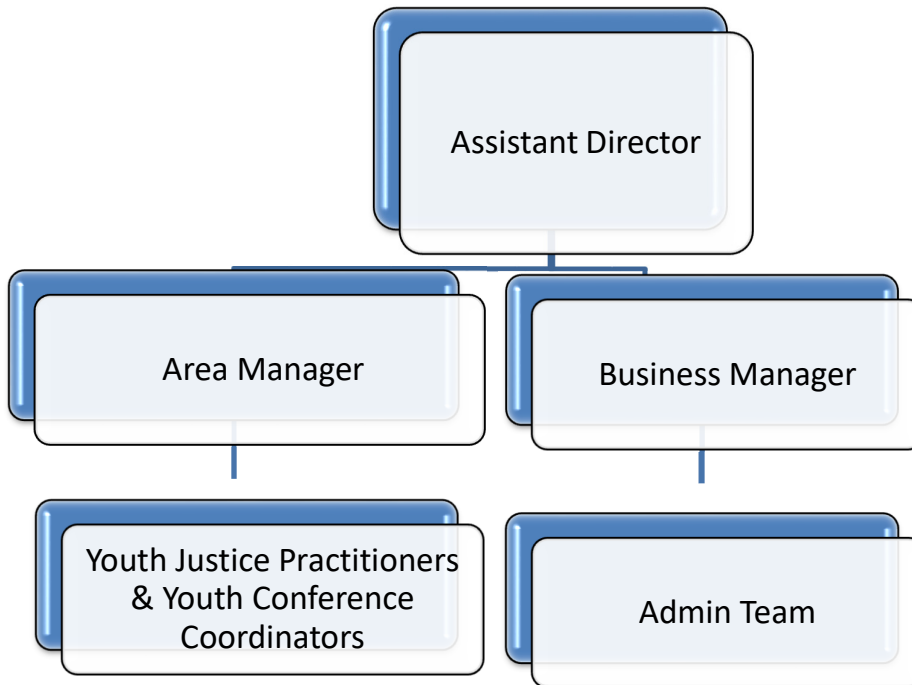
There are three Directorates in the YJA – Youth Justice Services, Custodial Services and a Corporate Services Directorate.

The YJA operates via a Headquarters, a Juvenile Justice Centre and five regional community teams across Northern Ireland.

The Chief Executive is directly accountable to the Minister for the Agency’s performance. He is supported in discharging the day to day responsibilities by a Management Board, which comprises:

- Director of Youth Justice Services
- Director of Custody
- Director of Corporate Services
- Two Independent Board Members

Role Holder position in Organisation Chart



Purposes and Objectives

A main purpose and objective of the Youth Justice Practitioner and Youth Conference Coordinator roles is to contribute to Outcome 7 of the Programme for Government – We have a safe community where we respect the law and each other.

Furthermore the role of the post holder is to deliver on three associated indicators/outcomes:

- Indicator 1 – Reduce crime and the harm and vulnerability caused by crime
- Indicator 38 – Increase the effectiveness of the criminal justice system
- Indicator 39 – Reduce re-offending

In addition the post holder must at all times:

- Have the best interests of children as a primary consideration; and
- Have regard to the welfare of children affected by the exercise of their functions, with a view to furthering their personal, social and educational development

The Youth Justice Practitioner will work systemically with children, families, communities, victims and statutory/voluntary partners in delivering youth justice services to young people on the fringes of and in the Criminal Justice System. They will deliver said interventions on the basis of assessment, planning, reviewing and evaluating effectiveness of all interventions.

KEY RESPONSIBILITIES

Summary of Main Job Activities:

- **Deliver Earlier Stage Diversion Services to Young People on the fringes of the Criminal Justice System.**
 - **Manage, supervise and deliver PPS Plans, Court Orders and Bail Supervision and Support Packages to ensure Statutory Requirements are met. In doing so the role holder will assess need and manage risk appropriately in addition to promoting Restorative Practices, Rehabilitation, Reintegration, Resilience and Desistance.**
- To operate within the policies and guidelines of the YJA as directed by YJA Middle and Senior Management
 - To support young people (10-17) in (or on the fringes of) the Criminal Justice System to desist from offending and to improve their life chances
 - To oversee, supervise and manage Court Orders, Public Prosecution Service Plans and voluntary (Earlier Stage Diversion) arrangements
 - To deliver effective Social Work and Youth Work services to young people across the continuum of Earlier Stage Intervention through to supervision on release from custody
 - To facilitate Youth Engagement Clinics (in partnership with the Police Service for Northern Ireland and the Public Prosecution Service) to ensure that suitable young people are exited from the Criminal Justice System at the earliest opportunity and/or are fully cognisant of the range of appropriate diversionary disposals
 - To deliver Community Resolution Notice programmes to young people referred directly by the Police Service for Northern Ireland
 - To undertake a range of assessments including the Youth Justice Agency Assessment and others to inform the development of holistic and tailor made intervention plans. To work closely with victims in ensuring their views are heard and that they are fully engaged with the process if they wish to be
 - To ensure all intervention plans with young people are informed by both appropriate assessment(s) and by the out workings of the Youth Conference and to ensure said interventions are premised on planning, reviewing and evaluation of progress on a regular basis
 - To work in partnership with young people, families/carers, communities and professional bodies to support positive behaviour change and reduce offending
 - To establish multi agency and community networks and support in order to deliver interventions in partnership and to ensure the reintegration of young people in the criminal justice system
 - To source, risk assess and manage appropriate and meaningful Reparative Activity placements in order to deliver Service in the Community requirements

- To participate in and prepare reports for case conferences; reviews and any other meetings relevant to the young person
- To maintain timely and accurate written and electronic records in accordance with YJA case recording policy
- To participate in training and support of volunteers, Social Work and Youth Work students and sessional workers
- To promote and deliver a range of restorative approaches (outside the Youth Conference) in order to support young people and to take into account the views of victims
- To serve as an Officer of the Court: providing high quality oral and written reports and Bail Assessments to both the Court and PPS
- To work closely with colleagues in the Juvenile Justice Centre to provide a seamless end to end service to young people in custody and to contribute to release planning
- To participate in supervision, team meetings, training and staff development programmes

The above list is not comprehensive 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 a number of permanent, full time vacancies.

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

Location

Please note, that the Youth Justice Practitioner is a mobile grade.

The post holders will be based at one of the regional offices, either Eastern Area Team (Newtownards), Northern Area team (Ballymena or Coleraine), Western area team (Londonderry, Omagh, Dungannon or Enniskillen), Belfast Area team (Belfast) or Southern Area team (Banbridge).

The Application Form provides you with an opportunity to specify the areas (in order of preference), in which you would be willing to work.

Please note: Applicants can select more than one location in which they would be willing to work. 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 travel to and work in all areas they select on their application form.

Salary

Salary will be within the range £28,706 - £29,307 (under review) within which pay progression will be performance related.

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

Pensions

The NICS offers all employees an attractive pension package. 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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

However, the NICS offers a range of flexibilities to enable a better work-life balance for employees.

It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy and business need.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil the responsibilities of the job in full.

Please note, there is a high degree of travel with these posts, which will involve travel throughout Northern Ireland, including remote areas. Travel expenses will be reimbursed.

Vetting

For these post in the NICS the level of vetting is an Enhanced AccessNI check. All applicants must be prepared to be submitted to these checks as part of the recruitment process. Successful candidates will be subject to a warner interview as part of the recruitment process.

Probation

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

Career Development

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

Conflict of Interest

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

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

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

ELIGIBILITY CRITERIA

Applications will only be accepted from candidates who meet the following eligibility criteria.

1. Have a degree in either Social Work or Youth Work or be expected to obtain the qualification by August 2023;

AND

2. Demonstrable experience of working with young people who display challenging behaviour;

AND

3. Demonstrable experience of writing formal reports;

AND

4. Current registration or be eligible for registration with the Northern Ireland Social Care Council. (Continuing employment will be dependent on the successful registration);

AND

5. Provide full education and employment history.

*See explanatory notes on page 12 for further details. As you are providing your employment history in this section, there is no requirement for you to complete the Employment History on Part 2 of the application form;

AND

6. Provide the names and addresses of two referees, one of which should be your current / most recent employer. (Referees should not be relatives or GP's.)

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

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**

EXPLANATORY NOTES FOR ELIGIBILITY CRITERION 4

Applications must provide a full education and employment history on their application form. Please provide these details in chronological order starting with the most recent.

Please note that should there be and gaps in your employment / education history* your application WILL be rejected.

For periods of education applicants must provide:

Date From: Month Year
Date To: Month Year
Name of School / College / University:
Course Studied:
Qualification obtained:
Date Qualification obtained: Month Year

For periods of employment applicants must provide:

Date From: Month Year
Date To: Month Year
Job Title:
Name of Employer:
Address of Employer:
Phone number of employer:
E-mail address of employer:
Reason for leaving:

For periods where applicants were not in education or employment:

Date From: Month Year
Date To: Month Year
Reason for not being in education or employment.

***Any periods of unemployment must also be detailed in your employment / education history*.**

SELECTION PROCESS

There are 2 stages to the selection process, which will include:

1. An Eligibility Sift
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

Applicants will be expected to display the following qualities and skills at interview:

1. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

Marks available: 30

2. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 30

3. Collaborating and Partnering

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

Marks available: 15

4. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks available: 15

Total Marks Available: 90

Overall Pass Mark: 54

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 Belfast during week commencing 24th July 2023.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

You can apply online at www.nicsrecruitment.org.uk.

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

Please note:

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

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-and-benefits-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

GENERAL INFORMATION

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

Changes in personal circumstances and contact details

Please ensure HRConnect Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up to date contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

(Note for existing NICS staff – An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in contact details.)

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

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

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here

Category v - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. Please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

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

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

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

(Public Service/reserved posts insert)

- (i) A UK national; or
- (ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

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

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

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is Enhanced. 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;

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

Both barred lists are to be checked.

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 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**