

**Candidate
Information
Booklet**

**IRC293665
Vehicle and Plant Fitter Apprentice
(Industrial 1)**

Department for Infrastructure

**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.**

**The Northern Ireland Civil Service is an
Equal Opportunities Employer.**

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible. You therefore should provide an email address that you have 24/7 access to and check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. If you change your email address, then it is your responsibility to inform HRConnect. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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FOREWORD

The Fleet Unit within the Department for Infrastructure's (DfI's) Operations and Maintenance team is delighted that you are interested in applying for this apprenticeship, which will provide you with the opportunity to earn, learn and develop professionally, all at the same time.

Do you:

- Enjoy working with vehicles and machinery?
- Enjoy doing practical work and using technology?
- Enjoy problem solving, logical reasoning and working to deadlines?
- Enjoy working in a fast-paced and busy environment?
- Have a passion for a rewarding career and development in a public sector profession?

This Candidate Information Booklet provides further information on key responsibilities of a Vehicle and Plant Fitter Apprentice and the training you will receive. It gives information on the skills and competencies needed for the role and how to apply. Please read carefully through the information contained within this booklet and retain it for reference throughout the selection process.

Dfl Operations and Maintenance Team

This team is part of the Department for Infrastructure, one of nine Northern Ireland Civil Service government departments. To find more information on the government arrangements in Northern Ireland, including the functions of the departments [click here](#).

Vehicle and Plant Fitter Apprentices (Industrial 1) play a vital role in ensuring Dfl continue to provide a first class professional service to our customers, facilitating the safe and convenient movement of people and goods throughout the Northern Ireland and the safety of road users, through the delivery of road maintenance services and the management and development of the transport network. We also inform policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered.

This Vehicle and Plant Fitter Apprenticeship is an entry level permanent route into a career in the Dfl Vehicle and Plant Fitter Profession, which is part of the Northern Ireland Civil Service.

The Northern Ireland Civil Service is an Equal Opportunities Employer and is committed to creating a truly inclusive workplace.

All applications for employment are treated strictly on the basis of merit.

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

Completing your apprenticeship training

This apprenticeship is a three year fully funded programme where you will undertake the NVQ Heavy Fleet Maintenance qualification, studying both Level 2 and Level 3 qualifications in Vehicle Maintenance and Repair (Heavy Vehicle).

A study leave package is available for any exams.

All six Further Education Colleges (FEC) (links below) in Northern Ireland have previously delivered this qualification. You can choose to enrol and undertake the study at any FEC which is running the course for September 2023 entry.

[Belfast Metropolitan College | nidirect](#)
[North West Regional College | nidirect](#)
[Northern Regional College | nidirect](#)
[South Eastern Regional College | nidirect](#)
[South West College | nidirect](#)
[Southern Regional College | nidirect](#)

Windows for applications to the Vehicle Maintenance and Repair (Heavy Vehicle) Courses are currently open for South Eastern Regional College and Southern Regional College, with start dates of 4/9/23.

The Northern Ireland Apprenticeship Framework sets out the relevant national standards to be achieved and can be found [here](#). Achievement of these qualifications will be assessed by verification through the appropriate awarding body.

Vehicle and Plant Fitter Apprentices must complete competence based qualifications, knowledge based qualifications and any necessary Essential Skills qualifications.

Developing as a Vehicle and Plant Fitter

You will be given guidance and support to help you perform and develop a fuller awareness of the Vehicle and Plant Fitter role within the Fleet environment and how it meets the requirements of customers both within the Civil Service and as members of the general public.

You will receive support from your Line Manager and a mentor, who will be there to provide you with encouragement, advice and guidance throughout the three year apprenticeship programme.

Starting work

At the beginning of your career as a Vehicle and Plant Fitter Apprentice, you will agree specific objectives with your line manager and identify your development needs. Clear objectives will help you, your manager and your

team to align your development to the strategic priorities and values of your Department. Throughout your career your line manager will play a key role in helping you achieve your objectives, understand your roles and responsibilities and grow as a Vehicle and Plant Fitter within the Fleet Unit.

Learning, training and development activities

The NICS is fully committed to the training and development of its staff, in line with business needs. Successful candidates will have the opportunity to partake in a range of learning and development activities, which include tutor-led, mentored and 'on the job' training, from your Line Manager and colleagues. Vehicle and Plant Fitter Apprentices will participate in work-based learning activities, including mentoring and shadowing, which will be designed, scheduled and conducted to help successful candidates develop as Vehicle and Plant Fitters. Successful candidates will be required to participate in a full induction and training programme and be expected to acquire recognised qualifications. To enable the successful candidates to carry out the full range of assigned duties they must attend training as deemed appropriate by management.

As a NICS employee, you will also be able to access our full suite of training which can help you to develop both personally and professionally. Your Line Manager will be able to help you to identify any training needs you might have and enrol you on the appropriate training courses.

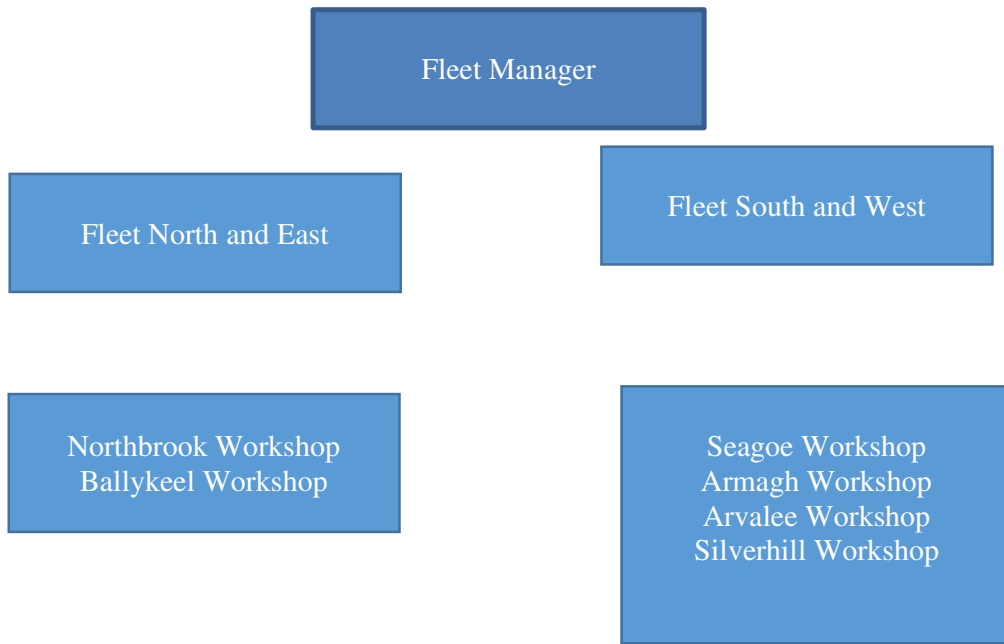
Measuring how far you have come

In order to track progress each Apprentice will have a Personal Development Plan (PDP) that will be discussed and agreed between the College, Employer and the Apprentice, detailing the progression route for achieving the agreed qualifications. On completion of these activities you will enter into a dialogue with your line manager to ensure your needs are met. You and your manager will assess your achievements against your targets to evaluate your individual contribution.

On successful completion of your apprenticeship, if you have met the conditions set out in your Letter of Offer, you will be offered a permanent Vehicle and Plant Fitter role within the Fleet Unit, and progress from Industrial 1 to Industrial 2 grade.

Failure to achieve the apprenticeship qualification within a maximum of four years of appointment may, unless in very exceptional circumstances, result in the termination of appointment.

ORGANISATIONAL STRUCTURE



TERMS AND CONDITIONS

There are currently 4 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

The DfI Vehicle and Plant Maintenance Operations is offering apprenticeships in one of the following 3 workshops:

Location	No of posts
Northbrook Depot, Coleraine	1
Arvalee Depot, Omagh	1
Seagoe Depot, Craigavon	2

In your application form, you should select which locations (any or all) you are prepared to work. You should ensure you can, and are willing to travel to the location. If successful, you will only be considered for a post in one of your selected areas and, if appointed, your name will be removed from the list of successful applicants for your other selected areas.

Salary

Your starting salary will be the minimum point on the Industrial 1 salary scale – currently £19,121 (under review). Pay progression within this scale will be performance related.

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

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

Annual leave allowance of 25 days, increasing to 30 days after 5 years.

Plus 12 days public and privilege holidays.

Hours of Work

The normal conditioned hours of work are full-time (37 hours net) Monday to Friday. Included in the hours of work will be attendance days at college which will vary by college attended and academic year. This information will be clearly outlined at the start of each academic year.

Travel

Travel throughout Northern Ireland will 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 Clearance.

Medical

Prior to being offered an appointment the successful candidate will be required to undergo and successfully pass the following medical assessments:

- Colour Vision Test
- Audiometric Test
- Hand Arm Vibration Assessment Check.

Condition of Appointment

As a condition of appointment, the successful candidates will be required to have or obtain a full and current car driving licence **within 2 years** of appointment. Failure to obtain a driving licence apprentice may result in the termination of employment.

Furthermore the successful candidates will be required to achieve the apprenticeship qualification **within four years** of appointment and sustain satisfactory performance, conduct and attendance. Failure to achieve the apprenticeship qualifications within four years of appointment as a Vehicle and Plant Fitter apprentice may result in the termination of employment.

On successful completion of the apprenticeship, you will progress to Industrial 2 - Vehicle and Plant Fitter.

If you do not hold a full current driving licence with category C authorisation (LGV), you will be required to gain this within 12 months from the date of progression to Industrial 2 Vehicle and Plant Fitter. Failure to achieve the category C authorisation (LGV) licence within this timescale may, unless in very exceptional circumstances, result in the termination of appointment.

During this 12 month period, assistance will also be provided to obtain the relevant licence (i.e. training by a private company appointed by the Department and attendance at the Department's medical advisor OHS and test

fees – at no financial cost to applicant). The Department will provide training associated with obtaining the Class C licence. It will also cover the required medical appointment and the driving test fees for successful candidates for up to two tests at C level. Should the candidate require further re-tests to obtain their licences these fees will be the responsibility of the individual.

Probation

Confirmation of appointment to Vehicle and Plant Fitter Apprentice (Industrial 1) 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 your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

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 this opportunity before deciding to apply may telephone John McQuitty on 028 2566 2495 or email john.mcquitty@infrastructure-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

KEY RESPONSIBILITIES

The following will give you an idea of the range of duties that a Vehicle and Plant Fitter Apprentice may be required to perform. The list is not meant to be exhaustive, but aims to give a good indication of the main duties of the posts. The emphasis on particular duties will vary according to business priorities and needs and as directed by Line Management.

The working environment can be fast-paced and there are often competing priorities with urgent tasks requiring completion within challenging timescales.

These roles will give you the opportunity to develop and enhance your competence in a number of core areas.

- Service, maintenance and repair of vehicles, plant and equipment.
- Completion of details on job cards and service checklists.
- Recording of parts and materials used from stock.
- Maintaining a clean, presentable work area to ensure Health and Safety standards are met.
- Ensure tools and equipment are maintained and used or operated in the correct manner in accordance with Health and Safety regulations.
- Operate and maintain the Fleet Unit computer system.
- Operate Imprest stock stores system.
- Driving Departmental vehicles and operating plant.
- Undergo manufacturer's technical training on maintenance, repair and operation of fleet and workshop items.
- Other duties as may be assigned.

ELIGIBILITY CRITERIA

Applications will only be accepted from candidates who meet the following eligibility criteria. If a candidate is awaiting results a provisional offer can be made.

Applicants must, by the closing date for applications have:

1. Have or be expecting to have successfully achieved at least 5 GCSEs at Grade F, including at least Grade C in Maths and English by the end of the 2023/2024 academic year.

AND

2. Possess a full and current car driving licence or provide an undertaking that you will study towards and successfully obtain this within 24 months of taking up the post.

AND

3. Provide confirmation that you have already enrolled or intend to enrol on the relevant Vehicle Maintenance and Repair (Heavy Vehicle) course, due to commence 4th September 2023

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 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.

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

Marks available: 40

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 Craigavon, Coleraine and Omagh, during week commencing 26th 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 Requirement

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 national. Further documentary evidence may be request from HRConnect to support this;

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

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

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

(Public Service/reserved posts insert)

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

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

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

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

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

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

Applications from females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

The Northern Ireland Civil Service is an Equal Opportunities Employer.
All applications for employment are considered strictly on the basis of merit

Feedback

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

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