

**Candidate
Information
Booklet**

**IRC294925
Chief Allied Health Professions
Officer (Grade 6)
Department of Health (DoH)
Northern Ireland Civil Service**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 18th August 2023***

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

Department of Health (DoH)

Improving Health and Social Wellbeing

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.

Contents

	Page
Foreword	3
Background	5
Key Responsibilities	10
Terms and Conditions	12
Eligibility Criteria	15
Assessment Process	18
Guidance for Applicants	21

FOREWORD

Thank you for your interest in this competition to fill the position of Chief Allied Health Professions Officer (CAHPO) in the Department of Health (DOH).

The Department in its wider role ensures the provision of appropriate health and social care services, both in clinical settings such as hospitals and GP surgeries and in the community through allied health professionals, nursing, social work and other professional services. It also leads a major programme of cross-government action to improve the health and well-being of the population and reduce health inequalities. This includes interventions involving health promotion and education to encourage people to adopt activities, behaviours and attitudes which lead to better health and well-being.

In support of the Department's mission, the CAHPO works within the Chief Nursing Officer Group (CNOG) and reports to the Chief Nursing Officer (CNO). CAHPO is responsible for the professional leadership, performance and development of the Allied Health Professions (AHPs) in Northern Ireland.

The CAHPO has responsibility for 14 AHPs (4,500 staff)

- Art Therapists
- Drama Therapists
- Music Therapists
- Podiatrists
- Dietitians
- Occupational Therapists
- Prosthetists
- Orthotists
- Paramedics
- Orthopists
- Physiotherapists
- Diagnostic Radiographers
- Therapeutic Radiographers
- Speech and Language Therapists

This senior role provides the post holder with a unique opportunity to influence policy, to lead strategic developments and transformation of AHP services in line with the Draft Programme for Government Objectives and the Delivering Together 2026 Health and Wellbeing, New decade New Approach vision.

This post will provide an excellent opportunity to make a tangible difference to people's lives and to oversee and develop policy, strategy and practice reforms. You will be joining a dynamic collective leadership team who are leading transformations in allied health profession services, public health, children's, adult, mental health and learning disability.

If, after reading this information pack, you would like to speak to someone before making an application, I would encourage you to email recruitment@hrconnect.nigov.net

If you have any further questions, please refer to the 'How Do I Apply?' section of the NICS recruitment website or contact HRConnect on 0800 1 300 330.

Thanks again for your interest in this competition.

Maria McIlgorm
Chief Nursing Officer
Department of Health

BACKGROUND

Department of Health (DoH)

DoH is one of the nine Departments of the Northern Ireland Civil Service.

The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of the north of Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

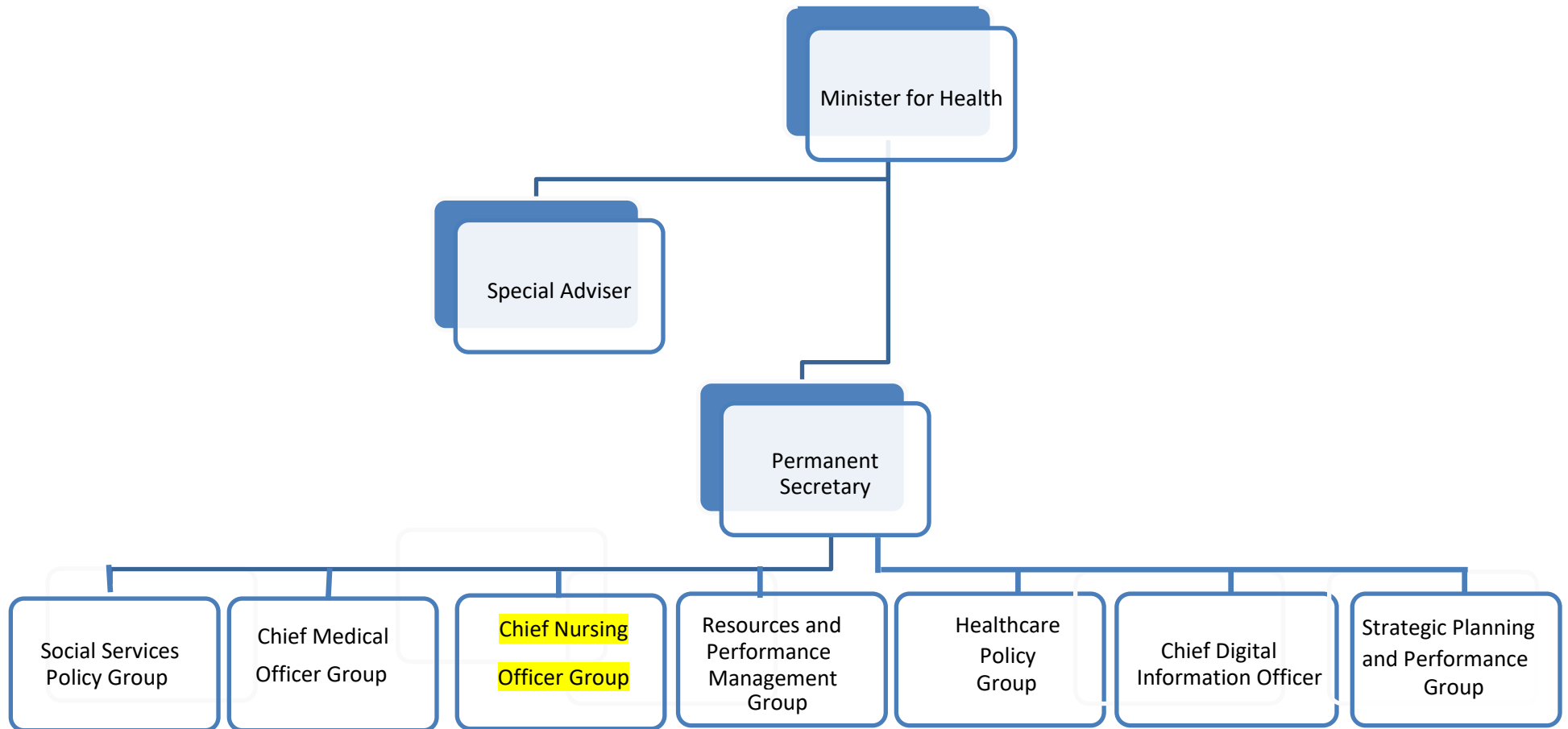
The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes; a strong focus on reform and transformation initiatives; enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes; safeguarding vulnerable people; ensuring that patients, clients and carers have the best possible experience in every aspect of their treatment, care and support.

The Department's mission is to improve the health and social well-being of the local population. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. It also supports programmes of health promotion and education to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

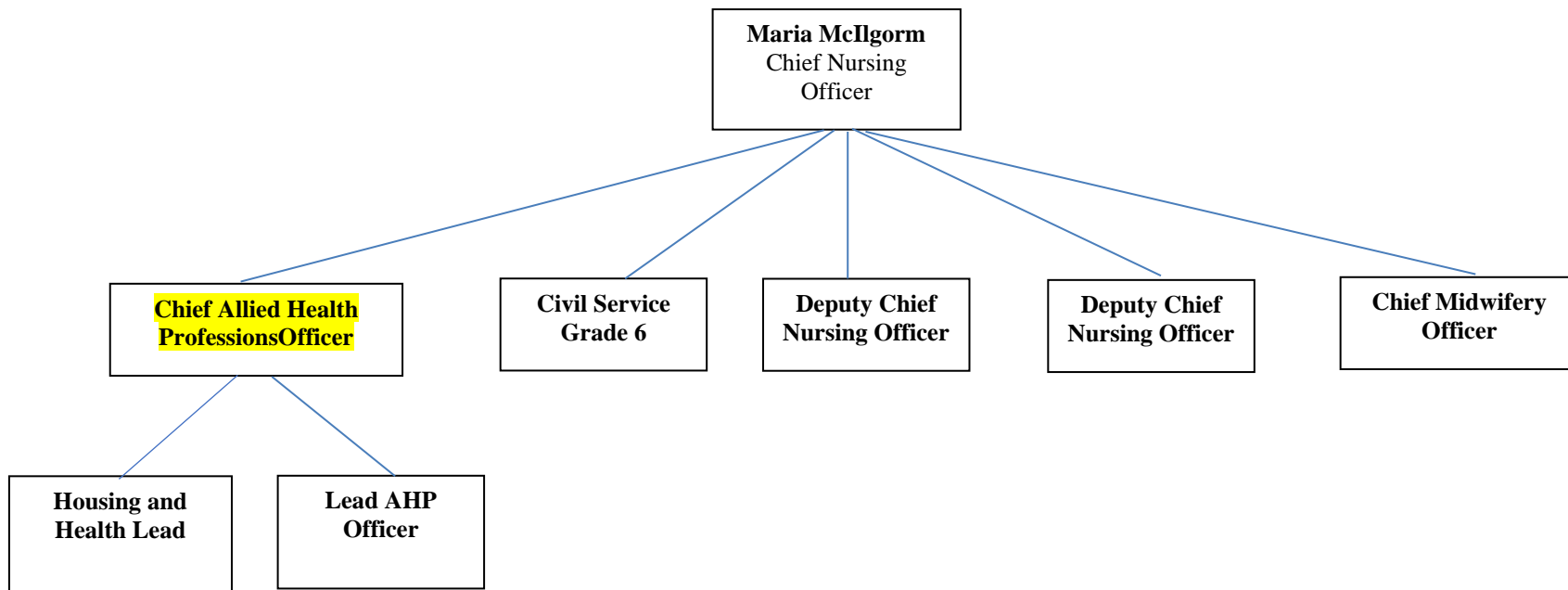
The Department's core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

The functions within the Department may be subject to review and change in the future.

Departmental Structures



The Structure of Chief Nursing Officer's Group (CNOG)



Chief Nursing Officer's Group (CNOG)

CNOG under the Direction of the CNO is responsible for the professions of Nursing, Midwifery and Allied Health Professionals contribution to the development and implementation of policy, the implications of policy for professional practice, education, research, workforce planning and service delivery and to the contribution and management of the Health and Social Care Services.

The CNO Group is one of the Directorates within the DOH and interfaces across all other Directorates in terms of professional advisory roles for Nursing, Midwifery and Allied Health Professionals.

The CNO reports directly to the Permanent Secretary/HSC Chief Executive and is directly accountable to the Permanent Secretary and the Minister for Health for the provision of professional advice and statutory functions. CNO represents the CNOG at the weekly Top Management Group (TMG) and Performance and Transformation Executive board (PTEB) within the Department.

Given the contribution and impact of the Professions on improving health and delivering world class, safe effective health and social care and wider, the CNOG supports the achievement of the best health and care outcomes by providing transformational leadership across the professions.

The CNOG works in partnership with other chief professional officers and policy teams across the DOH and arms-length bodies to ensure the delivery of improved population health, safe, effective, person centred care as well as reducing inequalities.

The CNOG provides high quality, comprehensive and well evidenced advice to the Permanent Secretary, Minister for Health and TMG including advice in commissioning and service redesign.

The main priorities of the Group for 2023/24 are as follows:

"Business As Usual"

- Sponsorship of 2 Arm's Length Bodies – Patient and Client Council (PCC) and Northern Ireland Practice and Education Council (NIPEC)
- Partnership Policy – including Personal and Public Involvement Policy, Co-Production Guidance, Patient Experience and Care Opinion
- Machinery of Government
- Financial Management and Procurement
- HR – including recruitment
- Nursing, Midwifery and AHP Education (post-reg) commissioning
- Inquiries – Muckamore and Covid-19
- Safe Staffing for Nursing, Midwifery and AHPs

“Timebound Projects”

- AHP Workforce review
- Workforce Retention for Nurses, Midwives and AHPs
- Implementation of the Ministerial approved recommendations from the Nursing Midwifery Task Group report
- Review of Delivering Care
- Midwifery and Maternity Safety Review
- Rostering
- Implementation of the recommendations from the review of post-registration education

KEY RESPONSIBILITIES

Delivering Together 2026 sets out an ambitious programme of transformation, creating a real opportunity for maximising the contribution of Allied Health Professionals to improve health outcomes for the population. The document sets out the direction of putting people and population health and wellbeing at the heart of health and social care services, including allied health professional practice. Implementation of this and the restructuring and rebuilding agendas for the health and social care system post COVID-19 will be key responsibilities of this post.

As the Department's most senior advisor on AHP issues, the post holder will be responsible through the CNO for providing expert professional advice and support to the Minister, Assembly, Permanent Secretary/Health and Social Care (HSC) Chief Executives, and senior administrative and professional colleagues, on all aspects of policy, which impact on AHP, education, research and practice. They will lead in taking forward the strategic direction for AHP Services, agreeing programmes of action, setting goals and targets and ensuring that progress is monitored.

Reporting through the CNO, the post holder is professionally responsible to the Minister and the Permanent Secretary and other senior members of management, for advising on all matters affecting the care of patients and service users by the AHPs based in hospitals, primary and community care settings. The post holder has responsibility for interfacing with other departments, agencies and community/voluntary sector organisations on AHP matters which impinge on their organisations.

Improving Health and wellbeing through positive partnerships' a strategy for the Allied Health Professions in Northern Ireland 2012-17 has driven many of the key changes and provided the direction and expectation to extend the CAHPO role at the DoH.

The main duties and responsibilities of this role include:

- Provide advice to the Minister, Permanent Secretary, senior policy and professional colleagues on strategic and policy direction and operational issues.
- Respond to assembly business and private office enquiries and represent the Department at numerous public functions and conferences.
- Provide a professional leadership post in the HSC. Lead the development and implementation of AHP focused strategies and projects and undertake project work on specific areas of policy where AHP expertise input is required.
- Work closely with colleagues across the Department, the HSC, other agencies and the community and voluntary sector to develop AHP services in line with existing and developing policies and strategies.
- Develop networks nationally and internationally to contribute to the exchange of expert knowledge to support AHPs to deliver leading edge and innovative practice across Northern Ireland. This includes the promotion of the AHPs post in the HSC by attending, speaking and inputting at various

conferences, workshops and other events and being the voice of the AHP in Northern Ireland.

- Contribute to Departmental decision making, strategy and policy development and representational responsibilities on behalf of AHPs.
- Contribute to the wider policy development across HSC, bringing the specific expertise of the various AHP groups to bear, in inputting, informing and delivering on policy objectives, in so doing maximizing the potential of the AHP professions.
- Line management responsibility for the AHP Lead and the Housing and Health Lead.
- Monitor and meet financial targets including budgetary requirements, prepare financial bids for additional funding to address service pressures, comply with departmental procedures and quality assuring all work undertaken.

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

TERMS AND CONDITIONS

There is currently 1 permanent, full time vacancy.

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.

SECONDMENT

This post may be filled by secondment of the successful candidate from their current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

Location

The post will be based at Castle Buildings, Stormont, Belfast. The Department of Health implemented a hybrid working policy which means the successful candidate will be required to be in the office an average of two days per week.

However, it is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy, subject to business need and after initial training period.

Salary

Salary will be within the range £62,294 - £67,955 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 (37 hours net) Monday to Friday. The Department operates flexible working arrangements and has developed a range of employee-friendly working practices to help staff achieve a better work-life balance.

This post may from time to time require work outside normal conditioned hours, to fulfil the demands of the post.

Travel

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout Northern Ireland will be required on a regular basis and travel nationally and internationally may also 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.

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.

Further Information

If you wish to learn more about the post before deciding to apply, 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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be a registered Allied Healthcare Professional on the HCPC register;

AND

2. Have at least 3 years senior management* or senior professional** experience in a professional Allied Healthcare Professional role within the Health and Social Care sector in at least one of the following areas:

- Delivery of health care;
- Professional education;
- Working for a professional body;
- Working within a government department or agency.

AND

3. Have evidence of interpreting and implementing policy and developing strategy.

***Senior Management** is defined as leading strategic development in AHP within a 'complex organisation' ('complex organisation' is defined as one with at least 250 staff or an annual budget of at least £25 million and involving a high degree of coordination with a range of stakeholders).

****Senior Professional** is defined as leading strategic development in AHP / AHP education at a regional or national level.

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

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 following shortlisting criteria will be used in the order listed:

1. Evidence of leading the development of AHP policy or strategy at organisational level.
2. Evidence of Post Graduate academic study in a subject related to AHP.

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 professional membership/qualification at interview so please ensure you have these readily available.

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

ASSESSMENT PROCESS

The selection process will include a presentation and a competence based interview.

PRESENTATION

As part of the selection process candidates will be required to deliver a presentation relevant to the responsibilities of the post lasting no longer than 6 minutes. This will be followed by questions from a member of the panel. Candidates will be advised of the presentation topic in the invitation to interview letter.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may only bring speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The panel will also ask follow up questions after the presentation.

The presentation will be used to assess the **Seeing the Big Picture** competence.

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 20

Minimum Standard: 12

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.

1. 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: 20

2. 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: 20

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: 20

4. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.

Marks available: 20

5. 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.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS

It is intended that interviews for this post will take place in HSC Leadership Centre, 12 Hampton Manor Drive, Belfast, BT7 3EN during week commencing 11th September 2023.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 4.

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

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 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**