

**Candidate
Information
Booklet**

IRC300306

HPTO Architectural Assistants

Northern Ireland Civil Service (NICS)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 17th May 2024***

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

Northern Ireland Civil Service (NICS)

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 Higher Professional & Technical Officer (HPTO) Architectural Assistant 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 HPTO Architectural Assistant 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 within Construction and Procurement Delivery (CPD) – Construction Division, Department of Finance (DoF), based at Clare House, Airport Road West, Belfast and in the Northern Ireland Prison Service in the Department of Justice (DoJ) based at Hydebank Wood, Hospital Road, Belfast.

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 DoF Construction Service posts before deciding to apply may contact Maeve McKeever on 028 9081 6186 or email Maeve.McKeever@finance-ni.gov.uk

For more details about the DoJ NIPS post, applicants may contact the NIPS Senior Professional & Technical Officer (SPTO) Capital Projects Manager on 028 90 253625 or email NIPSCapitalEstatesProgrammeCEP.CEP@justice-ni.gov.uk

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.

BACKGROUND

Construction and Procurement Delivery (CPD) - Construction Division

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF).

CPD was established as the lead professional body for the development of public procurement in Northern Ireland. CPD acts as a Centre of Procurement Expertise (CoPE) and as a Central Purchasing body under the Public Contracts Regulations 2015 (as amended). CPD provides professional procurement services to a wide range of public bodies ensuring that contracts are awarded in accordance with procurement legislation and procurement policy.

The services provided includes the procurement of supplies, services and construction works; management of programmes and projects; and a range of property and facilities management services. For further information on CPD please go to our website at: www.finance-ni.gov.uk/construction-procurement-delivery

Construction Division provides a comprehensive construction procurement service to Government Departments, Agencies and arms-length bodies for both capital and grant funded projects from inception to completion.

Typically, projects can take the form of new buildings, extensions, major refurbishments, conservation and infrastructure projects.

Construction Division comprises approximately 150 professional and technical staff from various construction disciplines who work collaboratively with administrative colleagues to deliver projects in accordance with NI Public Procurement Policy – see link below.

<https://www.finance-ni.gov.uk/topics/procurement>

Construction Division comprises branches specialising in:

- Client Advisory
- Project Management
- Architecture
- Civil Engineering
- Structural Engineering
- Quantity Surveying
- Mechanical Engineering
- Electrical Engineering
- Geotechnical Engineering and Ground Investigation
- Procurement Operations
- Processes and Supplier Management

Northern Ireland Prison Service

The Northern Ireland Prison Service (NIPS) is an agency within the Department of Justice. It is responsible for the operation and delivery of services within the Northern Ireland prison system. Its main statutory duties are set out in the Prison Act (Northern Ireland) 1953. NIPS has a central role to play in delivering Outcome 7 of the draft Programme for Government, which focuses on the importance of reducing re-offending in order to provide a safe community where we respect the law and each other. Through its staff, NIPS aims to protect the community by keeping in secure, safe and humane custody those committed by the courts and by supporting and challenging people in its care to change by focussing on rehabilitation, resettlement and reintegration into society.

NIPS continuous improvement plan, Prisons 25by25, aims to ensure NIPS is structured and resourced to provide an efficient, effective, modern and affordable service that is focused on the development of our staff and capable of rehabilitating the people in our custody. The development of a fit for purpose and affordable prison estate forms a crucial part of that ongoing programme.

The prison estate incorporates a diverse range of buildings and services, with each establishment operating as a self-contained small town, with provision for residential accommodation, healthcare facilities (including dental), education and learning centres, workshops, gymnasiums, sports facilities, meals kitchens, training facilities, offices and associated support facilities.

The HPTO Architectural Assistant will be part of a small in-house estates team of 9 staff with experience in surveying, mechanical and electrical engineering, architectural design and contract management. The team consists of 1 Senior Principal Professional and Technology Officer (SPPTO), 1 Principal Professional and Technology Officer (PPTO), 1 Grade 7, 4 Senior Professional and Technology Officers (SPTO) and 2 Higher Professional and Technology Officer's (HPTO's).

The minor and major capital works programmes support Prisons 25by25 and NIPS strategic aims in terms of delivering NIPS compliance with statutory duties (e.g., requirements under Prison Rules, Health and Safety Regulations Legionella, Electricity and DDA), Asset Management Protection and the development of Rehabilitation and Resettlement Programmes. The post holder will work with the SPTO grade in the project management and delivery of major and minor capital projects throughout the planning, design, procurement, construction, handover and defects liability phases. Ensuring that they are managed and delivered in an efficient and effective manner from inception to completion within agreed cost, time and quality parameters. The post holder will also need to liaise and establish working relationships with NIPS senior management including Prison governors, private sector professional advisers and contractors procured to deliver the projects in co-operation with colleagues in Estate Management.

KEY RESPONSIBILITIES

Key Responsibilities

The precise duties and responsibilities of an HPTO Architectural Assistant post will vary, however the key areas will involve the following activities / responsibilities. The successful candidate(s) will report to a Senior Professional & Technical Officer (SPTO), project architects and senior technicians in the provision of various aspects of Architectural services to Government Departments, Agencies and the wider public sector. This will entail involvement in the preliminary and basic services as described in the RIBA Plan of Work stages 0 to 6, i.e., inception to completion.

The following is indicative of the key activities of the post holder:

- Working in a multi-disciplinary team on construction projects to provide an architectural service; assisting with the planning, co-ordination and delivery of a wide range of construction projects, including new builds, refurbishments and upgrades across various building types;
- Provide architectural and construction procurement advice to Client Departments and other public bodies;
- Use Computer Aided Design applications to produce architectural drawings for 'In-house' Capital Works Projects and other computer applications to produce contract documentation, survey/condition reports etc. for approval by the Project Sponsor;
- Brief development, feasibility studies, design, statutory approvals, site inspections, building surveys and drawings as described in RIBA Plan of Work;
- Assist in the assessment/interpretation of architectural submissions and pre-contract estimates from external design teams to support the development of business cases;
- Implement Northern Ireland public procurement policy on construction projects;
- Provide a professional interface with clients and other professionals;
- Create, maintain and enhance effective working relationships;
- Develop and maintain professional standards within the branch and apply these to achieve work objectives;
- Maintain and continuously develop professional knowledge and competence to provide a leading source of expertise and authoritative advice and ensure high professional standards and decision making;

- Ensure all construction works are compliant with statutory Health & Safety requirements; and
- Other activities commensurate with the architectural grade.

Key Responsibilities Particular to NIPS:

The post holder will be required to support the SPTO Capital Estates in developing and delivering project management and delivery of major and minor capital projects throughout the planning, design, procurement, planning, handover and defects liability phases. They will need to ensure that they are managed and delivered in an efficient and effective manner from inception to completion within agreed cost, time and quality parameters.

They will need to liaise and establish working relationships with NIPS senior management including Prison governors, public stakeholders, private sector professional advisers and contractors procured to deliver the projects in co-operation with colleagues in Estate Management.

- Working in a multi-disciplinary team on construction projects to provide an architectural service; assisting with the planning, co-ordination and delivery of a wide range of construction projects, including new builds, refurbishments and upgrades across various building types;
- Use Computer Aided Design applications to produce architectural drawings for 'In-house' Capital Works Projects and other computer applications to produce contract documentation, survey/condition reports etc. for approval by the Project Sponsor;
- Brief development, feasibility studies, design, statutory approvals, site inspections, building surveys and drawings as described in RIBA Plan of Work;
- Perform the role of Client Project Manager using a range of construction related contracts including MTC, NEC and local frameworks in support of Integrated Design Teams;
- Manage the Change Control process, obtaining Project Sponsor approval to changes in scope, cost and programme prior to issuing any variations;
- Chair and minute project meetings, following up all 'action points' to ensure successful handover of completed projects; and
- Carry out 12-month Project Evaluation Reviews for all capital works projects.

- Provide a professional interface with stakeholders and other professionals;
- Maintain and continuously develop professional knowledge and competence to provide a leading source of expertise and authoritative advice and ensure high professional standards and decision making; and
- Other activities commensurate with the architectural grade.

The above list is not comprehensive but gives a good indication of the main duties of the role. 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

The Construction Division (DoF) posts will be based in Clare House, 303 Airport Road West, Belfast.

The Northern Ireland Prison Service (NIPS) post will be based at estates department Hydebank Wood, Hospital Road, Belfast.

Salary

Salary will be within the range £32,880 - £34,011 (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 (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(s) must hold a full current driving licence which will permit the candidate(s) to drive in the UK.

As the post holder will be required to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full, in line with the NICS HR Travel and Subsistence Policy. This includes travel to remote and rural locations, often inaccessible by public transport. Travel to Great Britain and the Republic of Ireland may also be required.

Travel Particular to NIPS

As part of their role the post holder will be required to travel frequently on official duty to prison establishments located throughout Northern Ireland.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for the current posts is Counter Terrorist Check (CTC). See page 23 for details.

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.

Other Information

This post involves site visits (including Prison establishments) and may entail inspections above ceilings, below floors and in areas of restricted space, including the carrying of, and making use of, any equipment provided e.g., access steps, ladders, Personal Protective Equipment etc.

Training

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being a HPTO Architectural Assistant is learning on the job and building up knowledge and skills and mentoring and coaching others to develop. Successful candidates will also have the opportunity to partake in a range of learning and development activities which can include tutor-led, mentored and computer-based training. Successful candidates will be required to participate in a full induction and training programme and be expected to maintain / extend their professional expertise.

You will be given guidance and support to help you to do your work and also to develop a fuller awareness of how it meets the requirements of customers within the NICS.

Where the opportunity is available you will be required to undertake accredited training appropriate to the role. Financial Assistance to study may be

considered if required under the standard NICS assistance to study rules / approval process

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

Further information on the business area where the current vacancies are located is provided in the booklet. Applicants wishing to learn more about the DoF Construction Service posts before deciding to apply may contact Maeve McKeever on 028 9081 6186 or email Maeve.McKeever@finance-ni.gov.uk

For more details about the DoJ NIPS post, applicants may contact the NIPS Senior Professional & Technical Officer (SPTO) Capital Projects Manager on 028 90 253625 or email NIPSCapitalEstatesProgrammeCEP.CEP@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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have at least an undergraduate degree in architecture / architectural technology or building technology;

AND

- 1a. A minimum of 2 years' post qualification experience gained in the last 7 years, as an architectural assistant / technician / technologist in a construction related industry;

OR

2. Have an HND in architecture / architectural technology or building technology;

AND

- 2a. A minimum of 3 years' post qualification experience gained in the last 7 years, as an architectural assistant / technician / technologist in a construction related industry;

OR

3. Have an HNC in architecture / architectural technology or building technology;

AND

- 3a. A minimum of 4 years' post qualification experience gained in the last 7 years, as an architectural assistant / technician / technologist in a construction related industry.

4. Be proficient in the production of architectural drawings using computer applications i.e., AutoCAD and/or REVIT

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.

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 panel will carry out an objective evaluation of the information provided by candidates in response to eligibility criterion 1a, 2a or 3a. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

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

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

1. An Eligibility Sift (including shortlisting if applicable)
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.

COMPETENCE BASED 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: 40

Minimum Standard: 24

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: 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 Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

INTERVIEWS

It is intended that interviews for this post will take place in Beacon House during week commencing 1st July 2024.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

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 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;

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

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**