Northern Ireland Policing Board

HR CONNECT

Human Resources for the Northern Ireland Civil Service and the Northern Ireland Office

Candidate Information Booklet

IRC303889

Administrative Officer

Northern Ireland Policing Board (NIPB)

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on
Friday 2nd August 2024

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

Northern Ireland Policing Board

An innovative proactive organisation, holding the police to account, by working in partnership to deliver improvements in policing

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

Important dates - It is anticipated that interviews for these posts will take place in Belfast during week commencing Monday 30th September 2024

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FOREWORD



Thank you for your interest in this competition to fill the position of Administrative Officer with the Northern Ireland Policing Board (the Board).

The Board is responsible for independently overseeing the Police Service of Northern Ireland (PSNI). We aim to ensure for all the people of Northern Ireland the delivery of an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community.

The Administrative Officer role is both interesting and varied, and you will be working in one of the four Directorates within the organisation. The job is both challenging and rewarding and provides an exciting opportunity to be part of one of the most high profile public bodies in Northern Ireland.

The Board is located in the Gasworks Complex, Ormeau Road in modern, open plan workspaces which support our continued hybrid working approach.

Please take the time to thoroughly read the Candidate Information Booklet. If you think you have the skills, experience and commitment for this role, we would welcome your application.

If you are interested in applying and would like to speak to someone before completing your application please contact Donna Kevan at Donna.Kevan@nipolicingboard.org.uk.

Thank you again for your interest in this competition.

Sinead Simpson

Sinead Simpson
Chief Executive

BACKGROUND

Who We Are?

The Northern Ireland Policing Board was established on 4 November 2001 following the publication of the Patten Report which provided a blueprint for policing change and reform. The Board is a Non-Departmental Public Body of the Department of Justice.

The Board has 19 Members in total, ten are Political and nine are Independent. Our political Members, who are Members of the Northern Ireland Assembly and appointed under the D'Hondt principles, bring a democratic mandate to the role. This is coupled with the skills and experience of our Independent Members who are appointed by the Justice Minister for Northern Ireland for a term of either 3 or 4 years. The Chair and Vice Chair of the Board are both Independent Members.

Board Members are supported by an executive team of approximately 50 staff, headed by our Chief Executive.

What We Do?

The role of the Board involves independently overseeing the work of the PSNI. We hold the Chief Constable to account for any aspect of policing, although they have the right to take independent policing decisions based on the need to uphold the law and to protect life. The Board will also advocate and support the Chief Constable and their team on many important issues around policing and is also responsible for appointing the Chief Constable and the PSNI Senior Team.

The Board has over 50 wide ranging legislative duties including setting outcomes for policing, consulting with the public, ensuring a human rights compliant Service and delivering our responsibilities under the Police Pension and Injury on Duty regulations.

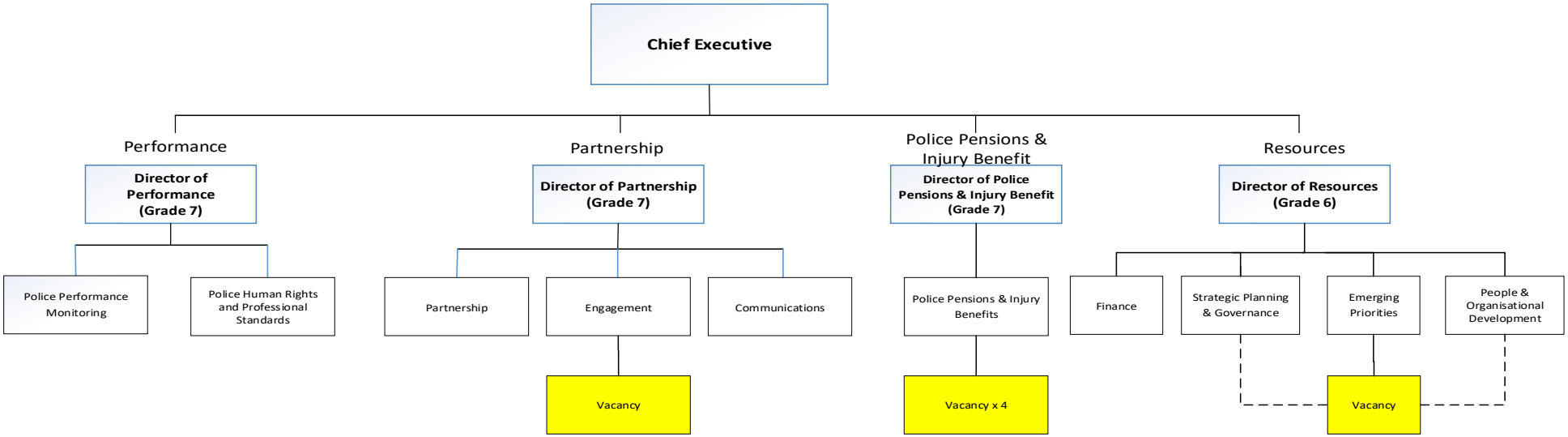
How We Do It?

We deliver on our duties in a number or ways which includes receiving reports and information from the PSNI on key area of business. We meet with the Chief Constable and their Senior Team in public and in private on a monthly basis.

Most of the scrutiny work is undertaken at the Board's three main Committees where senior police attend and report on key PSNI strategies and performance. Each Committee meets monthly and they discuss and question PSNI on how they work in partnership with the community and with key stakeholders, how they deliver on operational policing and how they manage their resources.

Current Organisational Structure

A summary structure of the Board is shown below and the vacancies advertised are in Engagement Branch, Police Pensions & Injury Benefits Branch (x4) and Resources Directorate



TERMS AND CONDITIONS

There are currently **six** permanent, full-time vacancies.

It is also intended to create a reserve list from this competition that will be used should other vacancies with similar duties and responsibilities arise within the Board at this level during the next year.

Direct recruits of the Board are employed under NICS terms & conditions but are not members of the Civil Service. Direct recruits enjoy the same terms & conditions as civil servants with the exception of movement across the wider NICS by way of access to NICS promotion boards, trawls, interest circulars or transfer.

LOCATION

The successful applicants will be based at the Board's offices in the Gasworks Complex on the Lower Ormeau Road (James House).

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

SALARY

Salary will be within the range £24,225 - £25,732 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.

TRAVEL

In order to support the work of the Board, some travel throughout Northern Ireland may be required. The successful applicant should therefore have access to a form of transport that will enable them to complete the requirements of the job in full.

HOURS OF WORK

The normal hours of work are 37 hours per week, however there may be the requirement to work outside of these normal hours. The job requires a considerable degree of commitment, flexibility and adaptability on the part of the post holder to meet quality standards and work deadlines. The successful applicant will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job.

PENSION

The Board 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 the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 25 days, rising to 30 days after 5 years.

VETTING

The appointment will be dependent on the individual satisfying the vetting requirements for these posts. The level of vetting for these posts is Counter Terrorist Check (CTC). Furter details can be found on page 22 of this Information Booklet.

PROBATION PERIOD

The successful applicant will be on probation for the first year of service and the appointment will not be confirmed at the end of that time unless they are confirmed in all respects including health, conduct, attendance and performance to carry out their duties. Exemptions to this may apply depending on individual circumstances.

FURTHER INFORMATION

Applicants wishing to learn more about the post before deciding to apply should contact Donna Kevan at donna.kevan@nipolicingboard.org.uk

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

KEY RESPONSIBILITIES

The main responsibilities of the posts are to provide administrative support in various Branches across the Policing Board.

The specific duties you undertake will vary depending on which Branch you are appointed to.

You will be expected to deliver services using modern technology. Administrative Officers, have to be able to cope with pressures faced in a busy work environment. You will need to be a good communicator, a good team player and be able to work accurately, while managing your time efficiently.

We're looking for people who can:

- Communicate well both orally (face to face or by telephone) and in writing with a diverse range of people, providing advice and explaining policies, procedures and decisions taken;
- Handle complex and potentially challenging situations with members of the public and key stakeholders, by telephone, face to face, in writing, and/or using other digital methods;
- Research, understand and interpret potentially complex information to make decisions and recommendations in a timely manner. and
- Use a range of computer systems to action tasks and deal with telephone queries.

As an Administrative Officer your role may include:

- Processing of invoices and maintenance of spreadsheets.
- Providing support in the compilation of reports for management and/or Committees of the Board.
- Manual filing to include lifting boxes/retrieving hard files when required.
- Setting up rooms for meetings.
- Acknowledging correspondence, photocopying, and scanning documents.
- Engaging with members of the public and key stakeholders including external contractors/suppliers.
- Attending meetings to support the Branch Head

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

OVERVIEW OF SELECTION PROCESS

The selection process will include an online aptitude test and a competence based interview.

1. Online Application:

- Read the Candidate Information Booklet.
- If you are interested in applying make sure you meet the requirements.
- Complete your online application making sure you supply a valid email address.

2. Online Aptitude Test:

The second stage of the selection process will comprise of a balanced portfolio of online assessments to determine suitability for this type of AO role. There will be 4 separate tests. All applicants are required to provide an email address on their application form for this purpose.

- Test links will be issued by **5pm on Wednesday 14th August 2024**.
- If you do not receive an email by **5pm on Wednesday 14th August 2024**, please e-mail recruitment@hrconnect.nigov.net inserting '**IRC303889 NIPB AO test link not received**' in the subject line.
- This link will take you to a website where you will have to complete the tests.
- The online tests can be done in your own time and at a place that suits you.
- You cannot stop an individual test once started but you can take the four tests at different times.

3. Formal Screening of Applications

- Applications deemed invalid at this stage will be withdrawn from the competition.

4. Interview

- The top performing candidates validated by the online test will be invited to an interview.
- The interview will be based on the NICS Competency Framework.

5. Merit List

- If you score high enough at interview you will be placed on a list.
- Applicants will be offered vacancies in merit order.
- The top scoring applicants will start the security clearance process immediately.

SELECTION AND ASSESSMENT PROCESS

The selection process will include an online aptitude test and a competence based interview.

Online Aptitude Test

If your application is deemed valid after formal screening, you will receive a link via email by **5pm on Wednesday 14th August 2024.** Please ensure you check your email account including junk folder**. If you do not receive an email by 5pm on Wednesday 14th August 2024, please email recruitment@hrconnect.nigov.net inserting 'IRC303889 test link not received' in the subject line.**

This link will take you to a website where you will have to complete a series of tests. You need to complete the following steps to complete the assessment.

Note that all of these steps are done via the assessment site which you access using the link in your invitation email.

You should access the assessment site as soon as possible. Everything is done through the assessment site and everything is explained on the assessment site.

1. Check your Webcam
2. Verify your identity
3. Study the Familiarisation & Practice material
4. Take the online tests

Preparing for your online assessment

- You will need a computer, a working webcam and a reliable internet connection.

- You will need to use an up to date Chrome or Microsoft Edge browser on your PC. If you are using a Mac, you MUST use Chrome or Edge. **Do not use Safari**.

- **Do not use a tablet, phone or Chromebook.**

Step 1 - Check your webcam

You will need a working webcam to enable the proctoring to take place. The onus is on candidates to ensure they have access to a webcam, regretfully no alternatives are available. Click the 'Webcam test' button. This will check if your webcam is working within the program. Also make sure that you are clearly visible and front on in the image and be aware that you need to remain clearly

visible throughout the live assessment. Do this well in advance of taking the live assessment and also do it immediately before taking the live assessment in case something has changed.

Step 2 - Verify your ID

IMPORTANT: DO NOT SEND ANY PHOTOS OF YOURSELF OR YOUR ID BY EMAIL. YOU MUST DO THIS THROUGH THE ASSESSMENT WEBSITE.

Before starting the ID Verification process, you should click the yellow highlighted link at the top of the main menu page ('ID Verification and Proctoring – instructions, common issues and resolutions.pdf') and read the document. If you encounter a problem with your ID verification or starting a live test, please consult this document before emailing support.

You cannot start the live tests unless your ID has been verified. For this you will need to have a valid photo ID (Passports, driving licenses and electoral cards are acceptable photo IDs). Using the webcam, you will need to take a webcam image of yourself and a webcam image of your ID (e.g., passport). You will be informed by email of the verification outcome using the email you provided at application.

We will check your ID and you will receive an email from **admin@assessmentintelligencemail.com** informing you of the outcome **(but do check your junk/spam folder and do log on to check your ID verification status if you feel you are waiting too long)**. You may be asked to re-take the photos and this is not uncommon, so please start the verification process early to ensure you have enough time to complete the process.

You can check your ID Verification Status by logging in. If you have not been notified within 24 hours of submitting images and your online verification status is still 'Submitted waiting approval' you must send an email to: **support@assessmentintelligence.com** including your **Candidate Reference Number** and **'IRC303889'** in the subject line.

We advise you to submit your webcam images as soon as possible. You should have submitted your images for identity verification by **5pm on Sunday 18th August 2024** otherwise we cannot guarantee that the identity verification process will be completed in time for you to take the live tests before the final deadline.

If the name on your photo ID will differ significantly from your name on your application, you must inform HRConnect by emailing **Recruitment@hrconnect.nigov.net** including your **Candidate Reference Number and 'IRC303889'** in the subject line. Your email should explain the reason and include any supporting document (e.g. marriage certificate).

You must complete the identity verification process online. Under no circumstances send any images by email unless we specifically request it.

Please note, it is your responsibility to ensure that you submit your images in good time.

Step 3 - Study the Familiarisation and Practice material for the online assessments

It is essential that you use the online Familiarisation and Practice material to check that your browser and the internet connection that you intend to take the live test on are compatible with the online tests. Note that some network firewalls (e.g., on work networks) may block access to the test site or prevent images from showing. **Do not use a work computer accessing the work network from home.**

If you can complete the Verification of ID process, your Webcam check is successful and the Familiarisation and Practice material works well on your IT equipment, this is a good indication that the live tests will work also.

It is essential that you access the Familiarisation and Practice materials using the computer and internet connection that you intend to take the live test on well in advance of the tests.

The Familiarisation and Practice material will give you a detailed description of the tests, include full instructions for completing the tests and provide example and practice questions so that you know how to record your answers and navigate your way around the tests. You should be fully familiar with these things before taking the live tests in order to perform at your best.

Step 4 – Take the online test

You should receive an email (sent to the email address you provided) with a link to the online test by **5pm on Wednesday 14th August 2024**. You will have until **5pm on Thursday 22nd August 2024** to complete the tests.

The online aptitude test will consist of four tests:

- Verbal - assesses your ability to organise written material in the way that makes the most sense;
- Checking and Accuracy - assesses how quickly and accurately you can spot mistakes in information;
- Following Procedures and Basic Calculations - assesses your ability to follow rules and apply criteria, and to do calculations correctly; and
- Situational Judgement – assesses your ability to carry out customer service roles.

The times allowed for the tests are:

- Verbal – 25 minutes;
- Checking and Accuracy – 20 minutes;
- Following Procedures and Basic Calculations – 20 minutes; and
- Situational Judgement – 30 minutes.

You cannot stop an individual test once started but you can take the four tests at different times. You must pass all four tests to be eligible to move to the next stage in the selection process.

For best results we recommend completing the online assessments in a test like environment. Any possible distractions should be turned off, for example mobile phones, TV and music. Concentration is needed throughout the assessments, so when completing each test, ensure other people are aware that they should not disturb you until you are finished.

No responsibility can be accepted for any issues arising from where you choose to sit the tests.

Before starting a live test, you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable. Once you log into the test platform and complete the honesty and privacy statements you will see a menu showing (i) Webcam Test (ii) the Identity Verification, and (iii) the Familiarisation material. The links to the live assessments will appear on the menu once your identity has been verified by a human verifier.

Immediately before you click the start button to begin a live assessment, there will be an image of you at the bottom of the page. This should be a front-on view of you as you take the assessment.
You need to make sure that you are clearly seen in this image before starting the assessment and that you will remain visible in the image during the assessment.

During the assessment, you will see a small video stream from your webcam in the top left corner. Images from this stream will be monitored. We take great care with your webcam images and retain them for as short a time as possible. The image of your photo ID is deleted as soon as your identity has been verified.

Technical issues

If you lose internet connection while in the live test, you should immediately close your browser. You will be able to continue the test without losing time and your previous answers will have been saved (except possibly on the last page you were on before losing connection).

If you experience any other issue while taking the live test, you should immediately close your browser and email **support@assessmentintelligence.com** including your **Candidate Reference Number** and **'IRC303889'** in the subject line.

If you do need to close your browser or your computer crashes and restarts, you must start up a fresh browser and paste in the test link again.

If your browser starts up and reloads the test again automatically, you must close it down immediately and start from a fresh browser. If you browser starts up and asks if you want to restore sessions or pages, you **must decline.**

Final deadline

You must complete all the live tests by **5pm on Thursday 22nd August 2024** and we strongly advise that you complete them well in advance of the deadline. If you leave it towards the end of the assessment window and find you have a problem (e.g., with your computer or internet) you may not have time to resolve your problem and complete the tests before the deadline.

You must have submitted your images for ID Verification before **5pm on Sunday 18th August 2024** and preferably well before then.

DISABILITY REQUIREMENTS AND REASONABLE ADJUSTMENT REQUESTS

We wish to ensure all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment, please note this in the box provided on your application form. You should include details of your disability and the specific adjustment you need. We will consider all requests for reasonable adjustments for any stage of this recruitment process.

FURTHER INFORMATION ON REASONABLE ADJUSTMENTS

You will need to provide relevant evidence to support your request for a reasonable adjustment – for example, an Occupational Psychologist report or a GP's medical statement.

Evidence to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application. Please mark your correspondence with the competition reference number **IRC303889** and title it '**Supporting evidence for reasonable adjustment request**'.

You may be contacted directly to discuss your requirements. Test familiarisation materials are available to help inform your decision regarding a need for a reasonable adjustment.

It is essential that special arrangements concerning any adjustment requests are made in advance of starting the live test, as retrospective arrangements cannot be made after you have started.

FORMAL SCREENING OF APPLICATIONS

We will complete a formal screening of applications progressing to ensure your application is valid. These checks will ensure applicants meet the age and nationality requirements for the role. We will also check the status of any current Policing Board staff to ensure they are eligible to apply. Applications deemed invalid at this stage will be withdrawn.

As it is not practicable to check in detail a large number of applications before we invite candidates to test, such an invitation, or other correspondence, should not be taken to imply that we have accepted you meet all requirements.

Applications may be allowed to proceed conditionally pending such confirmation.

We will ask you to provide documentation to satisfy the Nationality and Vetting requirements at interview. Further details regarding acceptable documentation will be issued with an invitation to attend for test.

Failure to provide this evidence may lead to your withdrawal, therefore you should ensure that these documents are readily available.

INTERVIEW CRITERIA

Following the test, the top performing candidates will be invited to an interview, using four of the key competencies for the AO grade.

COMPETENCE BASED INTERVIEWS

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.

Competencies are the skills, knowledge and behaviours that lead to successful performance. Detailed information on the core competencies for the AO grade is available at NICS Competency Framework

You are not allowed to bring notes or other personal documentation into the interview room.

You should familiarise yourself with the Competency Framework as this forms the basis of the interview selection process.

If you need help accessing the Competency Framework please contact HRConnect at: recruitment@hrconnect.nigov.net

Interview questions have been designed to test a candidate's knowledge and skills in each of the areas below and to award marks accordingly.

Each of the four competencies assessed at interview will be scored out of 20 and candidates will be required to achieve a score of 12 in each of the four competencies to be considered suitable for appointment to the NICS.

The **core competencies** we will assess are:

1. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Marks available: 20 **Minimum standard: 12**

2. 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 **Minimum standard: 12**

3. 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 Minimum standard: 12

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 appropriately and effectively to support service delivery.

Marks available: 20 Minimum standard: 12

Total Marks Available: 80
Overall Pass Mark: 48

The selection panel will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing Monday 30th September 2024

Requests for rescheduling of interviews will only be considered in exceptional circumstances.

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

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

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

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

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.

Further appointments from this competition

Where a further position in the Board is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

Merit List Extensions

It is presently intended that the merit list for this competition should remain extant for a period of one year. However the Board would wish to alert candidates to the possibility, however remote, 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 in the future.

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.

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

Nationality Requirements

There are no nationality restrictions on this post: however, before an offer of appointment can be made to an overseas candidate, the Board will need to ensure that all UK visa and immigration requirements are met.

Vetting Procedures

1. Baseline Personnel Security Standard

For the Administrative Officer position in the Board the level of vetting is a Counter Terrorist Check 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) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

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.

The Board is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, age, race, political opinion, marital status, sexual orientation or whether or not they have dependents.

The Northern Ireland Policing Board is an Equal Opportunities Employer.

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

Feedback

The Board 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