HR CONNECT

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

RE-SS 1.18a

Candidate Information Booklet

IRC324222
Deputy Principal (DP) Enforcement Team Lead
Department of Agriculture, Environment and Rural Affairs

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on
Friday 3rd April 2026

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

Department of Agriculture, Environment and Rural Affairs

Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities

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	**4**
Key Responsibilities	**8**
Terms and Conditions	**11**
Eligibility Criteria	**15**
Assessment Process	**18**
Guidance for Applicants	**20**

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.

DAERA is seeking to fill several Deputy Principal (DP) positions within the Environmental Crime Unit, Northern Ireland Environment Agency (NIEA) Regulation and Enforcement Division (RED); an executive branch of DAERA, the Welfare Enforcement Branch, DAERA and Sea Fisheries Marine Enforcement Unit, Marine and Fisheries Division, DAERA.

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 Enforcement Team Lead role in the NICS and sets out the skills and competencies required. We have also included important information on the selection process.

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.

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

DAERA has responsibility for food, farming, environment, fisheries, forestry, sustainability policy and the development of the rural sector in NI. The department is structured into seven groups including one Executive Agency (the NI Environment Agency) and is also accountable for one Public Corporation (Forest Service) and all groups and agencies work together to support the delivery of DAERA's strategic objectives.

The seven groups are:

- Northern Ireland Environment Agency
- Veterinary Service & Animal Health
- Environment, Marine & Fisheries
- Climate Change, Science and Innovation
- Estates Transformation and Windsor Framework Implementation
- Food, Farming & Rural Affairs
- Strategic Planning & Corporate Services

The current vacancies sit within the Northern Ireland Environment Agency, Veterinary Service & Animal Health Group, and Environment, Marine & Fisheries group.

Our purpose is "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities" and, thereby, improving the lives of the people living in NI. You can read more about the work of the department in its Business Plan 2025-26.

ABOUT THE NORTHERN IRELAND ENVIRONMENT AGENCY

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing by environmental regulation. As an Executive Agency within DAERA, NIEA is a key contributor to DAERA's vision.

The agency comprises of two divisions:

1. The Regulation Enforcement Division
2. Natural Environment Division

ABOUT REGULATION ENFORCEMENT DIVISION

The Regulation Enforcement Division (RED) is the largest Division within the NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.

ABOUT THE ENVIRONMENTAL CRIME UNIT

The Environmental Crime Unit (ECU) is one of four Units forming part of the Regulation Enforcement Division in NIEA. The Unit is headed by a Grade 6 and is comprised of four branches:

1. Operations Branch
2. Financial Investigation & Business Support Branch,
3. Assesment and Stakeholder Enagement Branch
4. Intelligence Branch

In line with the principles of Better Regulation and the Agency's Enforcement Policy, the ECU prioritises and targets its resource and capability against those individuals and companies posing most risk and harm to the environment and human health. Ultimately, it seeks to protect and improve the environment through the prevention, investigation, prosecution and remediation of waste crime by using evidence-based investigations to enforce relevant legislation and, where necessary, bringing offenders to justice.

OPERATIONS BRANCH

Alongside the Grade 6 and 7 the Environmental Crime Unit's Operations Branch consists of Senior Scientific Officers/DPs, Higher Scientific Officers and Scientific Officers/EOIs.

The role of Operations is to investigate incidents of illegal waste activity and bring offenders before the courts when criminal offences have been committed.

ABOUT VETERINARY SERVICE ANIMAL HEALTH GROUP (VSAHG)

Veterinary Service Animal Health Group (VSAHG) is an hollistic Government Veterinary Service responsible for the development and delivery of animal health and welfare policy for both farmed and non-farmed animals and the implementation of that policy in respect of farm animals. VSAHG is supported by our Official Laboratory, the Agri-food and Biosciences Institute which alongside providing immediate official testing support, also conducts a range of surveillance and monitoring activities and conducts research across many of the key areas of veterinary concern.

ORGANISATIONAL STRUCTURE

VSAHG is headed by a Chief Veterinary Officer (CVO), Unified Grade 3. VSAHG comprises several groups of staff including professional, technical and administrative staff. There are six Grade 5 officers heading up the various divisions and sections that make up VSAHG: three Deputy Chief Veterinary Officers and three business area Directors all of whom report to the CVO.

Each of the Grade 5s is responsible for a Division which includes a number of Programme Areas and Branches (headed by a Grade 6 / 7), in support of the

delivery of the VSAHG's Purpose, Vision and objectives, and in ensuring consistent adherence to the Group's Values.

WELFARE AND ENFORCEMENT BRANCH

Welfare and Enforcement Branch (WEB) sits within Enzootic Disease Control & Field Delivery Division of VSAHG. WEB's role is to:

- provide veterinary advice across all VSAHG work programmes and in particular to Animal Identification and Welfare Branch
- provide logistical support for inspection and enforcement in the following areas:
  - on-farm welfare
  - welfare establishment licensing
  - welfare of animals in transport
- provide proportionate enforcement of other official veterinary controls

ABOUT MARINE AND FISHERIES DIVISION

Marine and Fisheries Division (MFD) provides lead policy advice to the DAERA Minister in respect of the marine environment, inland and sea fisheries, aquaculture and fish health. It is responsible for implementing a range of international, European and national statutory obligations through the development of a regional Marine Plan; delivery of regulation and enforcement regimes; issue of licences and consents; monitoring and assessment of the marine environment; designation and management of marine conservation sites; the conservation, protection, development and promotion of salmon and inland fisheries; and the provision of financial support through the Marine Environment and Fisheries Fund. The Division is structured around four Grade 6 areas of responsibility: Policy and Legislation, Strategy and Delivery, Regulation, Windsor Framework Implementation Compliance and Enforcement, and Operations Branch.

ABOUT SEA FISHERIES INSPECTORATE

Sea Fisheries Inspectorate (SFI) is part of the Compliance and Enforcement within MFD, headed by a Grade 6 and responsible for licensing of commercial sea fishing vessels, monitoring and control of fishing activity, including the inspection and recording of fish landings at ports and the collection of sales data. Additionally, the branch enforces UK and EU Fisheries Regulations at sea and in port including the management and deployment of a Fisheries Protection Vessel in the Irish Sea and Northern Ireland zone.

The Sea Fisheries Inspectorate also implement a Compliance and Control regime for monitoring, control and surveillance of all sea fishing activity within British fishery limits around the coast of Northern Ireland to ensure compliance with the EU Common Fisheries Policy and national legislation. The branch is responsible for investigating and taking appropriate enforcement action (including prosecution) when breaches of the regulations are identified. This enforcement work is crucial to ensuring compliance with fisheries regulations

so that fish stocks are exploited in a sustainable way to assist the long-term economic survival of the fishing industry and to protect a valuable natural food resource. The Compliance and Control regime includes the inspection of fishing vessels at sea and in port, inspections of fishing industry premises, fish markets and other locations by British Sea Fishery Officers employed by the Department.

SEA FISHERIES MARINE ENFORCEMENT UNIT

The specialised Sea Fisheries Marine Enforcement Unit (SFMEU) will ensure that investigations are taken forward in line with the powers held and in compliance with the Police and Criminal Evidence (Northern Ireland) Order 1989, the Criminal Procedure and Investigations Act 1996 and the Human Rights Act 1998. The enforcement unit will have the specific aim to investigate non-compliance and where necessary to investigate and prosecute serious and persistent, infringements in accordance with DAERA Enforcement Policy.

KEY RESPONSIBILITIES

The post holders will be the Unit/Branch Enforcement Team leads. In this role they will be responsible for the daily management of criminal investigations within the Branch.

The main duties and responsibilities of the post holder will include:-

Strategy and Policy

1. Formulation of and contribution to strategies, business plans, policies and organisational returns for the Unit/Branch;

2. Contribution to Machinery of Government responses as well as information requests received by the Unit/Branch;

3. Production and review of investigative strategies, policies and procedures to ensure that DAERA and the Unit uses its regulatory and enforcement powers consistently and effectively;

Leadership, Training and Development

4. Manage and lead a team of criminal investigators (the number of investigators may vary depending on operational need);

5. Complete the DAERA and Unit led induction programmes with new team members as required;

6. Ensure that staff development needs are identified then assist and support investigative training and development within the Unit;

7. Develop a robust continuous professional improvement programme, reviewing policy and processes in order to establish and maintain best practice in investigations and optimise resources and staff skills;

8. Ensure you and your team fully comply with, all NICS and DAERA policies and procedures including Records Management policies, procedures, guidance and best practice, ensuring that key documentation is filed in Content Manager and that information is handled and managed in a secure manner in line with DAERA Information Security Standards;

9. Ensure that staff perform their duties in accordance with applicable procedures (especially health and safety, personal security and enforcement policies);

10. Attend and participate in management and review meetings as required;

11. Produce reports for senior management, auditors and others as required detailing performance statistics for criminal investigations;

12. Ensure the Agency/Group is represented in a professional manner at all times;

Operational Implementation

13. Developing and triaging information and intelligence received and allocating resources according to investigative opportunity, business priorities and operational capacity;

14. Prioritising, allocating and processing the work of a team, through consultation, the application of case prioritisation and systematic review, ensuring incident handling and investigative completion targets are met;

15. Provide investigative support, advice and guidance to your team and the wider unit, where required, to ensure compliance with relevant legislative requirements and the Police and Criminal Evidence (NI) Order (PACE) 1989 and CPIA 1996;

16. Complete case reviews and quality assurance checks to ensure investigations carried out by the team are proportionate, accountable, consistent, transparent and effective and therefore in line with the DAERA Enforcement policy and wider NICS values and conduct internal peer and complaint reviews where required;

17. Attending court to give professional evidence (including Crown court jury trials as well as restraint and confiscation proceedings) as required;

18. Liaise with the Public Prosecution Service in respect of matters pertaining to criminal investigations, requests for further information and disclosure;

19. Development of operational links with other law enforcement agencies (e.g. PSNI, HMRC, Organised Crime Task Force, Maritime and Coastguard Agency, Sea-Fisheries Protection Authority) in order to maximise the effectiveness of DAERA/NIEA enforcement functions and carry out joint operations;

20. Liaising with Public Prosecution Service and other key stakeholders in Northern Ireland, Great Britain and the Republic of Ireland with regard to the advancement of criminal investigative work;

21. Assistance in the production and exchange of Memoranda of Understanding, Service Level Agreements and other agreements as necessary in support of the Unit/Branch function;

22. To identify more efficient and effective ways of working, proposing alternative methods and support management in making necessary business improvements;

23. Undertake the management of a special area of interest within the Unit such as Exhibit Handling or Open Source Research; and

24. To undertake any other appropriate duties as determined by the Department.

The job will require staff to visit sites throughout Northern Ireland in connection with investigations. The Department has a number of vehicles at its disposal to allow staff to carry out such site inspections, vehicles such as 4x4s are required by risk assessment to access certain sites. For Health and Safety reasons staff may be required to use Departmental vehicles when attending Court hearings throughout Northern Ireland.

Additional duties of MFD post

Oversee and lead on inspection and enforcement duties (in ports and at sea) associated with the fisheries industry, taking the lead role when boarding vessels at sea, including briefing in conducting operations to obtain evidence, give advice and guidance, issue warnings, PACE interviews and where appropriate recommendation of fixed penalties and adult cautions while ensuring all activities are conducted in compliance with all PACE, DAERA enforcement policy and health & safety policies and procedures.

Post holder will report to a Grade 7 and may be required to manage a number of staff at lower grades such as SO, EOI, EOII etc.

The above lists are 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 are currently a number of permanent, full-time vacancies within DAERA's Environmental Crime Unit (NIEA), The Welfare Enforcement Branch (VSAHG) and Sea Fisheries Marine Enforcement Unit (MFD).

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 initial posts will be based at the following locations:

Environmental Crime Unit
17 Antrim Road
Lisburn
BT28 3AL

Welfare Enforcement Branch
Crown Buildings
Thomas Street
Dungannon
BT70 1HR

Sea Fisheries Marine Enforcement Unit
Clare House
303 Airport Road West
Sydenham Intake
Belfast
BT3 9ED

Should further vacancies occur within the lifetime of this competition, they may be based throughout Northern Ireland.

Salary

Salary will be within the range £47,304 – £49,515 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.

Allowances

Officers may be required to work outside their normal conditioned hours. If required officers will be remunerated in line with Northern Ireland Civil Service (NICS) allowances.

The successful candidate will be required to work an on-call rota. NICS on-call allowance rates 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 flexitime. Alternative working patterns including part time working hours can be requested at the time of offer and will be considered, subject to business needs.

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.

Successful candidates may be required to work outside conditioned hours as dictated by Operational requirements. This may include weekends and bank holidays.

Travel

Candidates will require a driving licence and access to a form of transport. Candidates may be required to drive departmental vehicles to fulfil some of the roles and responsibilities of the post.

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

In relation to the Sea Fisheries Marine Enforcement Unit job, Northern Ireland has a number of ports, and the post holder will be expected to attend the ports.

Medical

Candidates should be aware that some posts may require a medical. If allocated to such a post, successful candidates will be required to attend an appointment provided by the Department for a satisfactory MCA Sea Farers Medical Report (ML5) or an ENG1 as appropriate prior to them being appointed. Should candidates not obtain a satisfactory MCA Sea Farers Report for posting in MFD, they will be placed in the next available alternative role.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. For these posts, the level of vetting is Basic Access NI Check followed by Security Check (SC).

Successful candidates will only receive an application to complete SC when they have successfully completed their Basic Access NI check.

Pre-Appointment Checks

As Enforcement Team Lead you may be required to attend court as a Departmental witness and thus be subjected to cross-examination, it is essential your credibility as a prosecution witness in cases cannot be undermined. Appointment will therefore be subject to completion of a satisfactory security check prior to appointment.

Candidates must also declare if they have ever had disciplinary penalties imposed on them in relation to work matters.

If it is considered that a candidates' previous convictions or disciplinary issues could risk the successful prosecution of cases in court, they may be withdrawn from the competition.

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 into conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect

the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact:

ECU Contact: Kenneth McCormick Telephone 028 9052 0896 or email environmentalcrime@daera-ni.gov.uk

WEB Contact: Siobhan Kyle Telephone 028 6634 3065 or email siobhan.kyle@daera-ni.gov.uk

MFD Contact: Leeanne Martin Telephone 028 9262 3036 or email MFDRegulationWFI@daera-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:

(i) Hold a nationally recognised investigative qualification*

AND

(ii) A minimum of 4 years' experience of carrying out and managing criminal investigations, for a recognised law enforcement agency, in accordance with legislation including Criminal Procedures Investigations Act (CPIA) 1996, Police and Criminal Evidence Order (PACE) NI 1989 and in accordance with applied professional practice.

AND

(iii) A minimum of 2 years' experience of effective leadership, setting strategic direction and managing resources to successfully deliver business objectives in a complex and changing environment.

AND

(iv) A minimum of 2 years' experience of building constructive, positive and collaborative partnerships with a diverse range of stakeholders, including senior management, to effectively deliver significant organisational objectives.

AND

(v) Have a full valid driving licence which permits the licence holder to drive in Northern Ireland and have access to a form of transport that allows the officer to fulfil their duties in full.

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.

***Nationally recognised investigative qualification:** An accredited qualification from an official awarding body.

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, an objective evaluation will be carried out of the breadth and depth of information provided by candidates in response to **eligibility criterion 2.** This will be completed on a scored basis and the highest scoring applicants will proceed to interview.

You should therefore ensure that you submit sufficient information as part of eligibility criterion 2 to enable the panel to assess this criterion should it be necessary to do so.

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 sift, and 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 INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the below areas and award marks accordingly. Each competency will have 20 marks available, with some having a minimum standard as indicated below.

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

1. Leading and Communicating
2. Seeing the Big Picture
3. Managing a Quality Service — Minimum Standard: 12
4. Collaborating and Partnering — Minimum Standard: 12
5. Making Effective Decisions — Minimum Standard: 12

Total available marks: 100
Pass Mark: 60

INTERVIEWS

It is intended that interviews for this post will take place in Beacon House during week commencing 11th May 2026.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3 as this is a Deputy Principal role.

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

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn. Please see our candidate guidance, via the link below for more information on appropriate and inappropriate use.

Artificial Intelligence & Recruitment Guidance

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 fulfil 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 NICS HR Privacy Notices | Department of Finance

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 the Republic of Ireland; or

(iii) National of a Commonwealth country; or

(iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the European Union Settlement Scheme (EUSS); or

(v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under European Union Settlement Scheme (EUSS).

(vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

(vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals

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

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of 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.

Failure to provide the requested information **WILL** result in your application being rejected.

EU Settlement Scheme EU, other EEA, Swiss citizens and family members provides guidance on EUSS and certain family members.

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 in the Nationality Guidance section of the NICS Recruitment website.

Security

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

1. Baseline Personnel Security Standard

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 Government baseline personnel security standard - GOV.UK (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.

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.

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

3. Security Check (SC): as point 2 plus credit reference check.

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, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcome 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