

Senior Procurement Officer (SPO)

Supplies and Services Division (SSD)

IRC326557

Completed application forms must be returned to HRConnect no later than 12 noon (UK time) on **Friday 23rd October 2026**

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

Candidate Information Booklet

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KEY INFORMATION

Construction and Procurement Delivery (CPD) is looking for Senior Procurement Officers (SPOs) for their Supplies and Services Division (SSD).

SSD has a leading role to play in procuring high quality projects, utilising innovative value for money solutions across the Northern Ireland Departments and the wider public sector.

KEY BENEFITS

- An opportunity to earn salary of £37,694 -£38,990 (under review). Starting salary will be at the minimum of this scale.
- 25 days annual leave, rising to 30 days after five years' service.
- 12 bank and public holidays each year.
- Opportunity for career progression.
- An attractive pension package providing a range of benefits and with an employer contribution of 34.25%.
- Annual payment of CIPS membership fees.
- A non-pensionable recruitment and retention allowance of £5,000 per annum, paid monthly in arrears*.

*The allowance will cease automatically on 31 July 2029 unless there is a robust renewed business case should circumstances warrant continuation of the allowance.

Excellent training and promotion opportunities plus an attractive benefits package, including flexible working arrangements, will enable you to enjoy a good work/life balance and a rewarding career with Northern Ireland's largest

employer.

The postholders will currently be based in Clare House, 303 Airport Road West BT3 9ED Belfast, however CPD operates a hybrid working policy which allows staff to work between the office and remote working locations. See pages 11-14 for the complete terms and conditions.

To start the application process, you are invited to complete the application form. See pages 20-26 for more information.

THE INTERVIEW

If you meet the eligibility criteria you will be invited to interview. You will be asked questions and expected to answer these with previous examples of work, projects or situations you personally have been involved in.

Remember you are applying for a procurement post, so expect questions that relate to this area of work.

Your interview will last approximately 30 minutes and will include questions on five competencies from the NICS Competency Framework with an overall minimum pass mark. Please read pages 18-26 for further details.

The NICS Competency Framework can be found [here](#)

FOREWORD



Thank you for your interest in the Senior Procurement Officer post within Construction & Procurement Delivery (CPD), Supplies and Services Division (SSD). With approximately £3bn annual spend, public procurement is an important driver for our local economy and supports the delivery of Programme for Government objectives.

Public procurement today faces new challenges. Constraints in public finances means there is a need to act more commercially, using the combined buying power of the NI Public Sector to increase efficiency and achieve the best outcomes for citizens.

At the same time, there is also a growing demand for public procurement to contribute to the achievement of the government's overall objectives in terms of social, economic and environmental benefits.

Construction and Procurement Delivery (CPD) has a number of key roles, including to:

- advise the Minister for Finance on public procurement matters;
- the development and monitoring of public procurement policy and best practice; and
- provide a modern, professional procurement service to public bodies.

CPD Supplies and Services Division (SSD) procures a wide range of goods and services for Departments and their sponsored bodies.

Senior Procurement Officers play a key role in ensuring that procurement projects are delivered successfully and embrace Public Procurement Policy and best practice.

Applications are invited from suitably qualified candidates. I hope this pack meets your information needs and encourages you to apply.

Donna Williams MSC MCIPS

Director CPD Supplies and Services Division

Background

Department of Finance
Construction and Procurement Delivery (CPD)
SUPPLIES & SERVICES DIVISION (SSD)

BACKGROUND

ABOUT THE DEPARTMENT OF FINANCE

Public procurement expenditure represents approximately 25% of the resources available to the Executive. It is therefore an important driver for our economy as well as ensuring goods, services and facilities are available to provide public services to citizens.

CPD acts as a Centre of Procurement Expertise (CoPE) and as a Central Purchasing body under the Procurement Act 2023 and the Public Contracts Regulations 2024. 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.

Services provided by CPD 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 and Procurement Delivery

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

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland departments,

comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

DoF incorporates eight business areas and has approximately 3300 staff. The overall aim of the DoF is **“to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”**. In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by DoF can be found at www.finance-ni.gov.uk.

BACKGROUND

ORGANISATIONAL STRUCTURE

CPD comprises five divisions:

- Policy and Performance Division
- Supplies and Services Division
- Construction Division
- Property Services Division
- Properties Division

An organisational chart for the senior management structure in CPD is set out on page 8.

As part of continuous improvement practices, CPD regularly reviews its organisational structure. The position of the postholders within the overall organisational structure may therefore be subject to change within and across Divisions by management decision.

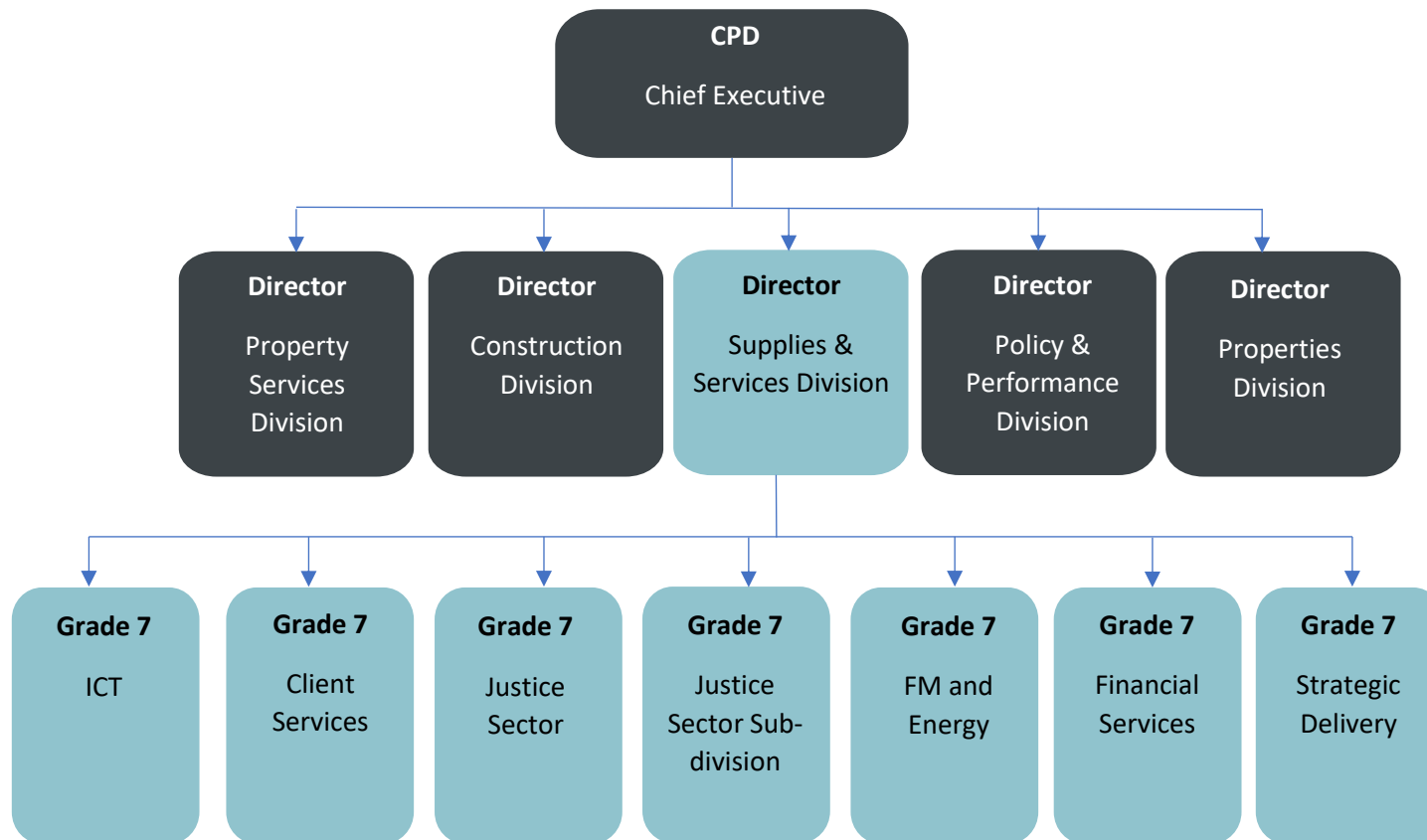
Senior Procurement Officers report to the Procurement Manager within their Branch.

SUPPLIES AND SERVICES DIVISION

Supplies and Services Division (SSD) supports the Northern Ireland Government Departments and other public sector bodies by procuring a wide range of supplies and services to enable them to meet their Programme for Government (PFG) and New Decade New Approach (NDNA) objectives.

The types of supplies and services procured by SSD include: -

- IT hardware, software and services;
- office furniture and equipment;
- commercial fleet;
- electricity, gas and fuels;
- communication and advertising services;
- professional services and;
- facilities management and security services.



Learning, Training and Development

Department of Finance
Construction and Procurement Delivery (CPD)
SUPPLIES & SERVICES DIVISION (SSD)

PERSONAL DEVELOPMENT

LEARNING, TRAINING AND DEVELOPMENT ACTIVITIES

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being a Senior Procurement Officer is learning on the job and building up knowledge and skills. 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.

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.

You will also be required to continuously maintain your professional development independently. As a full member of the Chartered Institute of Procurement and Supply (CIPS) you will be required to maintain Chartered Status of CIPS.

STARTING WORK

At the beginning of your career as a Senior Procurement Officer, you will agree specific objectives with your line manager as part of a Personal Performance Agreement (PPA) and identify subsequent development needs as part of your Personal Development Plan (PDP). The setting of these clear objectives will help you, your line manager and your team to align your personal actions with the strategic priorities of CPD.

MEASURING YOUR PROGRESS

In order to track progress your line manager will regularly assess your achievements against the objectives in your annual PPA/PDP to evaluate your individual contribution.

CAREER PROGRESSION

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.

Terms and Conditions

Department of Finance
Construction and Procurement Delivery (CPD)
SUPPLIES & SERVICES DIVISION (SSD)

TERMS AND CONDITIONS



NUMBER OF POSTS

There are currently 4 permanent, full-time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

LOCATION

The post holders will currently be based at Clare House, 303 Airport Road West BT3 9ED Belfast, however CPD operates a hybrid working policy which allows staff to work between the office and remote working locations.

Currently Supplies and Services staff work a minimum of two days per week in the office (or client locations) to meet business needs, service delivery demands and the nature of work-related tasks.

SALARY

Salary £37,694 -£38,990 (under review). Starting salary will usually be at the minimum of the scale and pay progression will be as per current NICS pay policy.

If the successful candidate is an existing civil servant, normal promotion/re-grading arrangements will apply.

A non-pensionable recruitment and retention allowance of £5,000 per annum, paid monthly in arrears*.

*The allowance will cease automatically on 31 July 2029 unless there is a robust renewed business case should circumstances warrant continuation of the allowance.

PENSIONS

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni> or if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Orchard House,
40 Foyle Street,
Londonderry
BT48 6AT.
Tel: 0300 077 0329
Email: cspensions@finance-ni.gov.uk

ANNUAL LEAVE AND PRIVILEGE 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.

WORKING PATTERN

Successful candidates will work five days a week. The standard hours of work are full-time: 37 hours (excluding meal breaks) Monday to Friday.

The NICS operates, according to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day around core hours. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public/privilege holiday entitlement.

TRAVEL

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. Travel throughout Northern Ireland and nationally will be required. International travel may also be required.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of security clearance vetting required for these posts is basic, however, following appointment there may be a requirement to obtain higher level clearance, eg Counter Terrorism Check (CTC).

PROBATIONARY PERIOD

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.

CONFLICT OF INTEREST

It is a requirement for 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 posts before deciding to apply may telephone Martine Henry on 028 9081 6821 or by e-mail: Martine.Henry@finance-ni.gov.uk

HRCONNECT

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

Department of Finance
Construction and Procurement Delivery (CPD)
SERVICES & SUPPLIES DIVISION (SSD)

KEY RESPONSIBILITIES

While the precise duties and responsibilities of the post will vary, the key responsibilities of a Senior Procurement Officer are listed below: -

It should be noted that during the first few months, an experienced member of the branch will supervise and oversee the post holder's work. After this, the post holder will be given responsibility for managing their own projects, although guidance and support will always be available to the post holder when needed.

- Providing advice and guidance to clients on procurement matters;
- Developing tender and contract documentation in line with public procurement legislation and policy;
- Adhering to the Division's operating procedures including the Key Performance Indicator (KPI) regime;
- Accurately completing CPD's time recording system;
- Implementing and managing procurements to deliver best Value for Money (VfM) solutions within the public procurement policy, legal and accountability frameworks;
- Achieving agreed business objectives including financial targets and savings;
- Leading pre market engagement activities to identify innovative and creative solutions;
- Adhering to the performance management system to ensure their performance, and the performance of any staff they are managing, meets business objectives;
- Supporting clients by monitoring supplier performance and driving quality and service improvements;

- Working collaboratively with other Northern Ireland Centres of Procurement Expertise (CoPEs) and other national procurement units to maximise efficiencies and best VfM;
- Developing expertise in specific portfolio areas within agreed categories to develop appropriate sourcing, pricing and assessment strategies;
- Ensuring ongoing compliance and carrying out reviews in line with CPD's Quality Assurance procedures;
- Providing management reporting on Key Performance Indicators (KPIs) and other Management Information as appropriate;
- Advising and influencing stakeholders to integrate the Executive's sustainable development objectives into public procurements;
- Managing and leading staff in the procurement of specific supplies and services.

The post holders will be required to undertake 30 hours Continuous Professional Development activities and successfully complete the CIPS Ethical Training on an annual basis.

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

Eligibility Criteria

Department of Finance
Construction and Procurement Delivery (CPD)
SERVICES & SUPPLIES DIVISION (SSD)

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Be a full and current member of the Chartered Institute of Procurement and Supply (i.e. hold MCIPS) *

AND

2. Have a minimum of 3 years' experience of working within an organisation's procurement function with responsibility for planning and delivering value for money solutions in the procurement of a range of goods and/or services.

*The successful candidates must hold MCIPS by the closing date of application. The successful candidate must also maintain the membership whilst in the post. CIPS membership fees are currently paid by Construction and Procurement Delivery.

ELIGIBILITY ADVICE

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, specific examples and dates (month/year) 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.
- 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

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.

Applicant Guidance

Department of Finance
Construction and Procurement Delivery (CPD)
Supplies and Services Division (SSD)

APPLICANT GUIDANCE



It is anticipated that the following timetable will apply:

Closing date for applications is **Friday 23rd October 2026 (12noon)**
Interviews: **Week commencing the 23rd November 2026.**

Interviews will take place in Goodwood House, 52 May Street, Belfast.

As this competition is being run to a very tight schedule, candidates should make themselves available for interview during the period specified above. Changes to the timetable or any interview dates offered will only be considered in exceptional circumstances.

COMMUNICATION BETWEEN HR CONNECT 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.

INFORMATION ON THE INTERVIEW PROCESS

Competencies are the skills, knowledge and behaviours, which lead to successful performance. Competence is about how you apply or demonstrate the appropriate knowledge and skills whilst carrying out tasks. Demonstrated competence is observable and measurable.

It is important that all candidates familiarise themselves with the NICS Competency Framework as this forms the basis of the interview criteria outlined below.

The NICS Competency Framework can be found [here](#).

INTERVIEW

In addition to satisfying the eligibility criteria and, if applicable, the shortlisting criteria, the selection process will consist of a competence-based interview. Applicants will be expected to demonstrate the following competencies (at Level 3 on the competency framework) at interview.

The selection process will include a competence-based interview. Interview questions will be designed to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

No notes or personal documentation may be used during the interview.

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 / study and life experiences however **for professional and technical posts, questions will be framed in the context of professional elements of the post.**

COMPETENCE BASED INTERVIEW

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

1. Delivering Value for Money

Marks available: 20

2. Managing a Quality Service

Marks available: 20

Minimum Standard: 12

3. Making Effective Decisions

Marks available: 20

Minimum Standard: 12

4. Leading and Communicating

Marks available: 20

5. Collaborating and Partnering

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 60

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 acknowledgement 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-benefits-offices>

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. <https://irecruit-ext.hrconnect.nigov.net/resources/documents/a/i/-/ai-candidate-guidance.docx>

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, Emailinfo@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 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 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

Department of Finance
Construction and Procurement Delivery (CPD)
SERVICES & SUPPLIES DIVISION (SSD)

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.

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.

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.

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 to participate in the selection process, please note this in the box provided on your application form and 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.

To ensure you are fully supported in the process, you may provide relevant supporting information regarding your adjustment request – for example, an Occupational Psychologist report or a GP's medical statement. Information to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application but no later than the competition closing date (23rd October 2026 at 12 noon). Please mark your correspondence with the competition reference number IRC326557 and title it 'Supporting information for reasonable adjustment request'.

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 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 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 details 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

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 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**

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.

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 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



Department of Finance
Construction and Procurement Delivery (CPD)
SERVICES & SUPPLIES DIVISION (SSD)