

Project Manager, Grade 7

General Register Office (GRO)

Northern Ireland Statistics & Research Agency (NISRA)

IRC327084

Completed application forms must be returned to
HRConnect no later than **12 noon (UK time) on Friday
6 November 2026.**

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

Candidate Information Booklet

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FOREWORD

Thank you for your interest in the role of Project Manager, Grade 7 in the General Register Office (GRO). GRO is part of the Northern Ireland Statistics and Research Agency (NISRA). NISRA is an Executive Agency of the Department of Finance.

GRO is a public facing, high profile office in the NICS, having overall responsibility for the registration of all births, deaths, marriages, civil partnerships and adoptions in Northern Ireland. GRO touches the lives of almost everyone in Northern Ireland. In March 2020, the onset of the pandemic placed new pressure on GRO services: increasing the number of deaths to be registered, while limiting the extent of permitted social contact, and brought real focus to the detailed medical recording of the cause of death. Throughout the pandemic GRO had to adapt as the regulations on social gatherings evolved, affecting marriage and civil partnership celebrations. In 2022, GRO introduced vital life certificates in English, Irish and dual language and we recently commenced the issue of baby loss certificates to acknowledge pregnancy losses before the end of the 24th week of pregnancy.

GRO also contributes significantly to the statistical activities undertaken within the wider NISRA agency, especially in relation to the production of population statistics. The statistical information derived from civil registration is also key in informing government policy and in allocating national and local resources. For example, information from death registration is important in monitoring the health of the nation and population statistics are crucial in the allocation of the block grant to Northern Ireland.

GRO is a great and dynamic place to work, and this Project Manager, G7 role provides an opportunity to make a valuable contribution to the support and delivery of vital public services in GRO as we set up a project to replace both of our internal IT systems: NIROS and GeNI. The Project Manager, G7, will head up and lead the IT Replacement project team for GRO.

To be successful in this role, you will need a track record in delivering projects and leading diverse teams to deliver outcomes. Building and maintaining strong collaborative working relationships at all levels is a key attribute of the job, and you should have strong interpersonal skills and the resilience and tenacity to work through complex issues. This is a demanding and exciting role at the heart of public services that really matter to people.

If you believe that you have the skills required to take on this challenging role then we would love to hear from you. We wish you well with your application.

You can find more information about GRO and our work at [General Register Office for Northern Ireland | nidirect](#)

Background

BACKGROUND

The NICS comprises nine departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is a non- Ministerial Department staffed by Civil Servants.

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity, and impartiality.

The General Register Office sits within NISRA, an Executive Agency of the Department of Finance (DoF) and NISRA provides statistics, research and registration services and is responsible for taking the Census of Population.

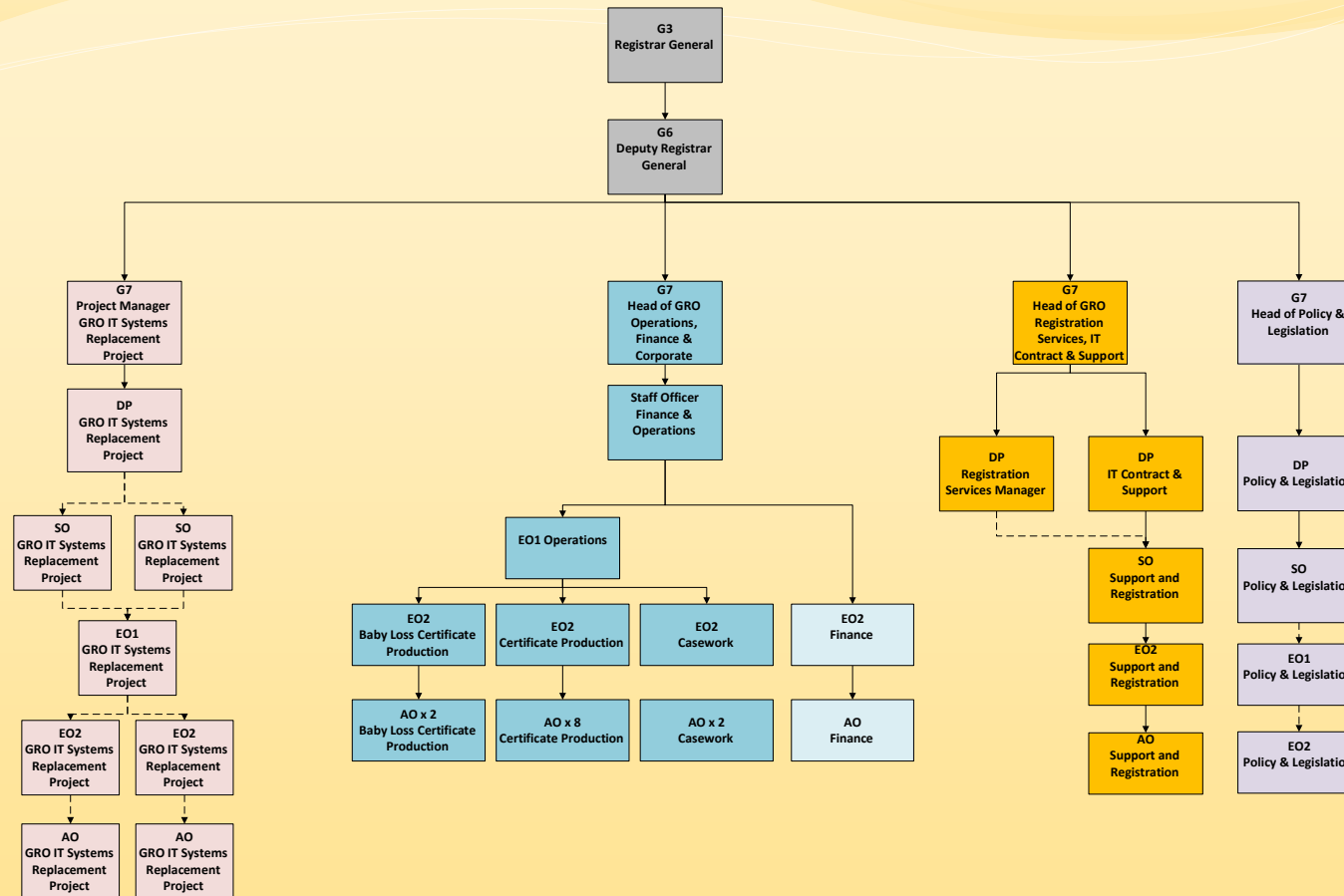
NISRA's core purpose is:

- to provide a high quality, cost effective registration, statistical and research service that informs the democratic processes and public policy; and
- to provide a window on Northern Ireland's society and its economy by providing evidence to inform decision-making.

Around 550 staff work in NISRA of whom nearly three quarters are statisticians and social researchers (all of whom are graded as Statisticians). This includes around 26 people working in GRO, where the G7 Project Manager role will sit.

An organisation chart for GRO is shown on the following page.

General Register Office Organisation Chart



Key Responsibilities



KEY RESPONSIBILITIES

The main duties and responsibilities of the Grade 7 Project Manager include:

- Establishing and leading the project to replace GRO IT systems;
 - Developing and applying strong governance controls including Project Board Highlight Reports and Status Reports;
 - Developing project plans to facilitate the allocation and monitoring of all activities and prioritisation of resources in line with key objectives;
 - Develop and updating project documentation including the Requirements Specification, Business Cases, Contract Schedules, Project Strategies, DPIA etc;
 - Overseeing the Project Team. Managing the outputs of the Project Team in line with the project resource plan;
 - Reporting to the Deputy Registrar General weekly on all project deliverables and products;
 - Managing the Gateway review process;
 - Engaging with CPD on the procurement of a Supplier;
 - Engaging with the selected Supplier;
 - Developing Business Cases and implementing sound financial controls throughout the duration of the project;
 - Overseeing and reviewing the development of individual Security Operating procedures;
 - Liaising with internal stakeholders in preparation for change management in their business areas;
 - Liaising with the existing Support and Maintenance Supplier in the exit management process to ensure a smooth transition between the current system to the new;
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- Management and escalation of project risks, issues and dependencies;
 - Delivery of the outcomes and benefits set out in the approved business case;
 - Maintaining project delivery within agreed time, cost, scope and quality parameters; and
 - Ensuring appropriate business readiness and change arrangements are in place to support successful implementation.

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

Terms and Conditions

TERMS AND CONDITIONS

There is currently 1 full-time Project Manager vacancy in GRO.

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 successful candidate will be based in Colby House, Belfast. Should other NICS vacancies arise, these may be located anywhere in Northern Ireland.

It is envisaged that some element of home working and / or remote working will be possible in line with the NICS Hybrid Working policy (currently a minimum of 40% in the office). Due to the nature of this role, this is subject to business need.

Salary

Salary will be within the range £61,673 - £64,469 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Civil Service Pensions (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time (37 hours net) Monday to Friday. Most offices work flexi-time.

Travel

Travel throughout Northern Ireland may be required and travel nationally and internationally may also be required on an occasional basis.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic Access NI Check and Security Check (SC).

Further appointments may have alternative vetting requirements.

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. All appointees will be expected to demonstrate a track record of effective service within this period.

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.

Further Information

Applicants wishing to learn more about the post before applying may email Becci Riley becci.riley@finance-ni.gov.uk or telephone 02890388425.

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

Eligibility Criteria



Eligibility Criteria

Applicants must have, by the closing date for applications:

1. A recognised Practitioner-level qualification in project or programme management, such as PRINCE2 Practitioner, MSP Practitioner or an equivalent qualification.

AND

2. A minimum of 3 years' experience of leading a project and managing & monitoring a budget of at least £5 million whilst applying the principles of good project management, including effective prioritisation and management of resources, governance, business case development, and implementation delivery, to deliver against key organisational outcomes.

AND

3. A minimum of 2 years' experience of effective leadership in an area of strategic significance* to your organisation; demonstrating your ability to set the strategic direction in your function, improve the quality of the service and develop a high performing team or function to deliver key programme/project objectives in a complex and challenging environment**.

AND

4. A minimum of 2 years' experience of developing and maintaining positive, collaborative partnerships and effectively engaging and managing a diverse range of internal and/or external stakeholders to support the successful delivery of programme/project objectives.

***strategic significance** is defined as an area/function which is recognised in a business or corporate plan or strategy as being key to delivering the organisation's objectives.

****complex and challenging environment** is defined as an organisation where a wide range of objectives have to be met within tight timescales with potentially competing stakeholder views.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

SHORTLISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview the panel will carry out an objective evaluation based on the information provided by candidates based on the response to **eligibility criterion 2**.

Shortlisting will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. Further information on the GIS can be found at [Information for Disabled Applicants](#)

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.



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 (**6 November 2026**). Please mark your correspondence with the competition reference number **IRC327084** and title it 'Supporting information for reasonable adjustment request'.

PLEASE NOTE:

- It is not sufficient to simply list your duties and responsibilities.
 - You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
 - 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
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Assessment process

ASSESSMENT PROCESS

The selection process will comprise of:

1. Eligibility Sift (including shortlisting if applicable)
2. Presentation
3. Competence Based Interview

ELIGIBILITY SIFT

This is an assessment of the evidence provided in your application form against the eligibility criteria shown on Page 14. Successful candidates at sift will progress to the next stage of selection.

PRESENTATION

Immediately prior to interview, candidates will be provided with a presentation topic relevant to the responsibilities of the post. Candidates will be required to deliver a presentation to the panel lasting no longer than 7 minutes. The information pack will be provided to candidates when they report for interview and they will be given 45 minutes to read through and prepare their presentation. Flip chart paper and writing materials will be provided for candidates' use in the preparation room. No personal documentation may be brought into the preparation room. The only notes candidates will be permitted to bring into the interview room will be those prepared in the preparation room. Candidates are permitted to use their notes during the presentation to the panel. However, they will be asked to leave these with the panel at the end of the interview, for disposal. The presentation, which will be followed by questions from the panel, will assess the **Changing and Improving** and **Leading and Communicating** competences.

Marks available: 30

COMPETENCE BASED INTERVIEW

The interview will be competency-based. You will be asked to give examples of when you have demonstrated the competencies being assessed. It is important that you respond to the questions that the panel ask you rather than simply going through a response you have already prepared. The panel will wish to explore your experience with you, so may interrupt you or redirect you or ask for other examples to ensure they can gather the information they need.

1. Collaborating and Partnering

Marks available: 20

2. Delivering at Pace

Marks available: 20

Minimum Standard: 12

3. Changing and Improving

Marks available: 20

Minimum Standard: 12

4. Leading and Communicating

Marks available: 20

Total Marks Available: 110

Overall Pass Mark: 66

INTERVIEWS

It is anticipated that interviews will take place in Beacon House with effect from week commencing 30 November 2026.

AVAILABILITY

Please note that this competition is being run to a tight timeline and requests for re-schedules will only be accepted in very exceptional circumstances.

NICS COMPETENCY FRAMEWORK

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

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 4 should be demonstrating levels 1 2 and 3 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

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.

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- 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-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, textphone 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. You may also offer a hypothetical answer where it is your preference to do so.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

General Information



GENERAL INFORMATION

THE MERIT PRINCIPLE

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org

NICSHR PRIVACY NOTICE

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

OFFERS OF EMPLOYMENT

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS

Please ensure HRConnect Recruitment Team is informed immediately of any changes in personal circumstances.

It is important that HRConnect Recruitment Team has up to date contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

(Note for existing NICS staff – An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in contact details.)

TRANSGENDER REQUIREMENTS

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

MERIT LIST

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of two years.

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 \(EUSS\)](#)
- 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 national.

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 Basic AccessNI followed by Security Check (SC).

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 www.gov.uk

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

BASIC DISCLOSURE CERTIFICATE

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/ test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

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.

Successful candidates will only receive an application to complete SC when they have successfully completed their Basic AccessNI 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, females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

FEEDBACK

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

THIS INFORMATION PACK DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT

