HR CONNECT

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

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Candidate Information Booklet

IRC328367

Industrial 1 – Chargehand

Department of Agriculture, Environment & Rural Affairs (DAERA)

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on
Friday 11th December 2026

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

Department of Agriculture, Environment & Rural Affairs (DAERA)

"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.

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BACKGROUND

Department of Agriculture, Environment and Rural Affairs (DAERA)

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 six 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.

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 Northern Ireland. You can read more about the work of the department in its most recent annual report and accounts on the DAERA website along with the DAERA organisational structure.

VETERINARY SERVICE ANIMAL HEALTH GROUP (VSAHG)

Veterinary Service Animal Health Group (VSAHG) is responsible for the development 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 also responsible for policy development and implementation in respect of food animal identification, imports of livestock and products of animal origin into Northern Ireland, and work with Defra in the export of animals and animal products internationally.

VSAHG also supports DAERA and the Food Standards Agency through the implementation, delivery and the enforcement of veterinary public health controls, and agri-food legislation relating to feed and food safety, product certification, marketing standards, labelling, classification and price reporting.

The Departmental purpose is to support "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities". VSAHG contribute to this purpose, supporting the economy, the environment and the health of the public, local and global, through the assurance of high standards of animal health, animal welfare and food safety. Our living landscape encompasses farms, farmed and companion animals and their products and all those places where those animals and products pass through such as livestock markets, seaports and airports, meat and milk processing and storage premises, egg packaging stations, export assembly centres, licensed kennels, riding establishments, pet shops and zoos, registered animal by-products, germ plasm and animal feed storage premises.

Through our work efforts and those of our partners and in the public interest we:

(i) Safeguard the welfare of all kept animals, farmed, companion and sporting, including where appropriate: on farm; during animal transport; and at point of export or slaughter.

(ii) Protect and improve the health of farmed animals through:

- Rigorous standards of animal identification, registration and movement controls based on an integrated animal health and public information system (NIFAIS) with approximately 25 years of recorded data;
- Surveillance for economically important diseases whilst implementing plans to eradicate those present and prevent establishment of those which pose a threat;
- Effective regulatory controls on the import of live animals and products of animal origin;
- Effective controls on animal waste products;
- Assisting the Industry to help itself;
- Enforcing non-compliance in line with the Department's enforcement policy.

(iii) Protect public health through:

- Delivering, on behalf of the Food Standards Agency, official control systems for primary meat and milk production;
- Promoting responsible use of anti-microbial products in animals;
- Investigating and controlling important zoonotic conditions.

(iv) Enable exports and imports of animals and agri-food products through:

- Delivery of official controls including export health certification
- Import controls;
- Developing access to new markets.

VSAHG STRATEGIC OBJECTIVES

VSAHG's purpose is to develop and implement policies that aim to prevent, control and/or eradicate animal diseases affecting livestock production and trade, to ensure that meat is safe and wholesome, animal welfare requirements are observed and agri-food legislation relating to feed and food safety is implemented.

This will support and underpin the delivery of the Department's vision.

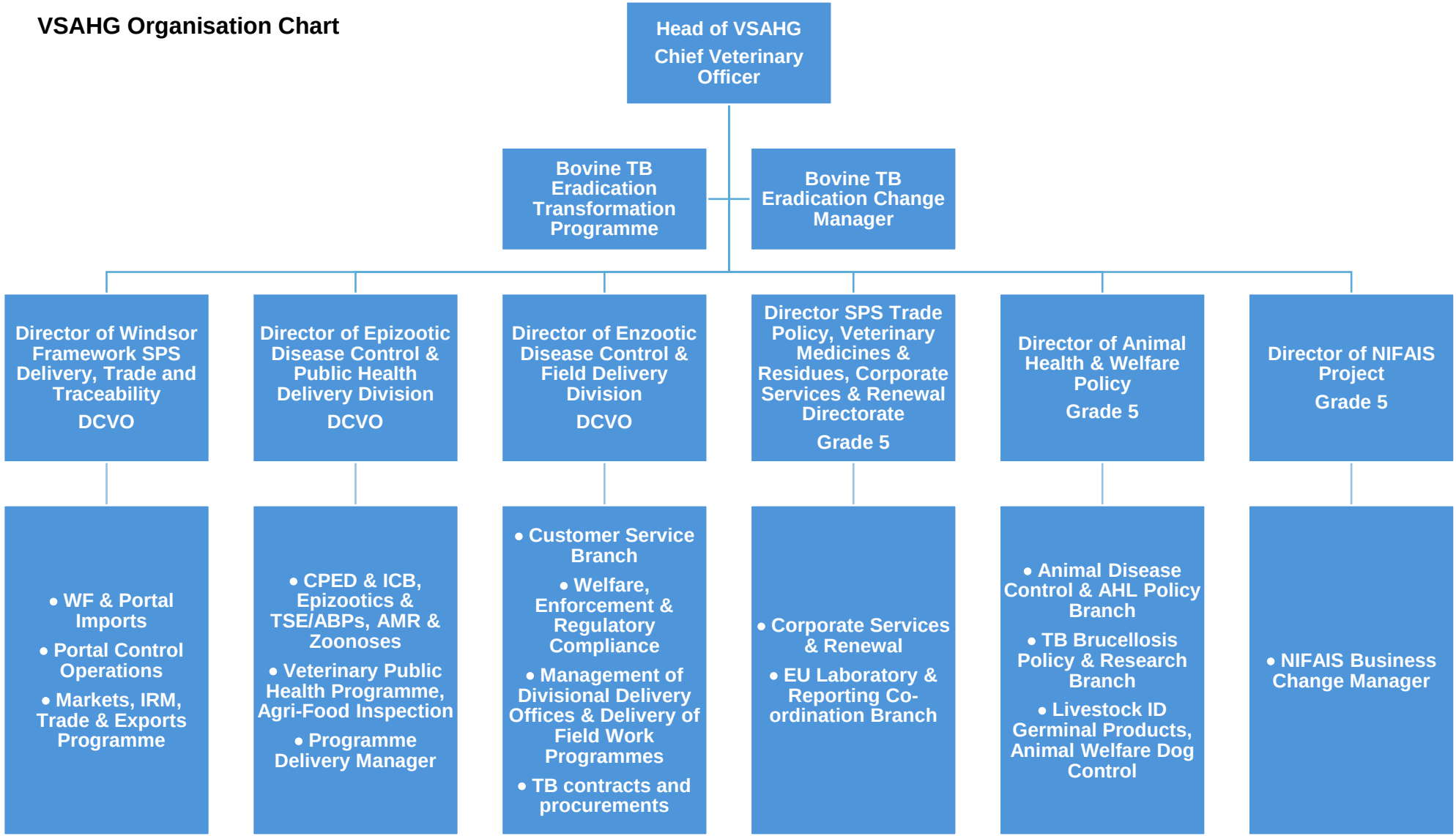
ORGANISATIONAL STRUCTURE

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 five Grade 5 officers heading up the various divisions and sections that make up VSAHG: three Deputy Chief Veterinary Officers and two 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.

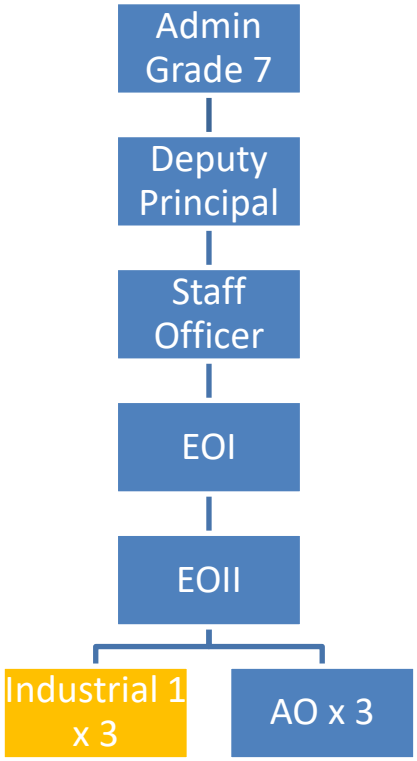
An exercise has commenced to ensure that the Group's structures and resources are appropriately configured to support its roles and responsibilities, particularly around the refreshed Purpose, Vision and Key Themes; and to ensure continued alignment with its Values. See organisational chart below.

VSAHG Organisation Chart



The successful candidate will be one of three industrial employees in the Project Management Office (PMO) and report to an EOII in the PMO Administrative Team.

Programme Monitoring & Reporting Team Organisational Chart



KEY RESPONSIBILITIES

The post holder will be one of three industrial employees (drivers).

The primary role will be to collect animal carcasses from roads and farms throughout NI and transport them to laboratories for disease surveillance. The objective is to collect a minimum of 500 badger and 379 fox carcasses annually. In doing so the post holder will help meet the objective to provide operational support for Veterinary Epidemiology Unit (VEU) whose remit is to undertake analysis of data and provide advice on current or potential disease threats. Important current areas of work are to provide epidemiological advice and routine statistics on bovine tuberculosis (TB) and *Echinococcus.*

The collection of badger carcasses from roads and foxes from farmlands is an essential task to allow data to be compiled which will shape advice for years ahead, particularly in relation to programmes to control and eradicate TB in cattle which currently costs DAERA in excess of £55 million per year including compensation.

Main Activities will include:

(i) Driving a Departmental vehicle throughout NI to collect badger, fox and otter carcasses, as directed by the administrative team, and deliver them to nominated laboratories in Belfast, Omagh and ROI.

(ii) Collecting carcasses often working to tight deadlines (which will be located mainly on roads and farm premises) which will involve: -

- Working as part of a team – (i) co-operating with the administration team on allocation of day-to-day duties and contribute to development of work schedules; and (ii) as part of a team of three drivers required to co-ordinate and support each other primarily by phone or verbally.
- Taking details and directions from the administration team when they request a collection.
- Making well judged on the spot decisions when assessing location of carcass and whether it can be collected safely.
- Assessing condition of carcasses for fitness of post-mortem.
- Using appropriate Personal Protective Equipment (PPE).
- Inputting data to a handheld electronic device.
- Tagging carcasses.
- Completing relevant record sheets and paperwork.
- Packaging and labelling carcasses in accordance with relevant instructions.
- Loading packaged carcasses into the vehicle and securing the load; and
- Communicating effectively verbally and in writing when liaising courteously with those who have reported carcasses for collection, other statutory bodies such as local Councils or Police Service of NI (PSNI) and members of the public where appropriate.

(iii) Use of vehicle and equipment:

- Demonstrate good practical driving skills.
- Complete a daily visual check of the Departmental vehicle.
- Clean outside of vehicles using high pressure washer.
- Clean and tidy inside of vehicle.
- Complete regular stock take of items required to ensure availability of adequate stock levels at all times.
- Check fuel levels and refuel vehicle when necessary.
- Report maintenance required or accidents as per instructions.
- Apply all health and safety policies and follow safe working practices; and
- Maintain PPE and request replacements when required.

(iv) Co-operate with personal development and training programs, by attending development courses as instructed by management.

NB: The above list is not exhaustive but gives a good indication of the main duties of the role. The post holder will be expected to undertake any other duties appropriate to the grade in line with the business need or as directed by line management, in particular during suspected or confirmed disease outbreaks. This may include driving a vehicle towing a trailer.

It should be noted that this is a moderately physically demanding role requiring ability to concentrate during driving in a range of weather conditions. Physical exertion is required to lift carcasses into container and the containers to and from the vehicle.

The role will have clearly defined procedures and safe operating procedures. These step-by-step instructions will specifically cover how to complete tasks regarding technical and health and safety aspects of the role. The guidance instructions will always be available and will form the basis for training and annual refresher training.

TERMS AND CONDITIONS

There is currently 1 permanent, full-time vacancy.

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

This post will be based at the ATEK Building, Edenaveys Industrial Estate, Newry Road, Armagh, BT60 1NF.

Salary

Salary will be £494 gross per week (under review).

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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Duties may include some early morning, evening and weekend work.

Travel

The successful candidate must hold a full current driving licence which will permit the candidate to drive in NI.

As post holders may be required to travel throughout Northern Ireland and on occasions travel within the UK, ROI and further afield, applicants must have access to a form of transport which will enable them to fulfil their responsibilities in full. If a successful candidate holds an automatic licence only, they will be required to obtain a manual licence within 6 months of appointment.

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 AccessNI.

Medical

The successful candidate will be expected to pass Occupational Health Service medicals prior to an appointment being offered. These will include a tuberculosis assessment and a driver's fitness assessment to ensure their suitability to undertake the full range of duties of the post.

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 telephone Shauna Mullan on 028 7744 5255 or email shauna.mullan@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:

1. Have a minimum of 1 years' experience of carrying out a full time driving and collection/delivery work role.

AND

2. Hold a full valid driving licence which permits the licence holder to drive in Northern Ireland and be in possession of no more than 3 penalty points on the licence. If a successful candidate holds an automatic licence only, they will be required to obtain a manual licence within 6 months of appointment.

AND

3. Be able to demonstrate effectiveness in completing paperwork and data input.

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 following shortlisting criteria will be used:

1. Demonstrable knowledge of health and safety practices.

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 **(Friday 11th December 2026)**. Please mark your correspondence with the competition reference number **IRC328367** and title it 'Supporting information for reasonable adjustment request'.

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 the following stages:

2. A sift on eligibility criteria (including shortlisting if applicable)
3. 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 with **each having 40 marks available.**

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

1. Making Effective Decisions
2. Managing a Quality Service **Minimum Standard 20**
3. Collaborating and Partnering

Total Marks Available 120
Overall Pass Mark 60

INTERVIEWS

It is intended that interviews for this post will take place in Loughry Campus, Cookstown during week commencing 1st February 2027.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 1.

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

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

demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk.

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 fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview, you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

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

GENERAL INFORMATION

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

Please ensure HRConnect Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up to date contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

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

Transgender Requirements

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

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However, you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

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

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.

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

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 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