

**Candidate
Information
Booklet**

IRC328368
**EO1 Heritage Records Premises
Officer**
Historic Environment Division
Department for Communities (DfC)

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 30th October 2026***

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

Department for Communities

Supporting people, Building communities, Shaping places

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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FOREWORD

Thank you for your interest in this position. Historic Environment Division (HED), within the Department for Communities, is the government lead on the historic environment of Northern Ireland.

The EO1 Heritage Records Premises and Archive Facilities Officer within HED will perform a range of essential duties which will help to protect, conserve, enhance and promote the historic environment.

This position offers an opportunity to work with skilled and experienced colleagues towards delivering the benefits the historic environment has to offer for current and future generations.

Manus Deery Director, Historic Environment Division

BACKGROUND

The Department for Communities (DfC), established in May 2016 following the restructuring of the NI Departments, plays a vital role in Northern Ireland by supporting people, building communities and shaping places. It is the largest of the nine NICS Departments and works with 15 Arm's Length Bodies and a number of Advisory Groups. Around 10,799 people are employed by the Department, accounting for one third of NICS employees. It has an annual budget of almost £9 billion, including expenditure of £7.8 billion on social security and pension payments. The Department plays an important role in the lives of many people and communities in Northern Ireland.

Groups

The Department is made up of six Business Groups:

- Engaged Communities Group;
- Corporate Services Group;
- Communities, Place and Local Government Group;
- Housing and Sustainability Group;
- Operational Delivery Group; and,
- Work and Health Group.

Role of the Department

The Department's main functions include:

- The promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support services.
- A social welfare system including focused support to the most disadvantaged areas.
- Providing training and support to jobseekers and employers.
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.
- Supporting Local Government to deliver effective public services.
- Maximising public benefits from the culture, arts, leisure and historic environment sectors.
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.

Historic Environment Division

Historic Environment Division (HED) is within Engaged Communities Group in the Department for Communities, and works in collaboration with a very wide range of individuals and organisations in the public, private and third sectors to ensure that, together, we record, protect, conserve and promote our heritage in ways which support and sustain our economy and our communities.

We passionately believe that the historic environment is of value to us all and that everyone should be able to enjoy it and participate in sustaining it. We believe that protecting and investing in our historic environment is essential to creating a better future, because it supports our prosperity, strengthens our society, and shapes our character. These beliefs have shaped our aim:

‘Helping communities to enjoy and realise the value of our historic environment’.

We want the historic environment to make a real difference to people’s lives: to our health, to our economy, to our society, to our environment, to our surroundings. We want the historic environment to involve everyone, so that we all benefit.

Historic Environment Division has a wide range of experienced staff including historians, conservation architects, archaeologists, surveyors, photographers, mappers, land agents, wardens, rangers and craftspeople, as well as other experienced heritage, business, finance and administration professionals. We share our skills, research and information and provide advice to others to ensure that the contribution of the historic environment to all of our lives is considered in the development of strategy and policy.

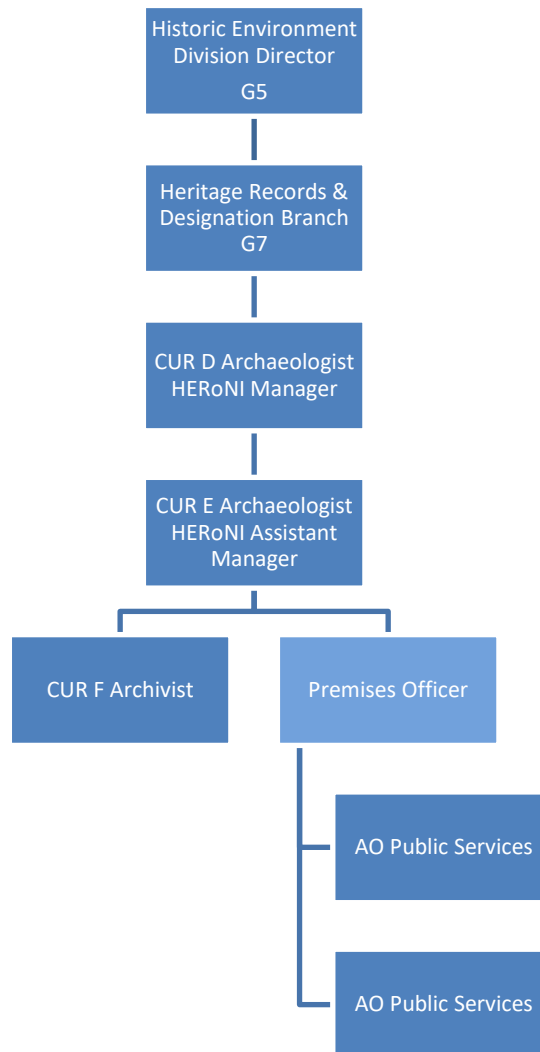
The business areas in HED are:

- Heritage Records and Designation Branch
- Heritage Advice and Regulation Branch
- Heritage Development and Change Branch
- Heritage Buildings Designations Branch
- State Care Heritage Branch
- State Care Operations Branch
- Central Admin & Projects Branch

The role is situated within the Heritage Records and Designation Branch (HRDB) which has the responsibility for managing the Historic Environment Record of Northern Ireland (HERoNI) which contains information on more than 50,000 heritage assets, including historic sites and monuments, historic buildings, industrial, defence and marine heritage sites and historic parks and gardens.

HERoNI offices and public services are located at 2 Titanic Boulevard, Belfast, co-located with the Public Records Office for Northern Ireland (PRONI). HERoNI also manages two offsite stores, an artefact store in Ballymena and an archive store in Belfast.

Organisational chart



KEY RESPONSIBILITIES

The purpose of the role is to provide facilities management for HERoNI's offsite stores, an artefact store in Ballymena and an archive store in Belfast. In addition to co-ordinating and overseeing high quality maintenance standards for both buildings, the role will include ongoing monitoring of environmental conditions to preserve HERoNI artefacts and records in line with archival best practice.

Additionally, this role will include the management of HERoNI's public services, managing the front facing administrative staff and overseeing customer queries to ensure a streamlined service for record access, both physically and digitally.

Premises Accommodation Management (at least 60% of duties)

The job holder will be responsible for the facilities management of two HERoNI properties:

- Ballymena Artefact store – an offsite warehouse containing a large collection of archaeological artefacts
- NI War Rooms Archive store – a B1 listed former bunker refurbished to provide an environmentally controlled archive store containing HERoNI paper and photographic material.

To ensure both premises are maintained to a high standard, the job holder will be required to undertake the following tasks:

- Undertake key holder responsibilities for both HERoNI archive stores and be the HED point of contact in the event of an emergency - this requires being part of an on-call rota.
- Implement security protocols to safeguard staff, record material and building premises. Security management will include regular checks of access control systems, monitoring security policy compliance, responding to security incidents, liaising with HED staff, contractors, alarm receiving company, emergency services and out of hours security providers.
- Develop and review planned preventative maintenance (PPM) schedules, providing access for contractors for PPM tasks including repairs, inspections, and servicing of general and specialist building systems, including fire suppression and detection systems, building management system (BMS) and air handling / conditioning units and dehumidifiers. Collaborating and developing good working relationships with contractors / service providers will be essential to ensure the timely and quality completion of maintenance projects. Regular checks of completed PPM tasks and maintaining accurate premises maintenance records will also be required.

- Raise reactive maintenance jobs on the asset management and property services (AMPS) system or directly with the contractor/ service provider as appropriate to obtain quotes, seeking budget holder approval to progress prioritised works. Liaise with DoF CPD Property Services Division to agree and review BMS client controls and procedures for dealing with system alerts.
- Develop and maintain property inspection checklists using Department of Finance guidance and undertake regular buildings and grounds maintenance inspections e.g. weekly / fortnightly / monthly / quarterly etc to inform maintenance planning.
- Identify, initiate and oversee the delivery of specific HERoNI accommodation projects as required e.g. the phased occupation of an archive store in line with the relocation plan.
- Develop an in-depth knowledge of both HERoNI archive stores and the respective mechanical, electrical and fire suppression and detection systems so unforeseen issues and risks are addressed promptly and managed appropriately.
- Inform and oversee the contracts managed by HERoNI in relation to facilities management i.e. security, cleaning, and grounds maintenance.
- Maintain comprehensive records and monitor running costs (monthly, quarterly, annually etc) to inform divisional budget planning for general annual expenditure for maintenance, utilities and premises-related expenses, and identify cost-saving opportunities, while maintaining quality standards.
- Effectively manage a defined accommodation budget for low-cost items e.g. cleaning consumables, conservation materials etc
- Ensure compliance with legislative requirements, policies and procedures in relation to health and safety, fire, asbestos and radon regulations, IT information security and physical security provide updates as required by senior management.
- Identify, monitor and manage potential hazards and risks for staff and the archive material and prepare both general and activity specific risk assessments for review by the HED Health and Safety (H&S) Officer
- Arrange and participate in routine security and H&S exercises i.e. security audits and practice fire evacuations (at regular intervals).
- Contribute to the development of HERoNI emergency plans and business continuity plans and procedures e.g. in the event of a fire, flood, security alert or other emergency. Insure HERoNI's emergency response call off contract is renewed annually.

- Provide training and guidance for HERoNI staff on HERoNI offsite stores relating to energy usage, heating, physical security and compliance with health and safety and fire safety requirements to ensure effective management by all staff.

Public Services (up to 40% of duties)

- Manage and oversee work of the HERoNI administrative public services team to ensure information requests are dealt with in accordance with HED customer service delivery timescales, this is not limited to: -

HERoNI's inbox, correspondence via the telephone, in writing or visits to HERoNI's public search room. Ensure HERoNI's administrative staff triage enquiries and when required redirect to professional colleagues when their input is required.
- Review HERoNI information requests and co-ordinate HERoNI public services staff to retrieve records material, arrange for remote access to records or undertake scan on demand services to improve accessibility to HERoNI records.
- Manage staff rota to ensure cover for HERoNI's public service.
- Manage HERoNI's customer services logs and ensure administrative staff track enquiries on the relevant spreadsheets updating HERoNI's inbox as appropriate.
- Facilitate access to HERoNI premises for researchers, visitors, groups and staff. Ensure all tracking sheets are completed, and records are returned to HERoNI's stores.
- Adhere and ensure AO administration staff adhere to HERoNI's collection care policies for the ongoing care of records.
- Ensure all HERoNI's procedures are followed.
- Manage AO administration staff support of HERoNI's curatorial staff work. AO staff will provide support to HERoNI's curatorial staff cataloguing collections under their guidance.
- Manage HERoNI's spend relating to supplies, equipment, memberships and library purchases. Ensure all deliveries of conservation supplies are processed.
- Undertake customer service surveys to inform projects to improve accessibility to HERoNI material.

- Provide support for HERoNI's outreach events, liaising with the public, and key stake holders. Ensure all risk assessments are completed.
- Ensure all statistics are recorded for reporting to senior management.
- Attend HERoNI/PRONI working group and other business area meetings providing secretariat functions on an agreed rota basis.
- Undertake the role of a Content Manager (CM) power user for the branch and review the CM File Plan for HERoNI.
- Manage all other duties of the AO administrative staff including staff HR procedures and reporting requirements in line with NICS policies.
- This post will be based in Belfast with responsibility for premises both in Belfast and Ballymena and the successful candidate will be required to travel and transport equipment between the two sites. Therefore, a full driving licence, valid for Northern Ireland, and access to a form of transport that will enable them to carry out the duties of the post in full.

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

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 in 2 Titanic Boulevard, Titanic Quarter, Belfast with responsibility for premises both in Belfast and Ballymena.

Salary

Salary will be within the range £33,542 - £34,231 (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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

This role includes participation in an out-of-hours on-call rota. All hours worked outside conditioned hours will be paid in line with current NICS policies.

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

Training

If not already held, the successful candidate will be required to obtain a NEBOSH qualification within 12 months of taking up post. Should the NEBOSH qualification not be attained within the initial 12 months, it may be deemed that the probation period has not been satisfactorily completed.

Ongoing training will be required to ensure knowledge of health and safety Legislation, Regulations, Guidance and Good Practice is up to date.

Travel

The successful applicant will be required to travel throughout Northern Ireland, and to transport relevant equipment. Applicants must therefore have a full driving license, valid for Northern Ireland, and access to a form of transport that will enable them to carry out the duties of the post in full.

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 clearance

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 in to 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 Naoimh Quinn HED Senior Architect on 07788578341 or naoimh.quinn@communities-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 meet criteria 1 and 2a or 2b, AND all candidates must meet criterion 3 and 4:

1 Hold 5 GCSEs including Maths and English (Grade A* - C for both English and Maths) or equivalent.

AND

2 (a) Hold a NEBOSH National General Certificate in Occupational Health and Safety.

OR

2 (b) Be prepared to obtain the qualification within 12 months of taking up post. Attainment of the qualification will be required to complete trial period in the role.

AND

3. Two years' experience working in a Premises role, with demonstrable experience in software programs used for facilities management, including Building Management Systems (BMS), Microsoft Office, and online systems used for managing services and resources

AND

4. Hold a full current driving licence, valid for driving in Northern Ireland, and access to a form of transport that will enable them to carry out the duties of the post in full.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

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 of the breadth and depth of information provided by candidates in response to eligibility criterion 3. This will be completed on a scored basis. The highest scoring applicants will proceed to the next stage of the assessment process.

Guaranteed Interview Scheme

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

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

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

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

Please note:

- **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.**
- **State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.**
- **No additional information or evidence provided in support of your experience will be considered at any time after the closing date for applications.**
- **The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk**

ASSESSMENT PROCESS

There are 2 stages to the selection process, which will include:

1. An Eligibility Sift (including shortlisting if applicable) and
2. A competence based interview.

COMPETENCE BASED INTERVIEWS

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

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

1. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions.

Marks available: 20

2. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 20

3. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 20

4. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.

Marks available: 20

5. Delivering at Pace

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

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 60

INTERVIEWS

It is intended that interviews for this post will take place in Beacon House during week commencing 30th November 2026.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 2.

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](#)

GUIDANCE FOR APPLICANTS

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.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of the Republic of Ireland; or
- (iii) National of a Commonwealth country; or
- (iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#); or
- (v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under [European Union Settlement Scheme \(EUSS\)](#).
- (vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

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

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

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

You should provide details of your 'Share code' in the 'Share code' field which will be used to validate your Right to Work in the UK. You can find further detail on obtaining your 'Share code' [here](#).

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

[EU Settlement Scheme EU, other EEA, Swiss citizens and family members](#) provides guidance on EUSS and certain family members.

(Public Service/reserved posts insert)

(i) A UK national; or

(ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

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 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**