

Directors of Policy

Senior Civil Service Grade 5

Salary per annum £88,268 - £97,070 (under review)
Plus, an employer pension contribution of 34.25%

IRC330102

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 30 October 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 joining the Northern Ireland Civil Service (NICS) as a Grade 5 Director of Policy.

Policy sits at the heart of government. It is through effective policy-making that Ministers' priorities are translated into practical action, drawing on evidence, insight and professional judgement to improve outcomes for the public. As Head of the Policy Profession, I believe policy-making is one of the most rewarding aspects of public service; it offers a unique opportunity to tackle complex challenges, shape important decisions and contribute to meaningful change.

This recruitment competition offers an exciting opportunity to take on a strategic leadership role within the NICS. Grade 5 Directors of Policy lead work on some of the most significant and complex issues facing government, providing trusted advice to Ministers and senior leaders, leading high-performing teams and working across departmental and organisational boundaries to support the delivery of Executive priorities.

Successful candidates will combine strategic thinking, sound judgement and strong leadership with a focus on delivery and outcomes. They will be able to operate confidently in a dynamic and politically sensitive environment, balancing competing priorities while maintaining the highest standards of professionalism, impartiality, and integrity.

Appointments may be made across a range of departments, offering exposure to diverse policy challenges and the opportunity to contribute to work that has a direct impact on people's lives. If you are motivated by public service, enjoy working in complex environments and are committed to supporting Ministers in delivering positive outcomes, I encourage you to consider this rewarding leadership opportunity within the NICS.

Moira Doherty
Head of the Policy Profession

THE NORTHERN IRELAND CIVIL SERVICE

- We support the Executive, the Departments and the institutions of government. We work to develop and implement government policies and help deliver services to the public.
- As one of NI's largest employers, the NICS has a workforce of around 24,000 people across a wide range of disciplines and aspects of government that touch on everyone's day-to-day lives, managing a total annual budget in excess of £20 billion.
- NICS staff work across nine departments ranging from around 400 to over 10,000 people, which support Ministers and the NI Executive by developing and implementing public policy and delivering key public services in areas such as health, social security, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial department. The full range and variety of the public services that the NICS delivers can be accessed through the [NI Direct website](#).
- As a Senior Civil Servant, you will provide leadership, vision and drive, and act collaboratively to deliver Executive priorities, departmental objectives and NICS corporate aims.



- While Senior Civil Servants are appointed initially to a specific post, there may be opportunities to move to other posts at the same grade in any NI department, providing you with personal development opportunities for a wide-ranging and varied career, subject to the overall departmental needs and NICS-wide priorities at the time.
- For further information about the NICS, including our values, see the [NICS Code of Ethics](#)

KEY BENEFITS

- A rewarding career delivering impact with one of Northern Ireland's largest employers.
- A salary of £88,268 - £97,070 (under review) per annum. Further information is available on page 20 of this booklet.
- An attractive pension package providing a range of valuable benefits and with an employer contribution of 34.25% of your salary. For further details visit www.finance-ni.gov.uk/civilservicepensions-ni.
- 30 days annual leave and 12 public and privilege holidays each year.
- Opportunity for career development and progression.

For further information on the pay and benefits offer go to our website at: [www.finance-ni.gov.uk/topics/working-northern-ireland Civil Service](http://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service).

The Job Role

THE JOB ROLE

These are demanding and fast-paced roles, often at the forefront of some of the most significant and complex challenges facing government and requiring strong leadership to deliver high-quality outcomes within tight timescales. Postholders will lead teams to develop and deliver complex and often high-profile public policy that shapes outcomes for citizens, supports Ministerial priorities and contributes to the wider Programme for Government. You will need to be able to demonstrate the craft of policymaking: navigating complexity and uncertainty, balancing evidence, deliverability and affordability, as well as working closely with key partners and stakeholders to develop effective solutions to difficult public-policy challenges.

A key feature of these roles is the ability to work across departmental boundaries. Many of the most pressing issues facing government cannot be resolved by a single department acting alone. Postholders will therefore need to build strong relationships, influence at senior levels, and work collaboratively across the NICS, wider public sector and with external partners to deliver lasting outcomes. Successful candidates will also have excellent leadership, communication and interpersonal skills, along with a proven ability to provide clear, evidence-based advice on issues of public interest. The ability to quickly understand and navigate complex subject areas, identifying strategic opportunities and risks, and translate policy ambition into practical delivery is essential.

Key responsibilities include:

- Leading the development, delivery and evaluation of complex policy solutions, ensuring this work is clearly aligned to departmental and Programme for Government objectives, makes a direct contribution to the delivery of Ministerial priorities, and delivers tangible outcomes for citizens.
- Providing strategic leadership for your business area, setting direction and ensuring effective delivery of departmental priorities and wider Executive objectives.
- Responding at pace to changing circumstances, developing policy proposals—often at short notice—in a dynamic and politically sensitive environment.
- Translating policy into delivery, working closely with operational colleagues and external partners to ensure effective implementation and realisation of benefits.
- Working collaboratively at senior level, building strong relationships across the Department, the NICS and with external stakeholders to deliver shared outcomes.
- Building and maintaining effective relationships with Ministers, Special Advisers and Assembly Committees, providing trusted advice and supporting the development of policy.
- Providing clear, concise and evidence-based advice, often to tight deadlines.
- Demonstrating resilience and sound judgement, managing competing priorities and navigating complex challenges.

THE JOB ROLE

- Ensuring strong governance and compliance, including effective financial, risk, and information management arrangements.
- Leading people, building capability, driving continuous improvement, and fostering an inclusive and high-performing team culture.
- Championing NICS values and behaviours, acting as a visible role model and fostering a culture of integrity, inclusion, accountability and professionalism.
- Supporting organisational change, encouraging innovation, continuous improvement and the successful delivery of change initiatives.
- Representing the Department on senior cross-departmental groups and wider forums, representing NI in the cross-governmental context, and representing the government perspective in your policy field.

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

Person Specification

PERSON SPECIFICATION

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, provide evidence to demonstrate that they have all the following:

1. A minimum of 3 years' senior management* experience, leading the development, delivery and evaluation of significant** public, corporate or organisational policy.

In achieving this you must be able to demonstrate effective leadership, the successful resolution of complex issues, the achievement of strategic organisational objectives in a complex environment, and positive outcomes in a politically/organisationally sensitive context.

AND

2. A minimum of 3 years' senior management* experience of successfully building and maintaining effective relationships with key stakeholders, including senior decision-makers.

In achieving this you must demonstrate the use of strong negotiating and influencing skills to shape policy development and secure agreement to policy outcomes in a complex environment***.

AND

3. A minimum of 3 years' senior management* experience providing strategic policy advice to Ministers, Boards, Executive Committees or other senior decision-makers.

In achieving this, you must demonstrate the ability to interpret and communicate complex evidence and issues, exercise sound judgement, and present, explain and defend policy advice, policy decisions and their implications clearly, confidently and persuasively to senior audiences in a politically sensitive environment.

***senior management experience** – includes providing detailed advice to Board level, or taking decisions personally, or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working, either as an employee or advisor. In the case of existing civil servants, this would normally be at Grade 7 level or equivalent, or above.

****significant** - defined as cross cutting within or across a number of business area(s), stakeholders or organisation(s) and having an impact on multiple people.

*****complex environment** - one in which an organisation delivers a wide range of objectives requiring collaboration with both internal and external stakeholders in relation to issues with a high-level public profile.

PERSON SPECIFICATION

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.

In assessing whether applicants meet the minimum essential eligibility criteria, they are required to undertake a test/assessment. All applicants must achieve the required minimum score in order to be invited to interview.

Should a large number of candidates achieve the required score, we will limit the number of applicants progressing from the test to the eligibility sift to the 180 candidates who demonstrate they best meet the minimum essential eligibility criteria for the job (i.e. the highest scoring). In this scenario, we will take positive action to ensure that the number of GIS applicants invited to interview will be in proportion to those who pass the test/assessment.

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 for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

RECRUITMENT PROCESS

THE MERIT PRINCIPLE

In accordance with 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.

SELECTION PANEL

Deirdre Toner

Civil Service Commissioner (Chair)

Catherine Shannon

Deputy Secretary, NICSHR, Department of Finance

Jim Wilkinson

Deputy Secretary, Healthcare Policy Group, Department of Health

TIMETABLE

Projected Timeframe	Stage of Competition
Wednesday 14th October 2026	Advertise
Friday 30th October 2026	Closing date for applications
November 2026	Formal Screening of Applications
Monday 16th – Monday 23rd November 2026	Online Assessment
	Further information is available on P15 and P26 of this booklet.
During January 2027	Eligibility sift
During February and March 2027	Interview

Please note these are indicative dates only and may be subject to change.

Selection Process

SELECTION PROCESS

Throughout the process, candidates will be assessed against the skills and experience set out under the **Person Specification** and will be expected to demonstrate the leadership skills of the NICS competency framework: **Delivering Results, Setting Direction and Engaging People.**

The selection process will assess candidates against the NICS competency framework at level 5. Information on the NI Civil Service leadership behaviours and competences (skills, knowledge and behaviours) can be found at [NICS Recruitment website](#).

These indicators are not designed to be comprehensive, rather to give an understanding of what is expected of our leaders.

Online Application Form

Please register to vacancy **IRC330102** and complete an online application form via the NICS recruitment website.

Your application will include a career history section and a statement (maximum 1600 words) demonstrating how your personal skills, qualities and experience meet the eligibility criteria.

Candidates should ensure that their application is clearly structured to demonstrate how they meet each of the criteria, to assist the panel with assessing their suitability for the role.

Formal Screening of Applications

After the application closing date, a check will be undertaken to ensure that all applications are valid. These checks will ensure that applicants meet the age and nationality requirements for the roles. Applications deemed invalid at this stage will be withdrawn from the competition.

For more information on the nationality requirements to work in the Northern Ireland Civil Service, please visit the [NICS Recruitment website](#).

SELECTION PROCESS

Online Assessment

This recruitment competition will include an online assessment stage and candidates progressing from the validation stage will complete two online tests which will be used to determine suitability for appointment.

This assessment will form part of the minimum eligibility requirements within the competition and will take place after the closing date for applications and validation stage and prior to the eligibility sift. The tests will be:

Management Decisions

Candidates will be presented with a number of scenarios representing situations that a Grade 5 in the NICS might encounter and will be asked to rate the appropriateness of various responses to each scenario. The test lasts 60 minutes although most candidates complete it in around 40 minutes.

Work Style Questionnaire

The Workstyle Questionnaire is a brief psychometric questionnaire that asks candidates to rate 68 statements, on a five-point scale, on the basis of how much they apply. It explores your approach to work, considering your preferred and typical work style, your preferences, priorities and attitudes. One overall score will be calculated based on the match of workstyle to the demands and requirements of the job.

There are 68 statements to rate, and the questionnaire is untimed, though it usually takes around 10 minutes to complete.

The questionnaire considers six broad areas of behaviour that contribute towards the Making Effective Decisions, Collaborating and Partnering, Leading and Communicating and Managing a Quality Service competencies. These areas are:

Conscientiousness – your approach to order and organisation.

Openness – your approach to information and decisions.

Sociability – your approach to working with others.

Behavioural – your interest in and attitude towards people.

Confidence – the way that your self-assurance affects your decision making and other behaviours.

Assertion – the level of control and responsibility you seek.

The online assessment phase has been developed by independent Occupational Psychologists in conjunction with policy experts. The two tests are complementary and have been selected to provide a standardised and objective method for testing the competences and aptitudes required for effective performance as a Director of Policy (Grade 5).

Candidates will be required to meet a minimum standard in the Management Decisions test. There is no minimum score requirement in the Work Style Questionnaire. Test scores will be weighted and combined to create an overall mark.

If a large number of applicants achieve the required minimum score, we may limit the number going forward to the eligibility sift. In these circumstances, applicants will be ranked according to their combined test scores, with the top 180 highest-scoring applicants brought forward.

Further information about the testing stage is available on page 26.

Eligibility Sift

Following the online assessment stage, candidates will progress to the eligibility sift which involves a panel assessment of the evidence provided in the application form against the eligibility criteria.

Scenario-based Presentation and Interview

All candidates passing the eligibility sift will be invited to an interview with the panel which will include an unseen scenario-based presentation (7 minutes).

Candidates will be advised of the scenario-based topic when they report for interview and will be given 30 minutes to prepare for their scenario-based presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought into the preparation room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation only (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The scenario-based presentation will be used to assess the **Seeing the Big Picture** and the **Leading and Communicating** competences.

In the interview which follows the presentation, the panel will further assess candidates against the skills and experience set out in the Person Specification, assessing the leadership behaviours of the following competences:

- **Delivering at Pace**
- **Making Effective Decisions**
- **Collaborating and Partnering**

Notes must not be used during the interview stage of the assessment.

The panels will score and list those suitable for appointment in order of merit. Candidates need to reach the minimum standard across all competences in the assessment process in order to achieve the pass mark.

It is intended that interviews for this post will take place in Belfast. Requests to reschedule interviews will only be considered in exceptional circumstances.

Terms and Conditions

TERMS AND CONDITIONS

There are initially 13 full-time vacancies, in departments across the NICS.

Further appointments may be made should a Director of Policy post (Grade 5) or a post with similar responsibilities and the same eligibility criteria become vacant across the NICS during the lifetime of the competition, which is one year.

These are permanent appointments to the Senior Civil Service (SCS), the Civil Service top leadership and management resource. The successful candidates will, on appointment, become members of the Senior Civil Service.

Secondment

Consideration will be given to filling these posts by secondment of the successful candidate from their current employer. “Secondment” means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate’s current terms and conditions of service.

It is advisable that candidates interested in a secondment option make his/her employer aware that, under our secondment arrangements, the successful candidate will remain an employee of his/her current employer. The necessary administration arrangements will be agreed with the department and the employer before a secondment arrangement commences.

Location

NICS Department Headquarters are in Belfast city centre, Stormont Estate, Greater Belfast, Bangor and Ballykelly. The majority of vacancies are located in the Greater Belfast area, although posts may arise in other locations throughout the lifetime of this competition.

Hybrid working arrangements will apply in line with the NICS Hybrid Working Policy and business need. Recognising the importance of visible senior leadership, the post holders will be expected to maintain a strong and regular workplace presence to ensure effective leadership and engagement.

TERMS AND CONDITIONS

Salary

Salary will be within the Senior Civil Service Grade 5 Pay Band range £88,268 - £97,070 per annum (under review).

The successful candidates can expect to be placed at the minimum point of the pay scale although a higher starting salary within the range may be available if successful candidate has exceptionally relevant skills/experience. If the successful candidate is an existing NI civil servant, starting pay on promotion/transfer to a new substantive grade will apply.

To comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for these posts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in NI that appointees agree to these disclosure requirements.

Pensions

We offer all employees an attractive pension package providing a range of valuable benefits both for the member and their dependants, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependants' benefits and scope to top up pension through buying added pension. The current employer contribution is 34.25% of salary and the employee contribution is 7.55% of salary between £65,344.00 and £175,740.99.

More details can be obtained from the website www.finance-ni.gov.uk/civilservicepensions-ni or if you are unable to access the website please contact Civil Service Pensions at Orchard House, 40 Foyle Street, Londonderry, BT48 6AT.

Tel: 0300 077 0329

Email: cspensions@finance-ni.gov.uk

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

TERMS AND CONDITIONS

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post-holder will be required to work outside normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

The post holders must have access to a form of transport which will enable them to fulfil their responsibilities as they may be required to travel on official duty throughout NI. There may be occasional travel to Ireland and Great Britain, which could involve overnight stays.

Vetting

The level of vetting required for these posts is either **Basic AccessNI Check**, **Basic Access NI** and **Counter Terrorist Check (CTC)** or **Basic AccessNI Check** and **Security Check (SC)**.

As allocation to posts will be made by the panel based on suitability as demonstrated throughout the selection process, all candidates should be prepared to undergo vetting to SC level.

Successful candidates will only receive an application to complete CTC/SC vetting when they have completed their Basic AccessNI check.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one year. If your performance, conduct or attendance during this period is not satisfactory the appointment may be terminated. Existing NICS staff who have successfully completed a probationary period will not be required to serve a further probationary 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.

TERMS AND CONDITIONS

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.

The successful candidate will also be required to sign a Register of Interests. To ensure openness and transparency, registers of interests of senior officials will be made available/published. Further information can be found by clicking the link below:

[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](#)

Further Information

For an informal and confidential discussion about any aspect of these roles, please contact **David Hughes** at **David.Hughes@finance-ni.gov.uk**

If you have any questions about the recruitment process, you should contact HRConnect on 0800 1 300 330 or email: **recruitment@hrconnect.nigov.net**

How to Apply

HOW TO APPLY

Please register for this vacancy and complete an online application form via the NI Civil Service recruitment website: www.nicsrecruitment.org.uk

Please note:

- 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:

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email recruitment@hrconnect.nigov.net

Should you require it, you can 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.

USE OF ARTIFICIAL INTELLIGENCE (AI)

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 [Artificial Intelligence and Recruitment Guidance](#) for more information on appropriate and inappropriate use.

The closing date for receipt of completed applications is 12 noon Friday 30th October 2026.

Further Information

FURTHER INFORMATION

Online Assessment

Taking the Tests

Candidates progressing after validation will receive a link via email on **Friday 13th November 2026** to access the testing platform.

There are several steps, including an identity check, which must be completed well in advance of taking the live tests. It is recommended that you access the testing platform and start this process straight away. Please read and follow the guidance provided in your invitation.

If you do not receive an email by 5pm on **Friday 13th November 2026** please email recruitment@hrconnect.nigov.net inserting 'Grade 5 Policy link not received' in the subject line. Please ensure you also check your junk mail folder.

The online tests will go live at 8am on Monday 16th November 2026 and the final deadline for completing the tests will be 5pm on Monday 23rd November 2026.

You will need a computer, a working webcam and a reliable internet connection to complete the tests. You will need to use an up-to-date Chrome or Microsoft Edge browser on your PC.

If you are using a Mac, you **MUST** use Chrome or Edge. Do **NOT** use Safari. Do not use a tablet, phone or Chromebook.

You do not need to complete both tests at the same time or even on the same day. However, individual tests must be taken in a single sitting therefore you should ensure that when completing each test that you have sufficient time for the test itself plus additional time for reading and understanding the relevant instructions.

Familiarisation materials will be available when you receive your invitation tests. Familiarisation materials explain the structure of each test and how to record your answers and navigate around the test. These materials will also provide examples of the type of question you will be presented with in the live test. You will be able to revisit these materials as many times as you want to before taking the test.

The tests are proctored. Proctoring means that your identity will be verified in advance of starting the tests and that you will be monitored via your webcam during the tests. The use of a mobile phone / landline phone is strictly forbidden throughout all sections of the online tests.

Visit the [NICSHR Privacy Notice - Online Assessments](#)

FURTHER INFORMATION

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 the [NICS Recruitment website](#)

Changes in personal circumstances and contact details

HRConnect will issue electronic competition communications. Please check your email account regularly, 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. Please ensure you inform HRConnect immediately of any changes in personal circumstances.

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.

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.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via [NICS Recruitment website](#)

FURTHER INFORMATION

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 the 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 on **the Nationality Guidance section** of the NICS Recruitment website.

FURTHER INFORMATION

Security

For these posts in the NICS the level of vetting is either; Basic Access NI Check, Basic Access NI Check and Counter Terrorist Check (CTC) or Basic Access NI Check and Security Check (SC). For these 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 the [NICS Recruitment website](#) in the Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at the [NICS Recruitment website](#) 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 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.

FURTHER INFORMATION

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

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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.

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

Feedback

We are 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 at each stage of the recruitment process.

**THIS CANDIDATE INFORMATION BOOKLET DOES NOT
FORM PART OF CONDITIONS OF EMPLOYMENT**

**Thank you for
your interest
in this role**

This is a fantastic opportunity to make a positive impact on people's lives. If you are passionate about driving change and supporting others, we would love to hear from you.



