



Northern Ireland

Civil Service

Assistant Solicitor (3 posts) Departmental Solicitors Office

Department of Finance - Senior Civil Service Grade 5

Salary: £88,268 – £97,070 (under review)

Plus, an employer pension contribution of 34.25%

IRC330240

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 13th November 2026.**

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

Candidate Information Booklet



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FOREWORD

Thank you for your interest in the role of Assistant Solicitor in the Departmental Solicitor's Office (DSO).

DSO is the in-house legal office servicing the Northern Ireland Executive departments. We are a critical part of the machinery of government in Northern Ireland. We are at the heart of the most difficult governmental decisions about the exercise of Executive power in Northern Ireland.

We are looking for a motivated, innovative leader who will play a pivotal role and work collaboratively across all departments and advise on a wide range of significant and complex issues. With economic, social, constitutional and political developments all happening at pace, this will be a challenging time for a unique role.

To be successful, you will need to be an exceptional senior solicitor or barrister with a strong track record of leading the delivery of high-quality legal services and improving a business. You will be confident in building strong professional relationships internally and externally at the most senior levels. You will also have experience in delivering timely, accurate, legal advice and solutions on complex issues in high profile, often fast-moving situations.

We offer an excellent reward package, and you will get to lead in an office that is on the cutting edge of designing new law to deliver Northern Ireland's future; advises on some of the largest commercial and property transactions in Northern Ireland; and conducts some of its most challenging and contentious litigation. You will get to work directly with Ministers and with the most senior of civil servants and other stakeholders. You will get to make a difference.

If you are looking for a new challenge, I welcome your interest and wish you well in your application.

LOUISE CRILLY
Departmental Solicitor

THE NORTHERN IRELAND CIVIL SERVICE

As one of NI's largest employers, the Northern Ireland Civil Service (NICS) has a workforce of over 25,000 staff 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 government policies and legislation 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.

More information can be found on the website
www.nidirect.gov.uk

As a Senior Civil Servant, you will provide leadership, vision and drive and act collaboratively to deliver NICS corporate aims, Executive priorities and departmental objectives. While Senior Civil Servants are appointed initially to a specific post, there may be opportunities to move you to other posts at the same grade in any NICS 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 value, 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). Further information is available on page 22 of this booklet.
- An attractive pension package providing a range of valuable benefits and with an employer contribution of 34.25%.
- 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.
- Flexible ways of working depending on the individual role.
- For further information on the pay and benefits offer go to our website at: www.finance-ni.gov.uk/topics

OUR ORGANISATION

DEPARTMENTAL SOLICITORS OFFICE

The purpose of DSO is to provide excellent legal advice, counsel and representation so as to serve, enable and empower government bodies in Northern Ireland to achieve their objectives within the rule of law. It has eight legal Divisions, supported by a Corporate Services Division:

- Commercial and Property Division;
- Employment Division;
- Two Litigation Divisions; and
- Four Advisory Divisions.

DSO assists and supports Northern Ireland Ministers and departments, their agencies and some non-departmental public bodies in the formation and delivery of the Executive's Programme for Government; and in the performance of their functions in the devolved sphere of government in Northern Ireland. It is responsible for advising departments across a wide range of serious and complex issues, for example:

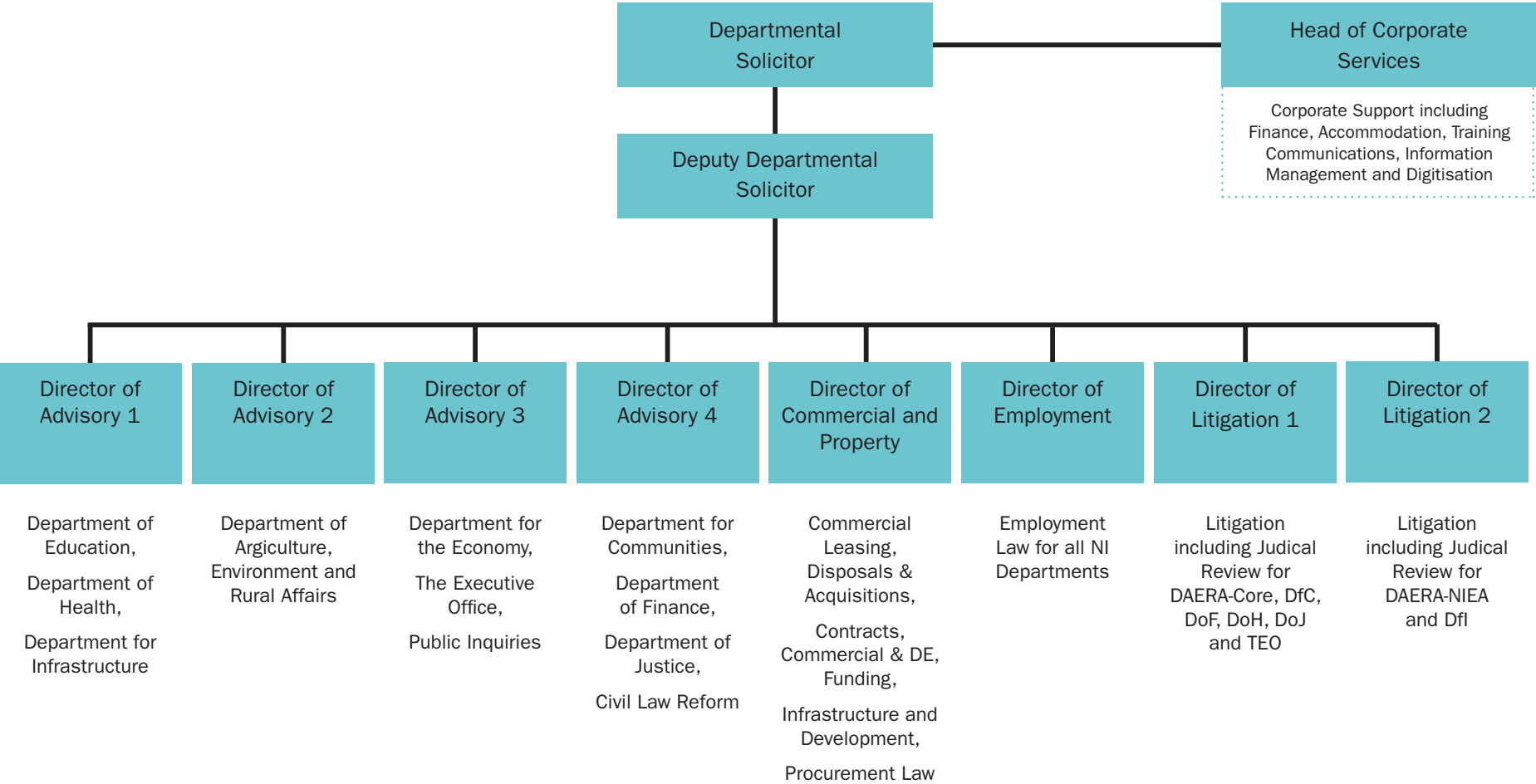
- defending departments' interests in a wide range of litigation including judicial review, and initiating cases on their behalf;
- advising on the development of departmental policies and legislation, and on the exercise of departmental functions;
- advising on departments' very substantial property and commercial interests;

- advising on complex governmental issues such as human rights, the changing constitution, and EU exit; and
- DSO also has policy responsibility for civil law reform.

DSO is currently headquartered at Lanyon Plaza, Lanyon Place, Belfast.

OUR ORGANISATION

ORGANISATION CHART



Job Role

JOB ROLE

ASSISTANT SOLICITOR

JOB ROLE

The Assistant Solicitors will personally lead delivery of the most legally significant, sensitive or unpredictable advisory, litigation or other casework for which they are responsible, alone or with their team, and engaging DSO top management as required, so that the postholder and their team provide accurate and timely advice and counsel to client bodies on all legal matters, which may impact on the client's work and support client bodies in developing and implementing their policies, including through primary and secondary legislation and guidance.

ADVISORY DIVISIONS

The four Advisory Divisions provide legal advice and support to Northern Ireland departments across a wide range of governmental functions. They work closely with Ministers, policy teams and other officials to help departments exercise their functions lawfully, develop and implement policy, and manage legal risk.

Their work includes advising on complex and sensitive matters of public and administrative law, constitutional and human rights issues, the interpretation and exercise of statutory powers, and the development of primary and secondary legislation. The Divisions also advise across a broad range of specialist areas arising from the responsibilities of their client departments.

Advisory lawyers engage with clients from the early stages of policy development through to implementation, providing practical, timely and risk-based advice which takes account of the wider governmental and operational context. Where matters engage other legal specialisms, the Advisory Divisions work collaboratively with colleagues across DSO, including Litigation, Commercial and Property, and Employment, to provide a coordinated legal service.

LITIGATION DIVISION

The Litigation Division provides litigation services to all nine Departments and other public bodies, across a wide range of functions, including such matters as:

- judicial reviews, which can be high profile and sensitive;
- personal injury and other claims against government;
- commercial and procurement litigation and alternative dispute resolution; and
- regulatory appeals and Departmental prosecutions.

The Litigation team works closely with Senior and Junior Crown Counsel to provide a fast service attuned to the political environment and advice which takes into account the wider needs and priorities of government. On average, Litigation Division carries a live caseload in excess of 3000 files, with an annual value of c£2.3m in DSO's professional fees.

Key Responsibilities

KEY RESPONSIBILITIES

The successful candidates will operate at the centre of government in a complex, fast-moving and politically sensitive environment. They must ensure that their Divisions provide authoritative legal advice and representation which is not only legally accurate, but also practical, timely, proportionate to risk and capable of supporting effective decision-making.

The role requires proactive engagement with clients and a strong understanding of the policy, operational and political context in which legal issues arise. The successful candidates will be expected to look beyond the specific question asked, identify wider legal, constitutional, delivery and reputational risks which may not yet have been recognised by the client, and anticipate how those risks may develop. In litigation matters the successful candidates must develop litigation strategies in complex, cross cutting and impactful casework to achieve the best possible outcomes for client departments

All successful candidates must understand both the legal constraints and the art of the possible. They will be expected to provide clear, solution-focused advice and representation which identifies lawful and defensible routes forward, explains the relative risks and consequences of available options, and proposes proportionate mitigations. Advice should enable decisions and delivery rather than simply identify legal obstacles.

This requires judgement about when early intervention, challenge or escalation is necessary, together with the ability to anticipate emerging issues, repercussive impacts and cross-government implications. At all times, the successful candidates must maintain the independence, objectivity and impartiality of their professional advice, including where that advice may challenge a preferred policy or operational approach.

They will also:

- provide strategic leadership to their Division, including the strategic management and development of its workload, resources and client relationships;
- ensure that legal advice and representation is lawful, authoritative, practical, defensible and proportionate to risk, setting out clear options, consequences and mitigations;
- promote early and meaningful engagement with clients so that legal issues are identified and addressed while policy, operational and delivery options remain open;
- ensure that lawyers do more than respond to instructions, by understanding the client's objectives and context, testing the assumptions underlying the question asked, and identifying material risks, dependencies and opportunities which may otherwise be overlooked;

KEY RESPONSIBILITIES

- use horizon scanning and professional judgement to anticipate emerging legal problems, wider implications and potential areas of challenge, and support clients in developing appropriate risk strategies and pre-emptive action;
- provide day-to-day assurance of the quality, consistency, timeliness and effective delivery of the work of the Division;
- lead, manage and develop a Divisional team of legal and administrative colleagues, embedding a culture of professional excellence, constructive challenge, accountability and solution-focused client service;
- manage resources effectively, ensuring that the level and urgency of legal input are proportionate to the significance and risk of the matter and that resources are reprioritised where necessary;
- oversee and, where appropriate, personally lead the most significant, sensitive, complex or unpredictable legal matters and projects for which the Division is responsible;
- collaborate with clients and colleagues across DSO to identify cross-cutting issues, manage legal risk and provide coordinated advice where a matter engages more than one legal specialism or has wider governmental implications;
- ensure that options, risks, mitigations, decisions and escalation routes are clearly communicated and documented, supporting sound governance and maintaining confidence in DSO's advice;
- participate fully in the DSO senior leadership team and contribute to the wider leadership of the Northern Ireland Civil Service as a member of the Senior Civil Service;
- represent DSO in engagement with Ministers, senior clients, stakeholders and others, as agreed with the Departmental Solicitor or Deputy Departmental Solicitor; and
- undertake such other responsibilities as the Departmental Solicitor or Deputy Departmental Solicitor may direct.

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

Person Specification

PERSON SPECIFICATION

Applicants must, by the closing date, provide evidence in their application form, which demonstrates they personally satisfy **ALL** the following eligibility criteria:

1. Be a Barrister or Solicitor who is either currently entitled to practise at the Bar of Northern Ireland or as a Solicitor of the Court of Judicature of Northern Ireland. If you are not currently practising, you must be entitled to practise in one of these roles before taking up appointment.
2. Have at least 12 months post qualification senior management* experience at successfully leading and transforming a team of people and resources, for which you are accountable.
3. Have at least a total of 5 years post qualification experience gained within the last 10 years in the successful delivery of sound advice, orally and in writing, on complex** and significant legal issues, in at least two of the following areas of law;
 - Civil.
 - EU/EU Exit.
 - Public.
 - Commercial//Property.
4. A proven track record of providing strategic leadership in a complex** environment, driving organisational or service transformation while balancing legal, policy and operational considerations.

The following additional clarification is provided:

* **Senior management** – Outside the NICS this would be equivalent to reporting to or being instructed by a Board or a partner in a firm. In a NICS context this would usually involve working at Grade 6 or Grade 7 level.

** **complex** – Are controversial, involve political or national security interests or cut across jurisdictions or involve conflicting interests within or between organisations or engage the public interest.

APPLICATION SIFT

Only the career history and eligibility sections of your application will be made available for sifting purposes.

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, in this part of your application form, the selection panel will reject your application. Evidence should be provided for all the elements of each criterion in your application form giving specific length of experience, examples and dates as required. It is not sufficient to simply list your duties and responsibilities. The panel **will not "read across"** application forms to determine eligibility from evidence detailed under another criterion.

PERSON SPECIFICATION

Applicants should note that if a large number of applications are received, the panel may carry out an initial sift, assessing only information provided against **eligibility criteria 1 and 4**.

For each of those applications sufficiently satisfying **eligibility criteria 1 and 4**, the panel will then consider the written evidence provided against the other criteria, taking forward only those candidates that best meet all criteria. Applicants should therefore provide the necessary relevant evidence against each specific criterion;

SHORTLISTING CRITERION

In addition, applicants should be aware that after an application sift against the eligibility criteria, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the information provided by candidates in response to **eligibility criterion 2**. This will be completed sequentially and on a scored basis and only the highest scoring applicants will proceed to interview. The panel will complete this assessment against the information provided by applicants in the application form only.

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 for you to take up an appointment.

If you wish to discuss your disability requirements further, please contact HRConnect.

Recruitment Process

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)

Louise Crilly

Departmental Solicitor (DSO)

Neil Gibson

Permanent Secretary, Department of Finance

TIMETABLE

Projected Timeframe	Stage of Competition
Monday 26th October 2026	Advertise
Friday 13th November 2026	Closing date for applications
During November and December 2026	Sift and shortlisting
12th and 14th January 2027	Interviews

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 Person Specification, mapped against the leadership behaviours of the NICS competency framework: Setting Direction, Engaging People and Delivering Results.

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 [NICS Recruitment Website](#)

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

PRESENTATION AND INTERVIEW

Before the competence-based interview, candidates will be required to deliver a legal based presentation, lasting no more than 7 minutes, which will be followed by questions from the panel.

The subject of the presentation will be provided to candidates prior to the day on the day of interview and 30 minutes preparation time will be given. 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 pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted. The presentation will be used to assess the **Seeing the Big Picture and 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:

- **Managing a Quality Service**
- **Making Effective Decisions**
- **Building Capability for All**

The panel 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 to achieve the pass mark.

It is intended that interviews for this post will take place in Belfast.

Terms and Conditions

TERMS AND CONDITIONS

There are currently three full time vacancies (2 Directors of Advisory and 1 Director of Litigation). These are permanent appointments to the Senior Civil Service (SCS), the NICS top leadership and management resource.

A merit list will be compiled but only used should these, or similar positions, become vacant which require the same eligibility criteria and have similar duties and responsibilities within the lifetime of the competition, which is one year.

Candidates applying for this competition will be considered for all roles. Candidates will have the opportunity to declare in their application form their order of preference of these roles. Appointments will be made in order of merit and the allocation of successful candidates to these roles will be determined by the department.

If successful you will be offered a post and will receive only one offer.

If successful candidates refuse a post offered without giving a reason acceptable to the department then their name will be removed from the merit list.

SECONDMENT

Consideration will be given to filling this post 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. All parties will agree the duration 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 their employers aware that, under Civil Service secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the department and the employer before a secondment arrangement commences.

LOCATION

The postholders will be based in Lanyon Plaza, 7 Lanyon Place, Belfast.

Hybrid working arrangements will apply in line with the NICS Hybrid Working Policy and business need. Recognising the importance of visible senior leadership, the successful candidate will be expected to attend the workplace regularly.

TERMS AND CONDITIONS

SALARY

Salary will be within the range £88,268 - £97,070 (under review) within which pay progression will be performance related.

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if they have exceptionally relevant skills/experience. If the successful candidate is an existing member of the NICS, 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 this post in our annual accounts. 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 Northern Ireland that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the SCS. As a member of the SCS the post holder may be transferred to other posts at the same level.

PENSIONS

The NICS offers 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 boost pensions through buying added pension.

The current employer contribution is 34.25% 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) Monday to Friday. In common with all SCS appointments, the postholder will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

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.

TRAVEL

Access to a form of transport will be required to fulfil the responsibilities of this post.

Occasional travel throughout Northern Ireland will be required and in exceptional circumstances, nationally and internationally.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The vetting clearance requirement is a **Basic AccessNI check** followed by **Counter Terrorism Check (CTC)**.

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

PROBATION

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one year, unless you are an existing member of the NICS and have already completed your probationary period. If performance, conduct or attendance during this period is not satisfactory, the appointment may be terminated.

TERMS AND CONDITIONS

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. 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 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 business of the Attorney General's Office 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 a successful candidate to complete a conflict of interest declaration on appointment.

To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

[Dear Accounting Officer letters \(DAO\) 2021](#)

FURTHER INFORMATION

Applicants wishing to learn more about the post before deciding to apply, may contact Joanne Timoney (joanne.timoney@finance-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

How to Apply

HOW TO APPLY

Please register to this vacancy and complete an online application form via 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 [candidate guidance on the use of AI](#) for more information on appropriate and inappropriate use.

The closing date for receipt of completed applications is 12 noon (UK time) on Friday 13th November 2026.

Further Information

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 www.nicsrecruitment.org.uk

CHANGES TO 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 do not 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 www.nicsrecruitment.org.uk

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 your application form.

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 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.

FURTHER INFORMATION

SECURITY

For this post in the NICS the level of vetting is **Basic AccessNI** followed by a **Counter Terrorism (CTC)** For this check you will be required to provide the following:

1. Baseline Personnel Security Standard

- a. Your passport **OR**
- b. A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) **AND** your birth certificate which includes the names of your parents (long version).
- c. A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

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

BASIC DISCLOSURE CERTIFICATE

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

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

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

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the 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.

FURTHER INFORMATION

2. Counter Terrorist Check (CTC): the information for the Baseline Personal Security Standard plus a check of Security Service records.

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

EQUAL OPPORTUNITIES MONITORING FORM

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk

Applications from Protestants, males, 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.

**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.



