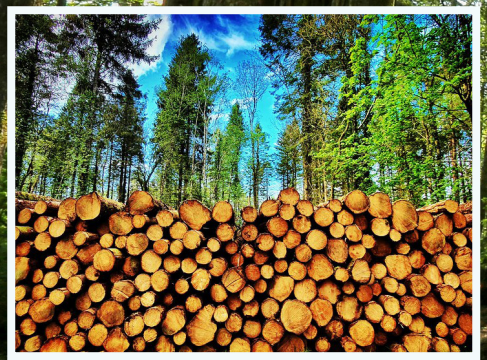
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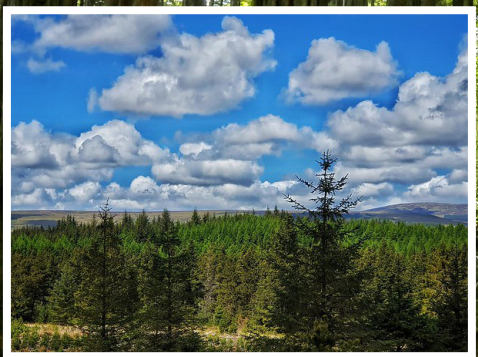
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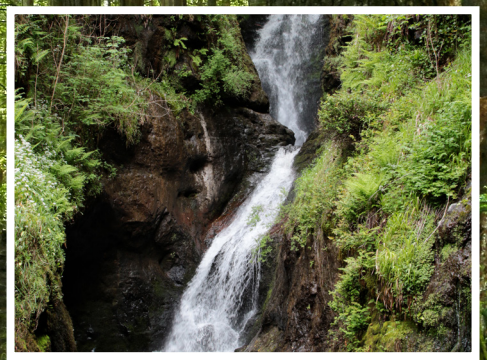
Industrial 3 – Senior Supervisor - Forest Service
Candidate Information Booklet

IRC330267

Closing Date: 12 noon (UK time)
on Friday 27th November 2026









An Agency within the Department of
Agriculture, Environment and Rural Affairs
www.daera-ni.gov.uk

Gníomhaireacht de chuid na Roinne
Talmhaíochta, Comhshaoil agus Gnóthaí Tuaithe

An Agency wi'in the Depairtment o
Fairmin, Environment an' Kintra Matthers



Foreword

It is my pleasure as Chief Executive of the Forest Service, an Agency of the Department of Agriculture, Environment and Rural Affairs (DAERA), to invite applications for Industrial 3 – Senior Supervisor roles that require specific skills and experience. This booklet provides further information on the key responsibilities of the role and sets out the skills and competencies required. We have also included important information on the selection process. There are currently a number of full-time vacancies in Forest Service, DAERA.

Forest Service offices are located in Enniskillen (County Fermanagh), Newry (County Down) and Garvagh (County Londonderry). Successful candidates must be willing to work and travel throughout the area assigned and, on occasion, elsewhere across Northern Ireland to meet operational requirements.

Forest Service's work makes a significant contribution to DAERA's vision of "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities". This is the foundation of everything we do as we seek to protect and enhance our environment; improve its sustainability, grow a vibrant economy; and support the development of thriving rural communities. At the heart of this vision is the opportunity for staff to share a great workplace, with engaged people delivering professional services to meet society's needs.

I look forward to receiving applications from candidates who meet the eligibility criteria and who are seeking to avail of this opportunity and contribute to the diverse portfolio of Forest Service's work.

John Joe O'Boyle

Chief Executive

Background

OUR VISION: "Delivering a net zero nature positive future, supporting sustainable agriculture and thriving rural communities".

DAERA has responsibility for food, farming, environment, fisheries, forestry, sustainability policy and the development of the rural sector in Northern Ireland (NI). We support the development of thriving rural communities; the protection, conservation and enhancement of the environment; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

The Department is structured into seven groups and includes two executive agencies (Forest Service and the Northern Ireland Environment Agency) to deliver its strategic objectives.

You can read more about the work of the Department **on our website**.

Forest Service

Forest Service delivers forestry and plant health functions on behalf of DAERA. It has operated as an Executive Agency since 1 April 1998 and was further classified as a Non-Financial Public Corporation from 1 April 2020. The work of Forest Service is led by the Chief Executive who is also the Agency Accounting Officer.

Forest Service's priority work streams are aligned to the Department's strategic objectives as set out in **DAERA's Corporate Plan** including its vision for 'Green Growth'. The Agency's activity and work programmes support DAERA's development of NI's Climate Action Plan (CAP) for the carbon budget period 2023-2027, as required by the Climate Change Act (Northern Ireland) 2022. The primary forestry contributions to delivery of the CAP will be through increased rates of afforestation and peatland restoration which will feature as components of the Land Use and Land Use Change, Forestry (LULUCF) sector emissions reduction targets in the first carbon budget period.

Increasing forests and woodlands in NI, from the current 8.6% of land area to 12% by 2050, and managing existing forests sustainably, are key elements of the forestry strategy. The public forest estate consists of 75,000 hectares of forest land and biological assets with a combined value of around £600 million.

The forestry programmes are enabled under the 'Forestry Act 2010 (Northern Ireland)'. This sets out the general duty for DAERA to promote the expansion of forest cover and sustainable forestry; and to manage its forest estate for timber production in support of economic growth in a way that provides greater opportunities for NI citizens to benefit from enhanced biodiversity, recreation and tourism.

Key responsibilities are to:

1. Expand forest cover in NI including taking forward the afforestation programme and the provision of grant aid.
2. Manage the Department's forests to:
   - Supply timber, regenerate and protect forests;
   - Ensure forests are managed sustainably, including taking account of carbon sequestration potential, contribution to climate change mitigation and other ecosystem services;
   - Promote public access by maintaining and improving facilities and visitor services through partnership working with local councils and others.
3. Verify sustainable management of DAERA forests through a process of independent audit against the UK Woodland Assurance Standard.
4. Provide a regulatory framework in line with the UK Plant Health Service and promote the protection of forests and plants from harmful pests and pathogens.
5. Operate an inspection and compliance programme and enforce legislative controls to protect the plant health status of the forestry, horticulture and agriculture sectors.

Create Forests
Establish new forests and help mitigate climate change.

Manage Sustainable & Resilient Forests
Manage our forests in line with sustainable forestry guidance and standards

Contribute to NI Priority Climate Actions
Contribute to the UK 2050 net-zero carbon target and Northern Ireland carbon action plan

Supply Timber
Produce wood fibre and supply timber to industry

Support Economic Growth
Develop and enhance forest based tourism and recreation and support the wood processing industry

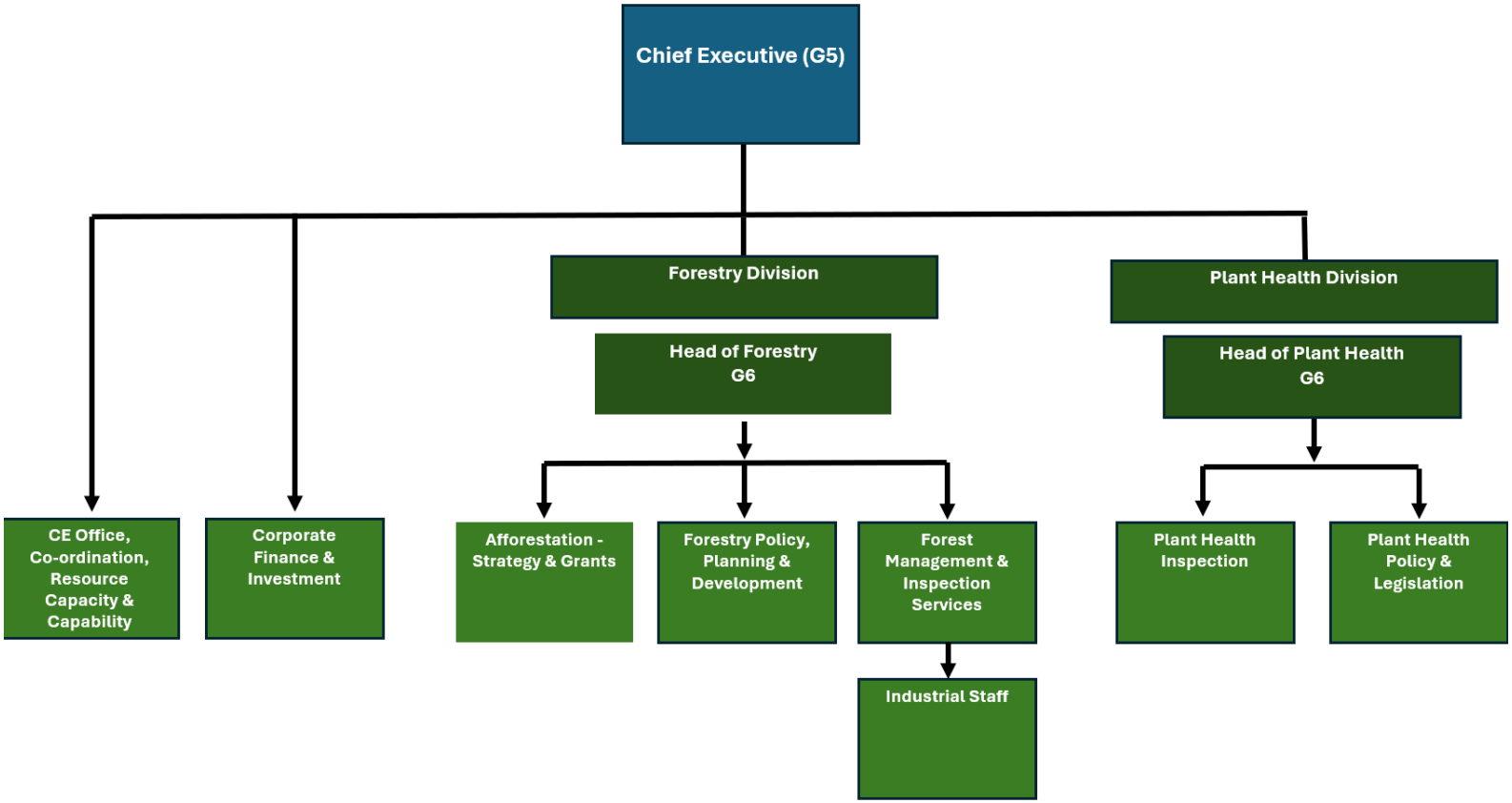
Protect Plant Health
Protect the plant health integrity of 75,000 hectares of forest estate and the wider plant health status of Northern Ireland



Our Staff

Forest Service is a multidisciplinary organisation with a dedicated workforce drawn mainly from forestry, agriculture, industrial and administrative disciplines. We are committed to enhancing the skills and capacity of our staff to deliver a diverse portfolio. As such, we engage with professional bodies to support professional and technical competencies and have achieved increased membership amongst our workforce of the Institute of Chartered Foresters and the Royal Society of Biology Plant Health Register.

The diagram below sets out organisational structure of the Forest Service Senior Management team.



Key Responsibilities

Industrial 3 Senior Supervisors are responsible for leading and safely supervising a broad spectrum of forestry work activities such as; forest establishment, forest regeneration and maintenance of forests, timber harvesting operations, protection of wildlife and the environment and looking after public access areas such as paths and recreation sites.

The main duties and responsibilities of the post-holder will include:

- Management and development of staff.
- Supervising mechanised operations and manual tasks, which utilise hand tools and powered equipment, for the delivery of forestry operational activities.
- Monitoring forest operational and recreational sites including accurately recording data including the supervision and use of handheld data collection equipment.
- Developing and maintaining good relationships with internal and external stakeholders including staff, customers, landowners and members of the public.
- Undertake training involving Health and Safety supervision and forestry best practice and skills training.
- Use of IT equipment and applications.
- Driving official vehicles and operating machinery and equipment.
- Supporting the delivery of forestry work activities across potentially hazardous and physically demanding terrain.

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



Terms & Conditions

There are currently 5 permanent, full-time Industrial 3 Senior Supervisor vacancies within Forest Service.

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

Forest Service offices are located in Enniskillen (County Fermanagh), Newry (County Down) and Garvagh (County Londonderry).

There is one post available within each of the following three Forest Management Areas:

Tyrone	(headquartered at Enniskillen)
Fermanagh	(headquartered at Enniskillen)
Down / Armagh	(headquartered at Newry).

And two posts available in:

Antrim / Londonderry	(headquartered at Garvagh).

Candidates are required to indicate which of the Forest Management Areas location(s) they wish to apply for, in order of preference. Forest Service will allocate successful candidates to vacancies across the locations in line with business need.

Successful candidates must be willing to work and travel throughout the area assigned and, on occasion, elsewhere across Northern Ireland to meet operational requirements.

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

Salary

Salary will be within the range £30,458 - £31,097, equivalent to £583.49 to £595.73 gross per week (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) between Monday and Friday. Forest Service operates flexible working arrangements, subject to business needs and health and safety considerations.

Additional hours, allowances and overtime may be made available to staff where there is an identified business need. It will be remunerated in accordance with the provisions set out in the NICS Staff Handbook.

The successful candidates will also play an important part in Forest Service response to fire and storm emergencies, including responding to calls outside normal working hours when required. This will be on a voluntary basis where there is an identified business need and will have associated call allowances in accordance with the provisions set out in the NICS Staff Handbook.

Travel

Successful candidates must be willing to work and travel throughout the assigned Forest Management Areas to meet the requirements of the post in full and, on occasion, elsewhere across Northern Ireland to meet operational requirements.

Travel to remote and rural locations is often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport to undertake the necessary travel in line with the NICS HR Travel and Subsistence Policy.

The successful candidates will be required to drive a departmental vehicle as part of their duties and must therefore have a full current driving licence which would permit them to drive in Northern Ireland. If a successful candidate holds an automatic licence only they will be required to obtain a manual licence within 6 months of appointment.

Medical

Prior to an appointment being offered, the successful candidate will be required to pass a driver's medical check, Hand-Arm Vibration Syndrome (HAVS) assessment, audio medical and a working alone in remote rural settings medical check.

The working environment for these posts includes office locations, industrial worksites and forests some of which are remote from public roads and habitation.

Industrial 3 Senior Supervisors are expected to traverse forests and upland terrain on off-road vehicles and on foot and are sometimes required to work alone. The terrain can be challenging, through forests including over steep, rough and wet ground, and from time to time working conditions will be adversely affected by weather conditions including low temperatures, mist, rain, wind and snow.

As the working environment is physically demanding, Industrial 3 Senior Supervisors require a reasonable level of fitness and to be able to fulfil a full range of duties in the posts.

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.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them into conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Sean McCollum on **028 6634 3078** or email

sean.mccollum@daera-ni.gov.uk.

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on **0800 1 300 330** or email: **recruitment@hrconnect.nigov.net**.



Eligibility Criteria

Applicants must, by the closing date for applications, have:

1. At least two years' experience working in, and applying best practice, within a forestry and/or arboriculture setting.

Candidates must describe the range of operations they have undertaken that demonstrate the criteria above.

AND

2. At least one years' supervisory experience.

AND

3. A full, current driving licence valid for driving in Northern Ireland and access to a form of transport. If a successful candidate holds an automatic licence only they will be required to obtain a manual licence within 6 months of appointment.

Short-listing Criteria

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will apply;

An objective evaluation of the relevance* and breadth of operational experience provided in response to eligibility criteria 2. Shortlisting will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Relevance will be considered as those appropriate to forestry related work.

Guaranteed Interview Scheme

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

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

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

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

Disability Requirements and Reasonable Adjustment Requests

We wish to ensure all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment to participate in the selection process, please note this in the box provided on your application form and include details of your disability and the specific adjustment you need. We will consider all requests for reasonable adjustments for any stage of this recruitment process.

To ensure you are fully supported in the process, you may provide relevant supporting information regarding your adjustment request – for example, an Occupational Psychologist report or a GP's medical statement.

Information to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application but no later than the competition closing date (Friday 27th November 2026). Please mark your correspondence with the competition reference number **IRC330267** and title it ***'Supporting information for reasonable adjustment request'***.

Please note:

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

The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

Assessment Process

The selection process will include the following stages:

1. A sift on eligibility criteria
2. A competence-based interview.

ELIGIBILITY SIFT

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

COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the below areas with each having 25 marks available.

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

1. Leading and Communicating

2. Making Effective Decisions **Minimum standard: 10**

3. Building Capability for All

4. Achieving Outcomes Through Delivery Partners

Total Marks Available: 100

Overall Pass Mark: 50

INTERVIEWS

It is intended that interviews for this post will take place in **Rivers Agency HQ 49 Tullywiggan Road Cookstown Tyrone BT80 8SG** during week commencing **11th January 2027.**

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



Interview Preparation

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

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

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

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

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

General Information

The Merit Principle

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

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

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details

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

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

Transgender Requirements

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

Merit List

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

Documentation

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

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

Right to Work and Nationality Requirements

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

Applicants must be either:

(i) UK national; or

(ii) National of the Republic of Ireland; or

(iii) National of a Commonwealth country; or

(iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the **European Union Settlement Scheme (EUSS)**; or

(v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under **European Union Settlement Scheme (EUSS)**.

(vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

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

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

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

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

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

EU Settlement Scheme EU, other EEA, Swiss citizens and family members provides guidance on EUSS and certain family members.

Where a candidate has a Right to Work status which has a time limitation, ongoing checks will be in place to ensure the Right to Work is maintained.

Further guidance on Nationality requirements is available in the **Nationality Guidance** section of the NICS Recruitment website.

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

a) Your passport OR

b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).

c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via **Government baseline personnel security standard - GOV.UK (www.gov.uk)**

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

Basic Disclosure Certificate

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

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

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

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

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

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

Equal Opportunity Monitoring Form

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

For guidance on completing the Monitoring Form and to read the NICS Equal

Opportunities Policy Statement please refer to the DoF website **www.finance-ni.gov.uk**.

Applications from females, young people (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



Department of Agriculture, Environment and Rural Affairs | Forest Service
Industrial 3 – Senior Supervisor
- **Candidate Information Booklet**

INVESTORS IN PEOPLE®
We invest in people Standard

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