

Director of Investment & Infrastructure

Senior Civil Service Grade 5

Department of Education

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

Plus, an employer pension contribution of 34.25%

IRC330605

Completed application forms must be submitted to HRConnect no later than **12 noon (UK time) on Friday 6th November 2026.**

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

Candidate Information Booklet



CONTENTS



Pg 3
Foreword

Pg 4
Our Organisation

Pg 8
The Job Role

Pg 14
Person Specification

Pg 17
Selection Process

Pg 19
Terms and Conditions

Pg 23
How to Apply

Pg 25
Further Information

FOREWORD



Thank you for your interest in this opportunity to join not only my senior leadership team but also the Senior Civil Service (SCS).

This is an exciting time to be joining the Department. Through our Minister's flagship TransformED Programme, we are bringing forward generational change to how our children and young people will be educated. A new curriculum is currently out for consultation, and this will align with recent announcements on assessment and qualification reform.

We have developed a new Early Learning and Childcare Strategy. The Strategy sets out the Minister's ambition to make childcare more affordable for working parents ensuring more children can access full-time pre-school education. It aims to support early years programmes targeting children facing disadvantage, including those with special educational needs and/or disabilities. It also commits to strengthening the early years workforce.

We have also launched a draft strategy 'Stronger Futures – A Northern Ireland Youth Work Policy Statement' that has been co-designed with young people and aims to ensure that every child and young person in Northern Ireland has access to consistent, inclusive, and high quality youth provision in their community with support tailored to their needs. We have also brought forward regulations, which are intended to strengthen support for children and young people with special educational needs (SEN).

We have an ambitious 10-year capital programme to increase the number of special schools to support the growing need for this type of education that will complement these regulations.

The Investment and Infrastructure Director's role offers the successful candidate a real opportunity to help reform our education system.

As a member of the Senior Civil Service, the successful candidate will also play a collective leadership role in delivering the Programme for Government and wider Northern Ireland Civil Service objectives including the [NICS People Strategy 2025-2030](#).

If you are ready for this challenge, and keen to join us deliver it, then please read on and consider applying. If, after reading this candidate information pack, you would like to speak to someone before making an application, I would encourage you to contact Jeremy Gardner at: Jeremy.gardner@education-ni.gov.uk.

Once again, my thanks for your interest thus far.

David Malcolm
Permanent Secretary, Department of Education

THE NORTHERN IRELAND CIVIL SERVICE

The Northern Ireland Civil Service (NICS) supports the Executive, Assembly and the institutions of government. It works to develop and implement government policies and help deliver services to the public.

As one of NI's largest employers, the NICS employs over 24,000 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 (which range in size from around 300 to over 10,000 staff) which support Ministers and the Executive by developing and implementing government policies and legislation and delivering key public services in areas such as health, social development, 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.

We support the Executive, Assembly and the institutions of government. We work to develop and implement government policies and help deliver services to the public.

As a Senior Civil Servant, you will provide leadership, vision and drive and act collaboratively to deliver Civil Service 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 values, see the [**NICS Code of Ethics**](#).

KEY BENEFITS

- A rewarding career with an opportunity to shape long-term reform of Education.
- An opportunity to join the senior leadership team of one of Northern Ireland's largest employers.
- A salary of £88,268 - £97,070 per annum (under review).
- 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 [Civil Service Pensions NI](#) on the Department of Finance website.
- 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.
- Job stability – we offer secure employment.
- For further information on NI Civil Service pay and benefits, visit the [Department of Finance website](#).

ABOUT THE DEPARTMENT OF EDUCATION

The Department's main areas of responsibility are in pre-school, primary, post primary and special education, the youth service, the promoting of community relations within and between schools, teacher education and youth work settings. Its primary statutory duty is to promote education and to ensure the effective implementation of education policy.

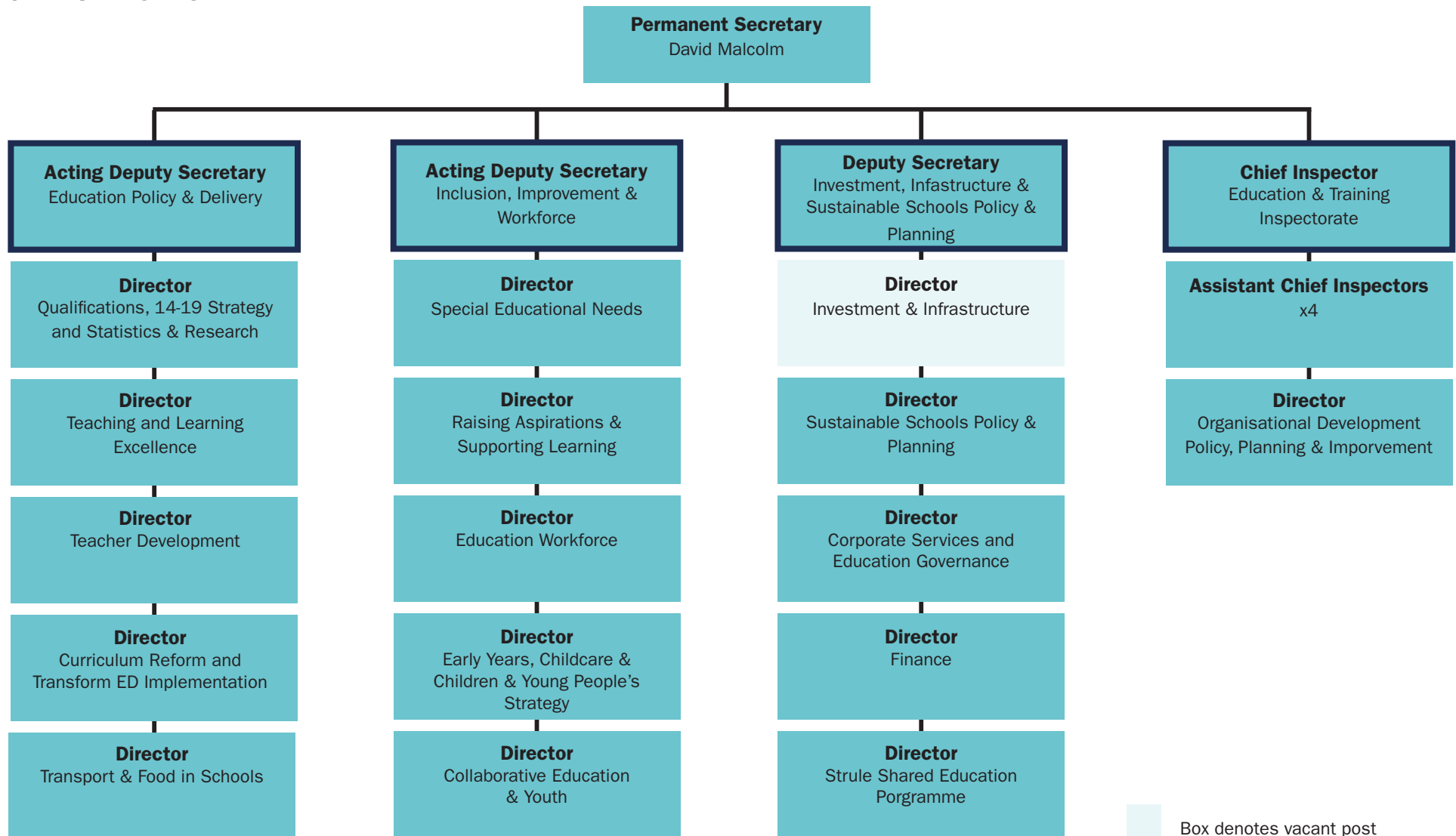
Together with its Agencies, Non-Departmental Public Bodies (NDPBs) and stakeholders, DE supports the Minister of Education in delivering Programme for Government priorities. The Department has a staff complement of over 520 with the majority based at its headquarters at Rathgael House, Bangor and approximately 100 staff who work in teachers' pay and pensions team in Orchard House, Londonderry. The Department is structured into four main business areas:

- Education Policy & Delivery Group;
 - Inclusion, Improvement and Workforce Group;
 - Investment, Infrastructure & Area Planning Group;
- and
- The Education & Training Inspectorate (ETI).

An organisation chart is provided below and more information can be found on our [website](#).



ORGANISATION CHART



The Job Role

THE JOB ROLE

The Director of Investment and Infrastructure Directorate (IID) has responsibility for the delivery of the Department's Capital investment programme, monitoring the Capital budget and all matters relating to the school estate. The **Department's Five Year Budget Strategy** outlines the Minister's approach to structural reform which includes a rationalisation of the school estate. A recent Northern Ireland Audit Office (NIAO) **Report** on Managing the Schools' Estate and subsequent Public Accounts Committee (PAC) **Report** outlined the need for a clear Estate Strategy and improved governance and accountability arrangements to ensure the sustainability of the school estate. The IID Director will be responsible for leading this transformation. The Director has direct line management of 3 Deputy Directors (Grade 6's), one Grade 7 and a Personal Assistant and has overall management of the circa 60 staff across 5 teams:

- **Estate Policy and Financial Management Team (EPFMT)** - responsible for a diverse range of issues including: the allocation, monitoring and management of the Department's Capital budget and earmarked resource funding for schools maintenance; policy issues impacting on the schools estate; asset management; infrastructure related health and safety issues; oversight of the EA management of the schools Private Finance Initiative (PFI)/public private partnership (PPP) projects; site and legal issues; leases and licences (rentals policy); energy management; climate change and environmental management; grant recovery on closed

schools and youth facilities and implementation of the Executive's Community Asset Transfer policy.

- **Major Works Team** - responsible for management of the Department's major works programme of higher value construction projects.
- **Fresh Start Team** – responsible for management of the Department's major works that are funded via Fresh Start Capital.
- **School Enhancement Programme (SEP)** - for management of SEP projects that invest up to £4m in schools' Capital projects.
- **Estate Operations Team (EOT)** - responsible for minor works policy across all schools and management of minor works delivery across non-controlled schools.

The role of the Director of Investment and Infrastructure is to provide strategic leadership to ensure efficient and effective delivery of the Department's Capital Programme which includes:

REFORM/STRATEGIC LEADERSHIP

- Working closely with Area Planning colleagues in the Department of Education and other managing authorities, lead the reform of the school estate as outlined in the Five-Year Budget Strategy and the NIAO/ PAC Report recommendations.
- Review and reform IID structures to ensure staff are utilised to deliver optimum impact and staff are provided with sufficient opportunities to develop.

THE JOB ROLE

- Work with Education Authority to transform the end-to-end operating model for the delivery of infrastructure/capital projects.
- Review the protocols for selecting and announcing Capital programmes and develop a strategic portfolio approach to ensure a defined pipeline of funded projects.

PEOPLE

- Lead and develop staff across the Directorate to build capability and deliver organisational objectives.
- Motivate and encourage staff to reach their maximum potential and ensure that performance management policies are adhered to.

STAKEHOLDER ENGAGEMENT

- Developing and building relationships with the EA and CPD to ensure that procurement and contract management policies are applied in a consistent manner across the wider education sector and the NICS.
- Working with each of the Capital Programme delivery teams to ensure project delivery within agreed timescales.
- Engaging with Strategic Investment Board (SIB), EA and DE colleagues to publish the Department's annual Strategic Asset Management Plan.

CLIMATE

- Act as the Department's lead officer for climate change, sustainability and decarbonisation matters, ensuring compliance with statutory and Executive climate obligations, exercising strategic oversight of the Department's related responsibilities, ensuring that climate considerations are appropriately reflected across departmental functions, and serving as the Department's principal representative on cross-government and collective climate change governance, delivery, reporting and stakeholder structures.
- Contribute to cross-departmental policies/projects and reports - including Climate Action Plan, Community Asset Transfer, Public Land for Housing Project, government historic estate reports and sub-groups of the Cross Departmental Working Group on Climate Change.

GOVERNANCE/SCRUTINY

- Develop and monitor the Directorate's Business Plan and Risk Register and co-ordinate input to Departmental Business Plans and Risk Register.
- Provide clear and accurate advice and drafting/approving responses to Minister/Senior Management on formal submissions, briefings, Assembly Questions, Correspondence Cases, Freedom of Information and Environmental Information Requests; and Board meeting papers.
- Represent the Department externally, including through the provision of oral and written evidence to Assembly Committees and other scrutiny bodies.

THE JOB ROLE

- Ensure suitable Capital project governance arrangements are in place and are applied in a manner that leads to the efficient and effective delivery of Capital projects.
- Ensure effective financial and risk management is in place.
- Be accountable for the effective, efficient and economic use of resources and for the regularity and propriety of expenditure.
- Make evidence-based decisions on the need for, and use of, capital funding by considering the business need, affordability and cost-effectiveness to ensure best value for money is achieved.
- Monitor disposals and grant recovery cases to ensure cases are progressed appropriately and on a timely basis to maximise the use of capital receipts.

In addition, as a Director in the Department of Education the post holder will be responsible for:

PROGRAMME/PROJECT MANAGEMENT

- Develop the Department's Portfolio, Programme and Project Office (P3O) arrangements in conjunction with the Department of Finance's Commercial Delivery Group.
- Undertaking the role of a Senior Responsible Owner (SRO) as required (<https://www.gov.uk/government/publications/the-role-of-the-senior-responsible-owner>)

BUDGET MANAGEMENT

- Ensure the Department's Capital Budget is applied equitably and in a manner that ensures maximum impact from the capital available.
- Ensure timely and accurate reporting on, and monitoring of, the Capital Budget.
- Oversee the collation of realistic and informed budget planning scenario information to inform future years' Capital Budget requirements.
- Setting the strategic direction for their business area and ensuring delivery of the Minister's and Executive's priorities.
- Providing advice and briefing to the Education Minister and senior stakeholders on complex strategic issues.
- Leading on the development the Directorate Business Plan and Risk Register and working with the Senior Management Team to develop and monitor the Department's Corporate Plan and Risk Register.
- Ensure clear and accurate advice is provided to Minister/Senior Management in submissions, briefings, Assembly Questions.
- Performing a leadership role within their areas of responsibility and a wider leadership role, working collaboratively with the other members of the senior management team in supporting the Department to deliver a broad range of corporate responsibilities.

THE JOB ROLE

- Providing strong & effective leadership to champion transformation & continuous improvement initiatives.
- Building & maintaining strong working relationships with key external stakeholders in a fast moving and challenging environment including the Education Authority, Council for Catholic Maintained Schools (CCMS), Northern Ireland Council for Integrated Education (NICIE), Comhairle na Gaelscolaíochta (CnaG), Controlled Schools Support Council (CSSC,) Catholic Schools Trustee Service (CSTS), Governing Bodies Association (GBA), Transferor Representatives Council (TRC), Trade Union bodies and colleagues in the Department for the Economy.
- Briefing and/or attending the Education Committee, the NI Public Accounts Committee and other Committees of the Northern Ireland Assembly in relation to matters concerning the Department.
- Representing the Department on a range of senior, cross-Departmental groups.
- Maintaining the policy, legislative and resourcing framework for the business area.
- Maintaining a robust governance and compliance culture, ensuring appropriate internal controls, financial management, information management and risk management are in place and operating effectively.

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 in their application form which demonstrates they personally satisfy **ALL** the following eligibility criteria:

1. A minimum of 3 years' senior management* experience of successfully managing the delivery, financial planning and budgeting of significant construction projects or programmes in excess of £20M;

AND

2. A minimum of 3 years' senior management* experience of successfully leading teams to deliver significant reform** in service delivery at pace in a large and complex organisation*** to achieve strategic organisational objectives.

AND

3. A minimum of 3 years' senior management* experience of building and maintaining effective internal and external partnerships in a large and complex organisation***, exercising strategic leadership, communication, negotiating and influencing skills to deliver agreed outcomes.

***senior management** – providing detailed advice to Board level on, or taking decisions affecting, strategic issues concerning the corporate body or organisation within which an individual is working.

**** significant reform** – major impactful changes or improvements made to a system, function, policy or process.

***** large and complex organisation** – an organisation comprising of over 100 staff with a budget in excess of £20m per year which delivers a wide range of objectives requiring collaboration with both internal and external stakeholders in relation to issues with a high-level public profile.

APPLICATION SIFT

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 criterion 1**. When completing the initial sift, the panel **will not “read across”** application forms to determine eligibility, from evidence detailed under another criterion.

For each of those applications satisfying **eligibility criterion 1**, 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.

PERSON SPECIFICATION

SHORTLISTING CRITERION

Following a sift of all applications, 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 on a scored basis and only the highest scoring applicants will proceed to interview.

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

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

David MacAnulty

Civil Service Commissioner (Chair)

Sharon Smyth

Deputy Secretary, Department of Education

John Greer

Deputy Secretary Department for Communities

TIMETABLE

Date	Stage
Monday 19th October 2026	Advertise
Friday 6th November 2026	Closing date for applications
During November 2026	Eligibility sift
Thursday 10th and Wednesday 16th December 2026	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 www.nicsrecruitment.org.uk.

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

PRESENTATION AND INTERVIEW

As part of the selection process, candidates will be required to make a presentation lasting 7 minutes followed by follow up questions from the panel. The presentation topic will be provided 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:

- 1. Delivering Value for Money**
- 2. Delivering at Pace**
- 3. Collaborating and Partnering**
- 4. Changing and Improving**

You may be asked more than one question for each competency.

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

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 in order to achieve the pass mark.

It is intended that interviews for this post will take place in Rathgael House, Bangor. Reschedule requests may only be considered in exceptional circumstances.

Terms and Conditions

TERMS AND CONDITIONS

There is currently one full time vacancy. Further appointments may be made should this post become vacant during the lifetime of the competition, which is one year.

This is a permanent appointment to the Senior Civil Service (SCS), the Civil Service top leadership and management resource. The successful candidate will, on appointment, become a member of the Senior Civil Service.

LOCATION

The successful candidate will be based in Rathgael House, Bangor. Whilst this post will be suitable for a limited form of Hybrid Working, in line with the NICS Policy on Hybrid Working, the successful candidate will be expected to attend the office for the majority of their time and this will be subject to agreement with their line manager on appointment. There is no automatic right to hybrid working and business need, especially when required to support the Minister as the lead policy official, will always take precedence.

SALARY

Salary will be within the range £88,268 – £97,070 (under review) per annum.

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 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 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

TERMS AND CONDITIONS

HOLIDAYS

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

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 successful candidate will be required to travel on official duty throughout NI and to Ireland and Great Britain, which may involve overnight stays. The post holder must have access to a form of transport which will enable them to fulfil their responsibilities.

VETTING

The level of vetting required for this post is **Basic Access NI 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.

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,

TERMS AND CONDITIONS

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 this role, please contact Jeremy Gardner
(**Jeremy.gardner@education-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 candidate guidance on the use of [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 6th 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 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 www.nicsrecruitment.org.uk.

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

FURTHER INFORMATION

- (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.

SECURITY

For this post in the NICS the level of vetting is Basic Access NI Check. 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

FURTHER INFORMATION

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 the 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.

EQUAL OPPORTUNITY MONITORING FORM

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

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

Applications from females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

The Northern Ireland Civil Service is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit.

FEEDBACK

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 INFORMATION PACK 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.



