



Candidate Information Booklet – IRC331122

Senior IT Managers (ICT Level 7)



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Note for Candidates

Completed Application forms must be returned to HRConnect no later than 12 noon (UK Time) on Friday 30th October 2026.

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. Correspondence will be issued to your email address as provided on your application form. Please make sure you also check your email account's Spam and Junk folder, so you don't miss any important communication. There may, however, still be a necessity to issue some correspondence by hard copy mail.



Welcome

Thank you for your interest in joining us as a Senior IT Manager within the Northern Ireland Civil Service (NICS).

This is an exciting time to be part of government. Technology is transforming how we serve the people of Northern Ireland — from improving digital access to public services, to using data and innovation to deliver better outcomes for citizens. As a Senior IT Manager, you will play a vital role in shaping and driving this transformation across government.

We are looking for leaders who bring energy, vision, creativity and experience — individuals who can inspire teams, embrace innovation, and deliver at pace. You will work at the heart of government, tackling complex challenges, building strong partnerships, and championing user-centred, inclusive design.

In this role, you will have the opportunity to influence strategy, lead digital transformation at scale, and help build a modern, digital-first Civil Service that is truly responsive to the needs of our citizens.

If you are passionate about technology, motivated by public service, and ready to lead change at a senior level, we would be delighted to hear from you.

I hope this booklet gives you a clear understanding of what we are looking for, what you can expect from the role, and how you can make a real difference.

We look forward to welcoming talented, forward-thinking leaders who will help shape the future of digital government in Northern Ireland.

Geraldine Devine

NICS IT Head of Profession
and Director of Digital Operations





About the Northern Ireland Civil Service

The NI Civil Service comprises nine Departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services. Our remit covers all aspects of public life here, including key areas such as;

- health
- public finances
- justice
- education
- the environment
- agriculture
- communities
- the economy; and
- infrastructure.

To find more information on the government arrangements in Northern Ireland, including the functions of the Departments and their associated bodies, [click here](#).

As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve. All NI Civil Servants are expected to conduct their role with dedication and a commitment to the NI Civil Service's core values of integrity, honesty, objectivity, and impartiality.

Our vision of the NICS of the future is:

- An organisation where everyone plays a part in improving the lives of people in NI.
- A well-led, high-performing and outcomes-focused organisation.
- A great place to work, where everyone can reach their full potential; and
- An inclusive workplace in which diversity is truly valued.

The Northern Ireland Civil Service is an Equal Opportunities Employer

The NICS values and welcomes diversity and is committed to creating a truly inclusive workplace. Diversity and inclusion is reflected in and embedded across the entire range of NICS employment policies and practices, such as: Transitioning at Work Policy, Dignity at Work Policy, Maternity Leave, Paternity Leave, Special Leave, Adoption Leave, Reasonable Adjustment Guidance and Alternative Working Policy.

We aim to ensure every individual is valued and accepted for who they truly are. While more work is planned, some examples of our commitment to diversity and inclusion are:

- Establishing Race and Ethnicity, LGBT, Gender and Disability champions, to support colleagues and encourage a culture of inclusion in the NICS.
- Supporting peer to peer staff networks, such as Women's Network, LGBT Network, Cancer Support Group and Autism Support Group.
- Working with disability charities to become one of the lead partners with Employers for Disability in NI.
- Committing to all of the NICS becoming Just A Minute (JAM) Card friendly.
- Signing up to the Equality Commission's Mental Health Charter.
- Taking part in PRIDE and Belfast Mela as an employer.

NICS 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 [here](#).

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.

NICS Staff Services and Support

The following is a small sample of the services and support on offer to NICS staff:

NICS WELL is the health and wellbeing programme for the NI Civil Service. The WELL programme aims to improve the health and wellbeing of all NICS staff and incorporates support, education and information on a wide range of health and wellbeing issues. WELL work in partnership with the Occupational Health Service to provide a range of services including health roadshows and online information sessions to promote health and wellbeing.

NICSSA improves people's lives by delivering a wide range of sport and leisure services to both members and non-members. Employees can join and use the facilities at the Pavilion in Stormont for a small monthly fee.

Inspire Workplaces is the leading provider of workplace wellbeing solutions, delivering mental health and wellbeing support to some of the UK and Ireland's leading public, private and third sector organisations. Staff can avail of support by contacting a free 24/7 helpline service, and one-to-one confidential counselling sessions are available to all staff who are experiencing difficulties. The programme is completely confidential.

The Charity for Civil Servants offers a range of digital wellbeing resources and tools for health and wellbeing. As part of this offering NICS employees and/or their family members are also eligible for 6 fully funded counselling sessions with Relate NI.





The NICS IT Profession

The NICS currently employs over 600 IT Professionals across all nine departments covering four job families of IT Operations, Digital Delivery, Software Development and Cyber Security. Our grades range from entry level ICT Level 1 (Students and Apprentices) to ICT level 8 Digital Leaders, as below:

Senior Civil Service (SCS)	Head of the Civil Service				
	Permanent Secretary				
	Grade 3				
	Grade 5				
Grade 6	Digital Leaders (ICT Level 8)				
General Service Grades	IT Operations	Digital Delivery	Development	Cyber Security	ICT Grades
Grade 7	Senior IT Operations Manager	Senior Digital Delivery Manager	Senior Software Delivery Manager	Head of Cyber Security	ICT Level 7
Deputy Principal	IT Operations Manager	Digital Delivery Manager	Software Delivery Manager	Senior Cyber Security Advisor	ICT Level 6
Staff Officer	Lead IT Operations Specialist	Lead Digital Delivery Specialist	Lead Software Developer	Cyber Security Advisor	ICT Level 5
Executive Officer 1	Senior IT Operations Specialist		Senior Software Developer	Senior Cyber Security Specialist	ICT Level 4
Executive Officer 2	IT Operations Specialist		Software Developer	Cyber Security Specialist	ICT Level 3
Administrative Officer	IT Operations Technician		Software Development HLA Apprentice	Cyber Security HLA Apprentice	ICT Level 2
Administrative Assistant	IT Students & Level 3 Apprentices				ICT Level 1

NICS departments have a range of ambitious Digital strategies to enable the NICS to radically improve service delivery through better use of efficient, effective, and fit for purpose technology and processes, and ensure value for money in the delivery of Government services.



Roles and Responsibilities

The Roles

We are currently recruiting Senior IT Managers to provide strong technical expertise and leadership, and to ensure the delivery of robust digital services by both internal and external teams.

These appointments will offer an excellent opportunity for experienced digital professionals to lead and direct the provision and the delivery of digital services within the NICS.

As a member of the senior management team, the successful candidates will contribute to the strategic direction of their organisation and/or departments, providing professional guidance and leadership in the delivery of innovative, high quality, compliant digital services, that enable business areas to deliver real business benefits in a more efficient and effective way.

These roles require close collaboration with senior staff in business areas to understand complex business requirements and translate these into IT solutions. Engagement with third party suppliers and contractual partners is also key for this role to achieve the successful delivery of IT solutions. These are challenging and dynamic roles which require exceptional leaders, capable of delivering high quality, efficient and secure IT solutions to exacting specifications.

As the remit of the NICS is diverse, the following example responsibilities are not meant to be exhaustive but aim to give a good indication of the duties of the roles. The specific duties will vary depending on which posts the successful candidates are allocated to, and the emphasis will vary over time according to business needs.

If successful at interview, candidates will be assigned to a specific post based on business needs.

For further information on the roles please email: nicsitprofession@finance-ni.gov.uk

Key Responsibilities - Senior IT Managers

- Assist in the development and lead the Implementation of NICS and departmental Digital strategies, programmes, services and processes to support business transformation, operational delivery and meet challenging demands through the delivery of digital services.
- Build, lead and maintain effective relationships with senior stakeholders, business partners, delivery teams, external suppliers and other key stakeholders to ensure the effective co-ordination of relationships during the design, development, implementation, and management of all IT Operations.
- Ensure IT services are delivered in line with relevant policies, standards and best practice, represent value for money, and achieve high levels of performance, resilience, assurance and continuous improvement across all IT operations.
- Promote secure-by-design principles and embed a strong cyber security culture across the department and/or organisation, ensuring that security, risk awareness and compliance are integral to the design and operation of services.
- Lead multi-disciplinary teams to design, develop, implement and manage a diverse portfolio of IT projects and services, providing clear direction, building capability, and managing all aspects of delivery including third-party service contracts, supplier performance and commercial relationships.
- Manage the full delivery lifecycle for a range of IT projects and services, including business case development, planning, prioritisation, resource allocation, governance, risk and issue management, reporting, release management, evaluation and benefits realisation.
- Identify and deliver opportunities where technology can improve efficiency, strengthen service performance, reduce risk and unlock measurable business value for the organisation and its users.

The above lists are not exhaustive but give a good indication of the main duties of the roles. The emphasis on particular duties may vary and develop over time according to business needs.



Terms and Conditions

There are currently a number of permanent, full-time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

Salary and Allowances

Salary will be within the range £61,673 - £64,469 (*under review*).

The current vacancies also attract an ICT Allowance of £2,122 per annum (*under review*), equating to a total financial package of £63,795 to £66,591 per annum.

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.

Hours of Work

The full-time working week in the NICS is 37 hours, excluding meal breaks.

The majority of the NICS operates a flexi-time scheme, usually between the hours of 8am and 6pm, allowing you to have an element of flexibility over your working hours, subject to the needs of the business. Flexi-time involves flexible start and finish times around 'core working hours' within the limitations of the 'bandwidth' (the earliest and latest times between which hours can be worked) and allows you more choice over your working hours, subject to the operational requirements of the business area.

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.

Location

This competition will be used to fill permanent vacancies throughout Northern Ireland. However, it is anticipated that most roles will be based in the Greater Belfast Area.

Travel

Due to requirement to attend meetings with key stakeholders in various venues throughout

NI, there would be a need for the candidate to have access to a form of transport to complete their duties.

The post holder may occasionally be required to travel to Great Britain, the Republic of Ireland and elsewhere.

Pensions

The NICS offers all employees an attractive pension package. For further details visit: 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.

Training

The NICS is fully committed to the training and development of its staff, in line with business needs. Successful candidates will have the opportunity to partake in a range of learning and development activities, including tutor-led, mentored and computer-based training.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring

them 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 always demonstrate impartiality to the public, an officer must not, without prior approval, engage in any activity which could be in conflict with official business.

Vetting

Appointments will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for most of these posts is Basic Check level. Some vacancies will require candidates to be cleared to Counter Terrorist Check (CTC), Security Check (SC) or Developed Vetting (DV) levels.

Further Information

Applicants wishing to learn more about the post before deciding to apply may email NICSITProfession@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



Eligibility Criteria

All applicants must meet either eligibility criterion 1 (a and b), or eligibility criterion 1c, as below:

1a) At least a level 4 qualification in Computing, Software Engineering, or other discipline relevant to Information Systems and Information Technology.
(Only those courses where a computing content of 50% or more can be demonstrated to the satisfaction of the panel will be considered relevant).

AND

1b) 4 years' relevant experience operating at a **senior level** in an ICT environment, leading IT teams to deliver technology-enabled services or solutions that support business objectives. This must include working directly with customers, users, business areas or senior stakeholders to understand needs, shape requirements, identify opportunities for improvement, and deliver ICT-led changes that resulted in measurable service improvements and business benefits.

OR

1c) 6 years' **senior level** experience of leading IT teams to deliver technology-enabled services or solutions that support business objectives, including a strong track record of analysing business drivers, shaping strategic opportunities for improvement, and leading the delivery of Information Technology-led interventions that achieved measurable service improvement, organisational efficiency and business value.

In addition to 1a and 1b or 1c, applicants must also meet eligibility criteria 2, 3, and 4 as below:

AND

2) 2 years' experience of leading and developing a team in partnership with internal and external delivery partners to deliver diverse and complex operational services, whilst meeting competing objectives.

AND

3) 2 years' experience of leading the development and delivery of a **significant Digital project, programme or technology-enabled service**, involving multidisciplinary IT teams and senior customer or business stakeholders. This must include evidence of setting direction, managing delivery risks and resources, influencing strategic decisions, and ensuring the solution delivered measurable service improvement, business benefit and/or organisational change.

AND

4) 2 years' experience, at **senior level**, of interpreting, evaluating and communicating complex ICT, digital service, technical, security or delivery issues to senior management, customers and/or business stakeholders in order to influence strategic decisions, secure agreement on priorities, manage risk, and support the successful delivery or improvement of **complex ICT services**.

Shortlisting

Should it be necessary to shortlist candidates to go forward to interview after an eligibility sift, the panel will conduct an objective evaluation of the information provided in response to eligibility criterion 3.

This will be completed on a scored basis and the highest scoring applicants will proceed to interview.

Additional Clarification:

*(i) 'Complex ICT services' are defined as services used by more than one business area OR transactional citizen facing services with over 1000 users OR internal services with more than 500 users.

*(ii) A 'significant IT Project or Programme' means a project or programme developed or delivered to provide IT Services with over 1000 users OR internal services with more than 500 users.

*(iii) 'Senior level' includes providing detailed advice to senior executives, or personally making decisions, on strategic issues which effect business objectives.

Qualifications

Applicants applying under eligibility criteria 1 will be required to provide evidence of their qualifications prior to appointment. Should you currently not be in possession of your qualification certificates, we would advise that you make immediate arrangements to obtain these.

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

Please give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

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, e.g. 'I' planned meetings, 'I' managed a budget, I prepared a presentation. It is how you carried out a piece of work that the panel will be interested in.
- ONLY the details provided in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility. 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 [NICS Competency Framework](#)



Assessment Process

The assessment process will consist of a sift followed by an unseen presentation and a competency-based interview.

Presentation

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 5 minutes. This will be followed by questions from the panel. Candidates will be advised of presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for 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 assess the following area of the NICS competency framework.

Strategic Cluster - Setting Direction:

1. Seeing the Big Picture.

Marks available:15

Competency Based Interview

The Interview will test the applicants' knowledge and experience in each of the areas listed below. Selection panels will design questions to test the applicant's competency in each area and award marks accordingly. No notes or personal documentation may be brought into the interview room.

Candidates will be asked a lead question, and where relevant supplementary questions, on each of the 3 clusters, at level 4 of the NICS Competency Framework.

Strategic Cluster - Setting Direction:

1. Changing and Improving
2. Making Effective Decisions

Marks available: 30

People Cluster – Engaging People

3. Leading and Communicating
4. Collaborating and Partnering

Marks available: 30

Performance Cluster - Delivering Results:

5. Delivering at Pace
6. Managing a Quality Service

Marks available: 30

Scoring

Marks available for presentation - 15 (in total)

Marks available per interview question - 30 (90 in total)

Total marks available - 105

Pass mark - **63**

Merit List

Candidates who meet the required standard(s) and pass mark for the interview will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first.

The NICS Competency Framework

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

[**NICS Competency Framework**](#)

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.

Competition Timetable

The closing date for applications is **12.00 noon on Friday 30th October 2026**. Late applications or applications received by fax or email will not be accepted.

It is intended that interviews will take place during weeks commencing 7th December 2026. Further information will be provided on the invite letter. This competition is being run to a tight schedule. Candidates should make themselves available on the date specified; changes to the timetable will only be made in exceptional circumstances.



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 fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

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

- Situation – briefly outline the situation.

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

The panel will ask you to provide specific examples from your past experiences 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. 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, may result in withdrawal from the competition.

Changes in personal circumstances and contact details

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

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

Transgender Requirements

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

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain

extant for a period of one year. However, you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements 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 (30th October 2026). Please mark your correspondence with the competition reference number IRC331122 and title it 'Supporting information for reasonable adjustment request'.

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

Baseline Personnel Security Standard

Most posts will require a basic level check. However, for candidates allocated to posts which require a higher level of vetting (e.g., Counter Terrorist check) further checks will be required.

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 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.

Some posts may require CTC or SC clearance, which cover all of the above plus a check of Security Services records and, for SC, a check of your credit and financial history.

Equal Opportunity Monitoring Form

Please note the Equal Opportunities monitoring section of the application form is mandatory to apply.

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

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

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

Feedback

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.

HRConnect Contact Details

If you have any queries regarding the competition process or require any documentation in an alternative format, please contact HRConnect at the address below or by email:

E: recruitment@hrconnect.nigov.net

T: 0800 1 300 330

Address:

HRConnect PO Box 1089

Beacon House

27 Clarendon Road

Belfast

BT1 9EX

**THIS INFORMATION PACK DOES NOT FORM PART OF
CONDITIONS OF EMPLOYMENT**