



Construction & Procurement Delivery
Seachadadh Foirgníochta agus Soláthair



Senior Architectural Assistant (SPTO)

CPD Construction Division

Salary: £47,304-£49,515 per annum (under review)

Plus an employer pension contribution of 34.25%

Department of Finance (DoF), Construction and Procurement Delivery (CPD), Construction Division

IRC331208

Completed application forms must be returned to HRConnect no later than 12 noon (UK time) on **23rd October 2026**

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

Candidate Information Booklet

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KEY INFORMATION

Construction Division is looking for a SPTO (Senior Professional & Technical Officer) Architectural Assistant.

Construction Division has a leading role to play in procuring high quality construction projects across the Northern Ireland Departments and the wider public sector, utilising innovative value for money solutions.

KEY BENEFITS

- An opportunity to earn salary of £47,304 to £49,515 (under review)
- 25 days annual leave, rising to 30 days after five years' service.
- 12 public and privilege holidays each year.
- Opportunity to progress your career working on some of the largest and most complex projects in Northern Ireland.

Excellent training and promotion opportunities plus an attractive benefits package, including flexible working arrangements, will enable you to enjoy a good work / life balance and a rewarding career with Northern Ireland's largest employer.

The postholder will be based at Clare House 303 Airport Road West, Belfast. 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.
See pages the [Terms and Conditions](#) section for more information.

To start the application process, you are invited to complete the application form. See the [Applicant Guidance](#) and [General Information](#) sections for further information. Following this an eligibility sift will be carried out, please refer to the [Eligibility Criteria](#) section for information.

THE INTERVIEW

If you pass the eligibility sift (and shortlisting if applicable) you will be invited to interview. You will be asked questions and expected to answer these with previous examples of work, projects or situations you personally have been involved in.

Remember you are applying for a construction-related post, so expect questions that relate to this area of work.

Your interview will last 45 minutes and will include a scenario-based presentation used to assess one competency and a competency-based interview with questions assessing a further four competencies from the NICS Competency Framework. There is a minimum standard in the scenario-based assessment and an overall minimum pass mark. Please see the Applicant Guidance section for further details.

The NICS Competency Framework can be found [here](#).

FOREWORD



Thank you for your interest in the SPTO Senior Architectural Assistant post within Construction Division. Construction Division is part of Construction & Procurement Delivery (CPD), a business area with the Department of Finance (DoF).

With circa £3bn annual spend, public procurement is an important driver for our local economy and supports the delivery of the Programme for Government.

When a Department or Agency requires a capital funded construction project it is our job to help them translate their need into a clear design brief/specification, advise them on the best procurement strategy, take it to the marketplace to obtain best value and project manage the successful delivery of the facility. CPD also provides best practice procurement advice to Departments on grant funded projects.

Construction Division is currently responsible for the delivery and provision of advice in relation to a diverse and exciting portfolio of major new building and civil engineering projects. Collectively these projects have a value in the region of £750m.

The SPTO Senior Architectural Assistant has a key role to play in ensuring that projects embrace the best practice approaches set out in the Construction Procurement Toolkit and are successfully delivered on time and to budget.

I hope that this pack meets your information needs and encourages you to apply.

Stewart Heaney

Director Construction Division

Background

Department of Finance
Construction and Procurement Delivery (CPD)
Construction Division

BACKGROUND

ABOUT THE DEPARTMENT OF FINANCE

DoF provides the NICS and other public bodies with money, staff, professional services and business support systems, helping them to deliver excellent, value for money public services. The department is committed to deliver effective and efficient public services.

DoF has approximately 3,500 permanent staff. The Department's overall aim is **“to help NICS departments make the most appropriate and effective use of resources and services for the benefit of the community”**. It does this by managing public money, supporting our people, transforming and innovating, providing evidence and insights and delivering public services.

More details on the role of, and services provided by DoF can be found at www.finance-ni.gov.uk.

CONSTRUCTION AND PROCUREMENT DELIVERY

Construction and Procurement Delivery (CPD) is a business area within DoF. CPD plays a leading role in providing value for money procurement solutions for construction works, supplies and services across the NICS and the wider public sector. CPD comprises six divisions:

- Policy and Performance Division
- Supplies and Services Division
- Construction Division
- Property Services Division
- Commercial Delivery
- Properties Division

More information about CPD can be found at [Construction and Procurement Delivery \(CPD\) | Department of Finance \(finance-ni.gov.uk\)](http://www.finance-ni.gov.uk/construction-and-procurement-delivery)

BACKGROUND

A selection of projects which CPD Construction Division has procured.

Jubilee House



SWC Erne Campus



Windsor Park



BACKGROUND

CONSTRUCTION DIVISION (CD)

Construction Division provides a comprehensive construction procurement service to Government Departments, Agencies and arms-length bodies for both capital and grant funded projects from inception to completion.

Typically, projects can take the form of new buildings, extensions, major refurbishments and infrastructure projects.

Construction Division comprises approximately 150 professional and technical staff from various construction disciplines who work collaboratively with administrative colleagues to deliver projects in accordance with NI Public Procurement Policy – see link below.

<https://www.finance-ni.gov.uk/topics/procurement>

Construction Division is comprised of branches specialising in:

- Client Advisory Services;
- Project Management;
- Architecture;
- Civil Engineering;
- Structural Engineering
- Quantity Surveying;
- Mechanical Engineering;
- Electrical Engineering;
- Geotechnical Engineering and Ground Investigation;
- Procurement Operations; and
- Processes and Supplier Management.

ORGANISATIONAL STRUCTURE

An organisational chart for the senior management structure in CPD is set out on **page 10**.

As part of continuous improvement practices, CPD regularly reviews its organisational structure. The position of the postholders within the overall organisational structure may therefore be subject to change within and across Divisions by management decision.

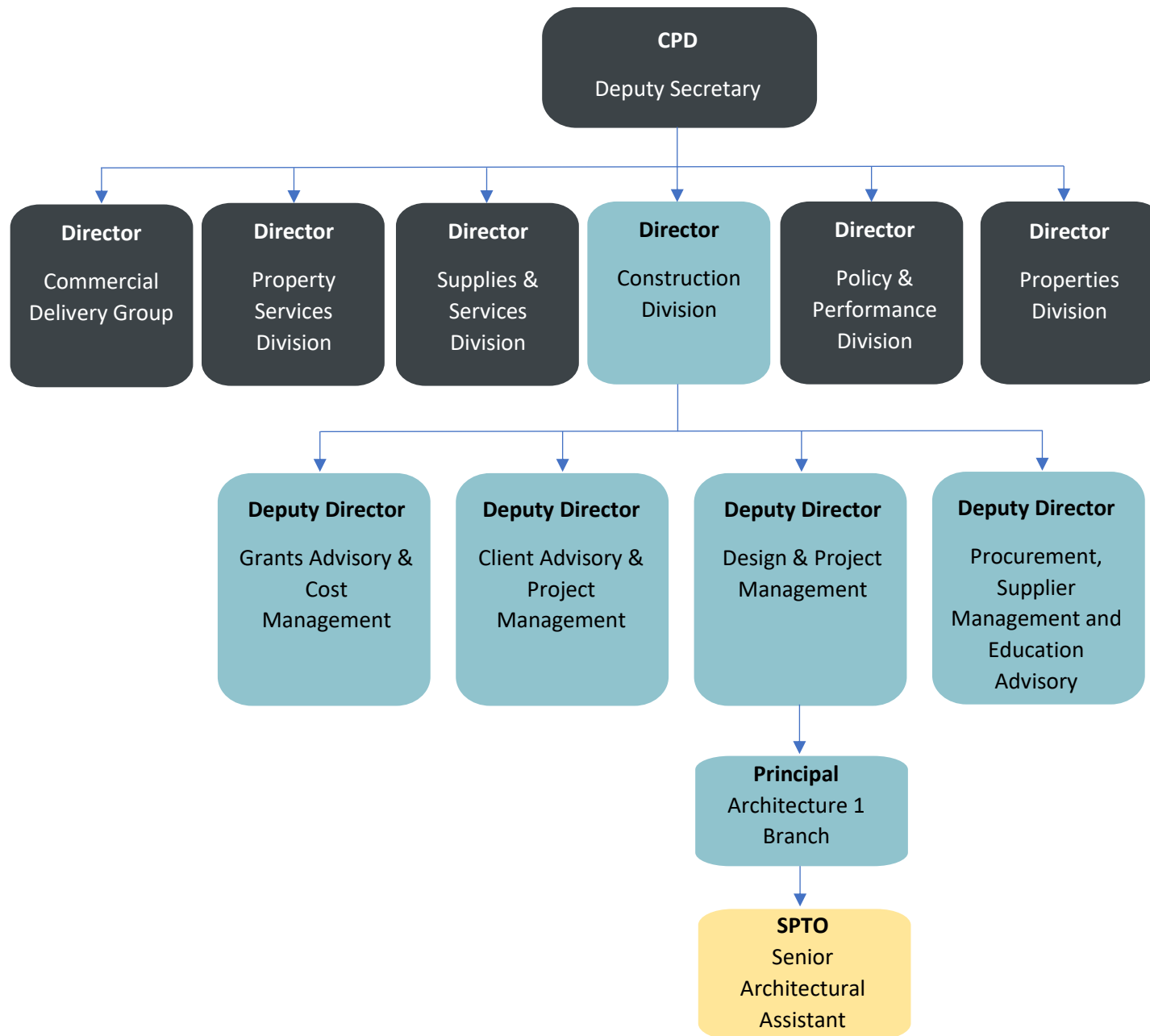
SPTO Senior Architectural Assistants report to the PPTO Architect who is head of the Construction Division Branch in which they will be placed. See organisational chart for location of current vacancy.

BACKGROUND

The key responsibilities of Construction Division include:

- Compliance with NI Public Procurement Policy and best practice as set out the Construction Procurement Toolkit;
- Assistance to the Client to identify their needs and develop an initial project brief;
- Support to business case and economic appraisal development;
- Design development, analysis and feasibility studies;
- Procurement and contract strategies;
- Selection, appointment and management of contractors;
- Scheme design, Statutory approvals, Site inspections, Appointment of Consultants and Contractors and Contract administration;
- Whole-life costing;
- Value Engineering;
- Risk Management;
- Health and Safety;
- Sustainability;
- Design Quality;
- Cost Management;
- Support to clients in implementing Net Zero Carbon targets;
- Support to clients in the use of BIM (Building Information Modelling/Management) in the delivery of their projects.

BACKGROUND



Learning, Training and Development

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

PERSONAL DEVELOPMENT

LEARNING, TRAINING AND DEVELOPMENT ACTIVITIES

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being a SPTO Senior Architectural Assistant is learning on the job and building up knowledge and skills and mentoring and coaching others to develop. Successful candidates will also have the opportunity to partake in a range of learning and development activities which can include tutor-led, mentored and computer-based training. Successful candidates will be required to participate in a full induction and training programme and be expected to maintain / extend their professional expertise.

You will be given guidance and support to help you to do your work and also to develop a fuller awareness of how it meets the requirements of customers within the NICS.

Where the opportunity is available you will be required to undertake accredited training appropriate to the role. Financial Assistance to study may be considered if required under the standard NICS assistance to study rules / approval process.

STARTING WORK

At the beginning of your career as a SPTO Senior Architectural Assistant you will agree specific objectives with your line manager as part of a Personal Performance Agreement (PPA) and identify subsequent development needs as part of your Personal Development Plan (PDP). The setting of these clear objectives will help you, your line manager and your team to align your personal actions with the strategic priorities of CPD.

MEASURING YOUR PROGRESS

In order to track progress your line manager will regularly assess your achievements against the objectives in your annual PPA / PDP to evaluate your individual contribution.

CAREER PROGRESSION

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities.

NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Terms and Conditions

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

TERMS AND CONDITIONS



NUMBER OF POSTS

There is currently one permanent full-time vacancy.

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.

SALARY

Salary will be in the range £47,304 to £49,515 (under review). Starting salary will usually be at the bottom of the scale and pay progression will be as per current NICS pay policy. If the successful candidate is an existing civil servant, normal promotion / re-grading arrangements will apply.

ANNUAL LEAVE AND PRIVILEGE 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.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of security clearance vetting required for the currently available post is Counter Terrorism Check (CTC) level (see page 31-32).

If you are required to complete CTC, successful candidates will only receive an application to complete CTC when they have successfully completed their Basic AccessNI check.

TERMS AND CONDITIONS

LOCATION

The post holders will be based at Clare House, 303 Airport Road West, Belfast. 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.

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) Monday to Friday. Most offices work flexi-time.

TRAVEL & RELATED REQUIREMENTS

The post holder will be required to travel on official duty. This includes regular travel to construction sites in remote and rural locations, often inaccessible by public transport and some of which are in public estates. Accordingly, the successful candidate must have a current valid driving licence and access to a means of transport vehicle which will enable them to fulfil their responsibilities in full. Travel to Great Britain and the Republic of Ireland may also be required.

This post involves site visits and may entail inspections above ceilings, below floors and in areas of restricted space, including the carrying of, and making use of, any equipment provided e.g. access steps, ladders, Personal Protective Equipment and other bulky equipment. Given the duties involved for this role, the post holder will need to have a reasonable level of mobility and fitness to fulfil the full range of duties required for the post.

PROBATIONARY PERIOD

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.

PENSIONS

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni> or

if you are unable to access the website, please contact Civil Service Pensions as follows:

Civil Service Pensions Orchard House
40 Foyle Street Londonderry
BT48 6AT Tel: 0300 077 0329
Email: cspensions@finance-ni.gov.uk

FURTHER INFORMATION

Applicants wishing to learn more about the post before deciding to apply may telephone Jonathan Baird on 028 90816241 or email Jonathan.Baird@finance-ni.gov.uk. If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

Key Responsibilities

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

KEY RESPONSIBILITIES

While the precise duties and responsibilities of an SPTO Senior Architectural Assistant post will vary, it will involve varying degrees of the following activities / responsibilities. The successful candidates will report to a Principal Professional & Technical Officer Architect (PPTO) and Senior management in the provision of various aspects of Architectural services to Government Departments, Agencies and the wider public sector. This will entail involvement in the preliminary and basic services as described in the RIBA Plan of Work stages 0 to 6, i.e. inception to completion.

The key duties of an SPTO Senior Architectural Assistant varies but may include:

- Working in a multi-disciplinary team on construction projects to provide an architectural service;
- Procurement and management of both NEC consultant and NEC construction contracts for in-house projects;
- Provide architectural and construction procurement advice to Client Departments and other public bodies;
- Brief development, feasibility studies, design, statutory approvals, site inspections, building surveys and drawings as described in RIBA Plan of Work;
- Assessment of architectural and quality submissions from external design teams;

- Implement Northern Ireland public procurement policy (NIPPP) on construction projects;
- Provide a professional interface with clients and other professionals;
- Create, maintain and enhance effective working relationships;
- Develop and maintain professional standards within the branch and apply these to achieve work objectives;
- Maintain and continuously develop professional knowledge and competence to provide a leading source of expertise and authoritative advice and ensure high professional standards and decision making;
- Manage staff and team members in accordance with NICS policy;
- Providing support to clients in the implementation of their Net Zero Carbon targets;
- Supporting clients in the implementation of BIM (Building Information Modelling/Management) in the delivery of their projects;
- Any other relevant duties as required by management.

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

Eligibility Criteria

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, satisfy one of the following:

1a. have a Level 4 qualification* in Architecture / Architectural Technology / Building Technology;

and

1b. have a minimum of 5 years' relevant post-qualification experience** gained in architecture as an architectural assistant / technician / technologist.

OR

2a. have a Level 5 qualification* in Architecture / Architectural Technology / Building Technology;

and

2b. have a minimum of 4 years' relevant post-qualification experience** gained in architecture as an architectural assistant / technician / technologist

OR

3a. have a second class degree or equivalent Level 6 qualification* in Architecture / Architectural Technology / Building Technology;

and

3b. have a minimum of 3 years' relevant post-qualification experience** gained in architecture as an architectural assistant / technician / technologist

AND (please note this applies to 1, 2, and 3)

4. have at least 2 years' experience of successfully leading and managing a team to deliver architectural related services to clients.

AND (please note this applies to 1, 2, and 3)

5. have a current driving licence valid for driving in Northern Ireland and access to a vehicle to carry out the full duties of the post.

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

Relevant or equivalent qualifications: 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. You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

** For each project example used to demonstrate your experience, your response must clearly include a start date (mm/yy), an end date (mm/yy) and the contract value associated with each contract referenced, whether this is an individual contract or a programme of contracts.

ELIGIBILITY CRITERIA

Those candidates whose application forms do not clearly demonstrate that they meet the essential criteria will not be called for interview. It is essential therefore that all applicants demonstrate through their application how and to what extent they satisfy each essential criterion specified, giving length of experience, examples and dates as required. Only evidence presented against each specific essential criteria will be considered.

Please note:

ONLY the details provided by you in your application form (the employment history, eligibility and shortlisting 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.

- It is essential that you clearly demonstrate in your application form how and to what extent you personally meet each of the essential criteria and shortlisting criteria for the post.
- You must provide sufficient details to allow the panel to assess how well you meet these requirements.
- It is the responsibility of the candidate to ensure the application form is completed appropriately, candidates are therefore strongly advised to demonstrate each criterion in the section of the form that specifically addresses that criterion.

- 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.
- 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.

SHORTLISTING

In addition, applicants should be aware that after an eligibility sift, 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 1b, 2b and 3b. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

GUARANTEED INTERVIEW SCHEME

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.

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.

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 (**23rd October 2026**). Please mark your correspondence with the competition reference number **IRC331208** 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

Applicant Guidance & Assessment Process

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

APPLICANT GUIDANCE & ASSESSMENT PROCESS



KEY DATES

It is anticipated that the following timetable will apply:

Closing date for applications: is Insert **23rd October** (12noon)
Interviews: Commencing **w/c 23rd November**

Interviews will take place in Beacon House, Belfast.

As this competition is being run to a very tight schedule, candidates should make themselves available for interview during the period specified above. Changes to the timetable will only be considered in exceptional circumstances.

COMMUNICATION BETWEEN HR CONNECT AND YOU

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, 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.

APPLICANT GUIDANCE & ASSESSMENT PROCESS

INFORMATION ON THE INTERVIEW PROCESS

Competencies are the skills, knowledge and behaviours, which lead to successful performance. Competence is about how you apply or demonstrate the appropriate knowledge and skills whilst carrying out tasks. Demonstrated competence is observable and measurable.

It is important that all candidates familiarise themselves with the NICS Competency Framework as this forms the basis of the interview criteria outlined below.

The NICS Competency Framework can be found [here](#).

INTERVIEW CRITERIA

In addition to satisfying the eligibility criteria and, if applicable, the shortlisting criteria, the selection process will consist of a competence-based interview. Applicants will be expected to demonstrate the following competencies (at Level 3 on the competency framework) at interview.

PRESENTATION

As part of the selection process candidates will be required to make a presentation lasting 7 minutes. The presentation topic will be provided on the day of the interview and 30 minutes preparation time will be given. Candidates should therefore report for interview at least 45 minutes before 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 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.

PRESENTATION AND COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

PRESENTATION

1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 40

Minimum standard: 24

INTERVIEW

2. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks available: 20

APPLICANT GUIDANCE & ASSESSMENT PROCESS

3. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 20

4. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

5. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

No notes or personal documentation may be used during the interview.

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 / study and life experiences.

INTERVIEW GUIDANCE FOR APPLICANTS

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

APPLICANT GUIDANCE & ASSESSMENT PROCESS

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.

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 NI Direct: <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 7137 7709, text phone 0044 (0)28 7137 2077.

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](#)

APPLICANT GUIDANCE & ASSESSMENT PROCESS

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.

General Information

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services Division & Construction Division

GENERAL INFORMATION

CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

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.

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.

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.

MERIT LIST

Those candidates who meet the required standard(s) and pass mark will be listed in order of merit with the highest scoring applicant ranked first. 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.

OFFERS OF EMPLOYMENT

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition. If candidates do not attend on the agreed starting date this will also generally result in a withdrawal from the competition.

GENERAL INFORMATION

CONFLICT OF INTEREST

It is a requirement for all Civil Servants that their private activities should not bring them in to 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.

SECURITY

1. Baseline Personnel Security 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 \(www.gov.uk\)](https://www.gov.uk/government/baseline-personnel-security-standard)

2. CTC (Counter Terrorism Check)

As point 1 plus check of Security Service records.

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.

GENERAL INFORMATION

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 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.

GENERAL INFORMATION

EQUAL OPPORTUNITY MONITORING FORM

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

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

The Northern Ireland Civil Service is an Equal Opportunities Employer. Applications from Protestants, 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.

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



Department of Finance
Construction and Procurement Delivery (CPD)
Construction Division