Construction & Procurement Delivery
Seachadadh Foirgníochta agus Soláthair

Northern Ireland Civil Service

Senior Mechanical - Maintenance Officer (SPTO)

Salary: £47,304 to £49,515 per annum (under review)
Plus an employer pension contribution of 34.25%

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

IRC331382

Completed application forms must be returned to HRConnect no later than 12 noon (UK time) on **Friday 27th November 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 Procurement Delivery (CPD), Property Services Division (PSD) is looking for a Senior Professional & Technical Officer (SPTO) Mechanical Maintenance Officer to join our team.

PSD has a leading role to play in procuring and delivering high quality property maintenance services to clients across the Northern Ireland Civil Service (NICS) and other public sector clients.

KEY BENEFITS

- An opportunity to earn salary of £47,304 to £49,515 (under review). Starting salary will be at the base of this scale.
- An attractive pension package providing a range of valuable benefits and with an employer contribution of 34.25%.
- 25 days annual leave, rising to 30 days after five years' service.
- 12 public and privilege holidays each year.
- Flexible ways of working depending on the type of job role.
- Opportunity for career progression.
- Job stability – we offer secure employment.

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.
See pages 11-14 for 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 approximately 45 mins and will include a scenario-based assessment assessing one competency and a competency-based interview with questions assessing a further five 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 and General Information sections for further details.

The NICS Competency Framework can be found here.

FOREWORD



Thank you for your interest in the Senior Mechanical – Maintenance Officer (SPTO) post within Property Services Division of Construction & Procurement Delivery (CPD), a business area within Department of Finance (DoF).

Property Services Division (PSD) provides hard facilities management & property maintenance services, through a range of professional and technical services, to a broad range of NICS and wider public sector clients.

As the Senior Mechanical – Maintenance Officer (SPTO) you will play a major role with regard to the delivery of high quality planned preventative maintenance (PPM) and associated remedial works are delivered and, ensuring the best outcomes for clients in terms of quality, cost and timeliness are achieved. This is an exciting time to be involved in the construction and property maintenance environment within the public sector.

Applications are invited from suitably qualified candidates. We hope that this pack meets your information needs and encourages you to apply.

Bronagh McCullough
Director Property Services Division

Background

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

BACKGROUND

ABOUT THE DEPARTMENT OF FINANCE

Construction and Procurement Delivery (CPD) is a business area within the Department of Finance (DoF).

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

DoF incorporates thirteen business areas and has approximately 3,500 staff who are located mainly in the Greater Belfast area and in Derry/Londonderry.

The overall aim of the DoF is **"to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community"**. In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department's areas of executive responsibility.

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 five divisions:

- Property Services Division
- Policy, Performance and Assurance Division
- Supplies and Services Division
- Construction Division
- Properties Division

More information about CPD can be found at Construction and Procurement Delivery (CPD) | Department of Finance (finance-ni.gov.uk)

BACKGROUND

PROPERTY SERVICES DIVISION (PSD)

Property Services Division's role is to provide a range of high quality, professional property and hard facilities management services i.e. reactive maintenance requests, planned preventative maintenance (PPM) and associated remedial works (cyclical, scheduled and planned maintenance). PSD also deliver of critically important construction projects up to a value of £500,000. Additionally, PSD provide strategic advice in relation to the Government estate.

These services are delivered to Government Departments and their Arm's length Bodies (ALBs) in accordance with Public Procurement Policy and other relevant guidance. The Division comprises 70 professional and technical staff from various construction related disciplines, across the following branches.

- Multi-Disciplinary Team 1 including the Asbestos Unit
- Multi-Disciplinary Team 2 including the Building Energy Management Unit
- Multi-Disciplinary Team 3 including the Fire Safety Unit
- Property Maintenance Team
- Quantity Surveying Team
- Quality, Customer and Business Operations

PSD work activity covers reactive maintenance, cyclical maintenance, projects up to £500,000 and general property related advice and surveys.

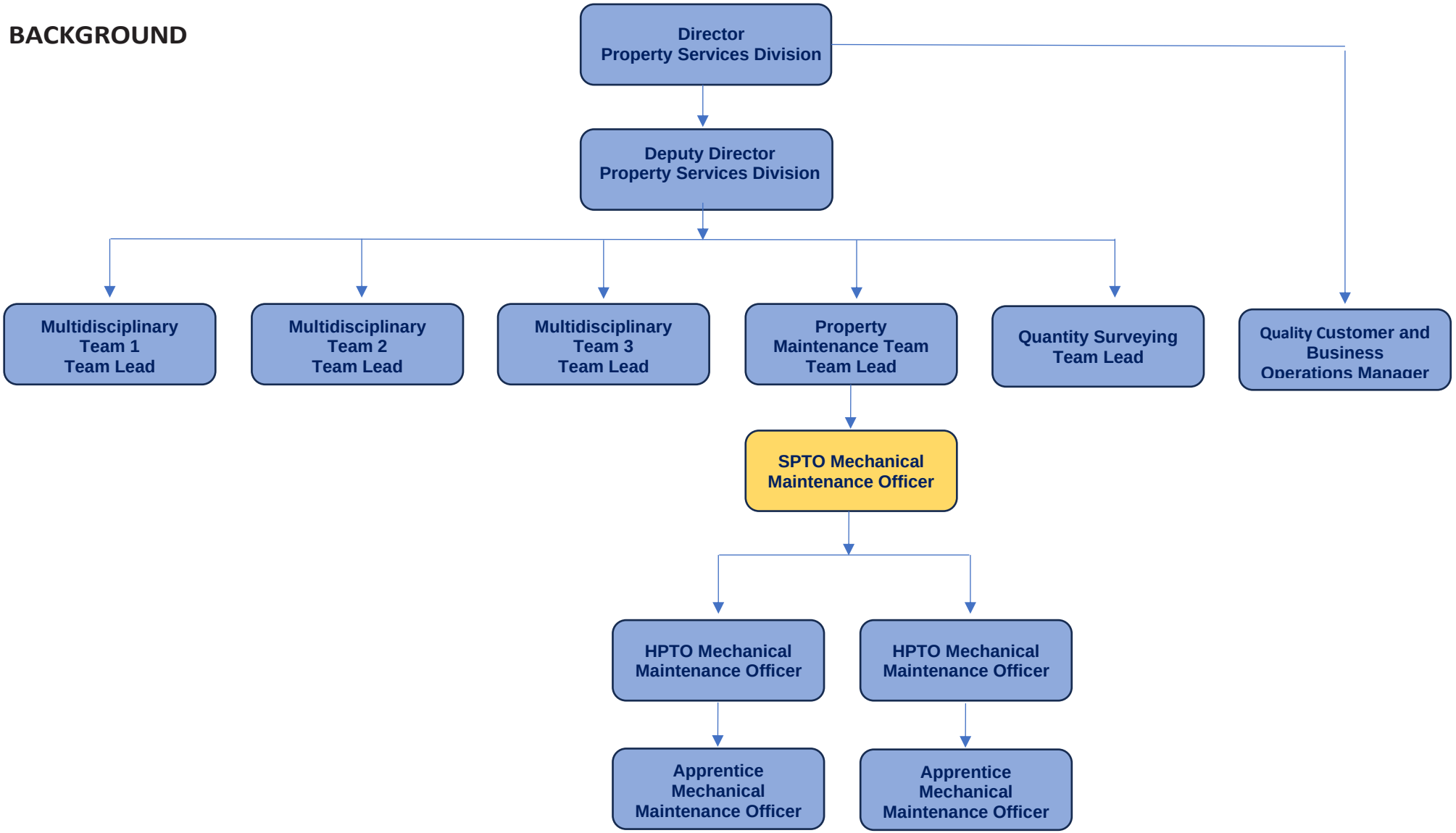
PSD has procured a comprehensive Property Management Framework to centralise maintenance contracting service provision across its client base. The Framework has been delivered in compliance with Public Procurement Policy.

The Senior Mechanical – Maintenance Officer (SPTO) reports to a Principal Professional & Technical Officer (PPTO).

ORGANISATIONAL STRUCTURE

An organisational chart showing the Senior Mechanical – Maintenance Officer (SPTO) within the PSD structure is shown on page 8.

BACKGROUND


Director
Property Services Division
Deputy Director
Property Services Division
Multidisciplinary
Team 1
Team Lead
Multidisciplinary
Team 2
Team Lead
Multidisciplinary
Team 3
Team Lead
Property
Maintenance Team
Team Lead
Quantity Surveying
Team Lead
Quality Customer and
Business
Operations Manager
SPTO Mechanical
Maintenance Officer
HPTO Mechanical
Maintenance Officer
HPTO Mechanical
Maintenance Officer
Apprentice
Mechanical
Maintenance Officer
Apprentice
Mechanical
Maintenance Officer

Learning, Training and Development

Department of Finance
Construction and Procurement Delivery (CPD)
Property Services 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 Senior Mechanical – Maintenance Officer (SPTO) is learning on the job and building up knowledge and skills as well as mentoring, peer sharing 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.

You will also be required to continue your professional development independently as a SPTO Mechanical Maintenance Officer. 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 Senior Mechanical – Maintenance Officer (SPTO) 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

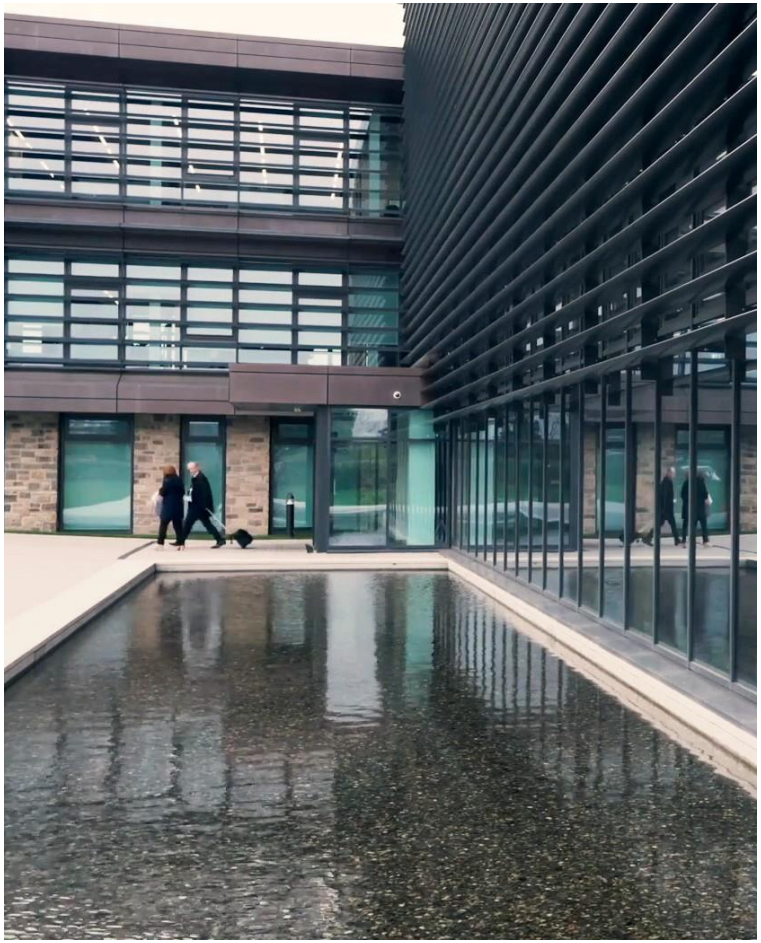
The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills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

TERMS AND CONDITIONS



NUMBER OF POSTS

There is currently one permanent full-time vacancy in Property Services Division.

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 within the range £47,304 to £49,515 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal promotion / re-grading arrangements will apply.

HOLIDAYS

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

HOURS OF WORK

The normal conditioned hours of work are full-time (37 hours net) Monday to Friday.

The NICS operates, according to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day around core hours. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public/

TERMS AND CONDITIONS

privilege holiday entitlement.

LOCATION

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

In line with the terms of the NICS Hybrid Working policy, it is expected that the posts will be suitable for a hybrid approach which blends working from home and at other locations with working in Clare House.

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. All appointees will be expected to demonstrate a track record of effective service within this period.

OTHER INFORMATION

Applicants should be aware that this post involves site visits and may require the postholder to undertake inspections above ceilings, below floors and in areas of restricted space, including the carrying of, and making use of, any equipment provided e.g. the postholder may be required to access steps, ladders, use Personal Protective Equipment etc.

TRAVEL

As the post holder will be required to travel on official duty, the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full, in line with the NICS HR Travel and Subsistence Policy. This includes travel to remote and rural locations, often inaccessible by public transport and travel to Great Britain and the Republic of Ireland may also be required.

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% and the employee contribution is 5.65%.

You'll find further details on the Civil Service Pensions (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

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

TERMS AND CONDITIONS

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 (27th November 2026). Please mark your correspondence with the competition reference number IRC331382 and title it 'Supporting information for reasonable adjustment request'.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of security clearance vetting required for this post is Counter Terrorist Check (CTC).

CONFLICT OF INTEREST

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly.

Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

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

FURTHER INFORMATION

Applicants wishing to learn more about the post before deciding to apply may telephone Geoff Johnston on 028 9081 6628.

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

Key Responsibilities

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

KEY RESPONSIBILITIES

While the duties and responsibilities of a Senior Mechanical – Maintenance Officer (SPTO) **post will be varied, it will involve the following activities / responsibilities: -**

- The management, direction & supervision of Mechanical related PPM services in a wide range of public sector properties including the management and allocation of work.
- The delivery of remedial and other projects associated with Mechanical PPM services and planned maintenance projects.
- Monitor, assess and report on the quality of contractor service delivery by various means including on-site inspections, reviewing contractual Key Performance Indicators (KPIs), consultation with clients, etc.
- Review and update asset database, adding and removing clients, properties and services as required.
- Directing and supervising contractors in undertaking works.
- Advising clients on a variety of Mechanical related issues including planned preventative maintenance and sustainable development.
- Liaising with other professional and technical staff in the division and with client representatives to effectively maintain the client's property estate to ensure satisfactory outcomes and value for money.
- Carrying out regular visits to a wide range of sites (sometimes several sites in one day) which are spread across Northern Ireland, many of which are inaccessible by public transport. Inspections will include areas such as above ceilings, below floors and in areas of restricted space, including the transporting, carrying, and making use, of any equipment provided i.e. access steps, ladders, Personal Protective Equipment etc.
- Compliance with current industry standards, legislation and associated regulations.
- Maintaining branch performance and client delivery in compliance with all statutory, health and safety, policy, good practice requirements and associated guidance.
- Compliance with public sector procurement policy.
- The production of feasibility reports, designs and contract managing minor works, reactive and remedial projects.
- Maintaining and continuously developing professional knowledge and competence to provide a leading source of expertise and authoritative advice and ensure high professional standards and decision making.
- Creating, maintaining and enhancing effective working relationships.
- Contributing to NICS reform and contributing towards business improvement activities where appropriate.
- Any other relevant duties as required by line management.

The above list is not exhaustive but provides an indication of the main duties of the post. The emphasis on particular duties may vary over time according to business needs.

Eligibility Criteria

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

ELIGIBILITY CRITERIA

Depending on qualifications and experience, candidates must, by the closing date for applications, satisfy <u>one</u> of the following:

1a, 1b, 4 and 5 OR 2a, 2b, 4 and 5 OR 3a, 3b, 4 and 5.

1a) Have at least a second-class degree or equivalent Level 6 qualification in:

- Mechanical Engineering, or Building Services, or Architectural Engineering (supported by evidence of significant Mechanical Engineering course content)

AND

1b) Have at least **3 years'** relevant post-qualification experience in at least one of the following:

- The design and delivery of Mechanical Building Services within non-domestic buildings.
- The management and supervision of planned and preventive Mechanical Building Services maintenance and related remedial works within non-domestic buildings.

<u>OR</u>

2a) Have an HND or equivalent Level 5 qualification in:

- Mechanical Engineering, or Building Services, or Architectural Engineering (supported by evidence of significant Mechanical Engineering course content)

AND

2b) Have at least **4 years'** relevant post-qualification experience in at least one of the following:

- The design and delivery of Mechanical Building Services within non-domestic buildings.
- The management and supervision of planned and preventive Mechanical Building Services maintenance and related remedial works within non-domestic buildings.

<u>OR</u>

3a) Have an HNC or equivalent Level 4 qualification in:

- Mechanical Engineering, or Building Services, or Architectural Engineering (supported by evidence of significant Mechanical Engineering course content)

AND

3b) At least 5 years' relevant experience (of which at least 4 years must be post-qualification) in at least one of the following:

- The design and delivery of Mechanical Building Services within non-domestic buildings.
- The management and supervision of planned and preventive Mechanical Building Services maintenance and related remedial works within non-domestic buildings.

ELIGIBILITY CRITERIA

AND

4. At least 2 years' management experience in successfully leading a team within the construction industry

AND

5. Access to a form of transport so that the post holder can meet the full requirements of the post.
Note that this includes regular visits to a wide range of sites (sometimes several sites in one day) which are spread across Northern Ireland, many of which are inaccessible by public transport.

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

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** formal 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 and / or details of the professional membership held so that a well-informed decision can be made.

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 **breadth and depth** of information provided by candidates in response to **eligibility criteria 1b, 2b or 3b**. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

ELIGIBILITY CRITERIA

GUARANTEED INTERVIEW SCHEME

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

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

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

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

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

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

APPLICANT GUIDANCE



SELECTION PROCESS

There are two stages to the selection process, which will include:

1. An Eligibility Sift (including shortlisting if applicable).
2. A scenario-based assessment and a competence-based interview.

ELIGIBILITY SIFT

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

SCENARIO BASED ASSESSMENT

Immediately prior to the interview, candidates will be provided with a scenario, the response to which will form part of the interview and should last approximately 10 minutes. The scenario will be provided to candidates when they report for interview and they will be given 15 minutes to read through and prepare for the questions at the commencement of the interview. Candidates will therefore be required to report at least 30 minutes earlier than their scheduled interview to allow for preparation time. Paper and writing materials will be provided for candidates' use in the preparation room. The only material candidates will be permitted to bring into the interview room will be the written material prepared in the pre-interview room. No other materials or visual aids will be permitted. The content of, and the skills demonstrated in response to questions about the scenario will form the assessment of the **Making Effective Decisions** competence.

APPLICANT GUIDANCE

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
Minimum standard: 14

INTERVIEW
The interview will be used to assess the following competences:

1. 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

2. Leading and Communicating
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

3. Collaborating & 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

4. Delivering Value for Money
Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.
Marks available: 20

5. Achieving Outcomes through Delivery Partners
Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it is about having a commercial, financial and sustainable mind-set to ensure all activities and services are delivering added value and working to stimulate economic growth.
Marks available: 20
Total Marks Available: 120
Overall Pass Mark: 72

APPLICANT GUIDANCE

COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

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

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

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INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 11th January 2027.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 3.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via **www.nicsrecruitment.org.uk**

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

APPLICANT GUIDANCE

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.

APPLICANT GUIDANCE

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.

https://irecruit-ext.hrconnect.nigov.net/resources/documents/a/i/-/ai-candidate-guidance.docx

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and

Provide specific examples of your experience in relation to the required competence areas.

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

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

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

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

General Information

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

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.

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.

NICSHR Privacy Notice

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

Offers of Employment

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

Changes in personal circumstances and contact details.

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

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

Transgender Requirements

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

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 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.

GENERAL INFORMATION

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard.

For this check you will be required to provide the following:

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

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

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

Basic Disclosure Certificate

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

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

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

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

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

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

2. **Counter Terrorist Check (CTC):** as point 1 plus check of Security Service records.

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.

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.

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

Feedback
The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feeback 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



Northern Ireland
Civil Service

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