Construction & Procurement Delivery
Seachadadh Foirgníochta agus Soláthair

Northern Ireland Civil Service

PPTO Civil Engineer

Salary: £61,673 - £64,469 per annum (under review)

Plus an employer pension contribution of 34.25%

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

IRC331405

Completed application forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 20TH November 2026.

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

CONTENTS



Pg 03
Key Information

Pg 04
Foreword

Pg 05
Background

Pg 11
Learning, Training and Development

Pg 13
Terms and Conditions

Pg 17
Key Responsibilities

Pg 19
Eligibility Criteria

Pg 23
Applicant Guidance

Pg 30
General Information

KEY INFORMATION

Construction and Procurement Delivery (CPD) is looking to fill a Principal Professional and Technical Officer (PPTO) Civil Engineer position.

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

KEY BENEFITS

- An opportunity to earn a salary of £61,673 - £64,469 per annum (under review). The successful candidate can expect to be placed at the minimum point of the scale. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply.
- 25 days annual leave, rising to 30 days after five years' service.
- 12 bank and public 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 **14-16** for the complete terms and conditions.

To start the application process, you are invited to complete the application form. See pages **28-29** for more information. Following this an eligibility sift will be carried out. Please refer to pages **20-22** for Eligibility Criteria.

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 Civil Engineering post, so expect questions that relate to this area of work.

Your interview will last 45 minutes and will include a scenario-based presentation and questions on six competencies from the NICS Competency Framework with a minimum standard in two competencies and an overall minimum pass mark. Please read pages **24-29** for further details.

The NICS Competency Framework can be found here.

FOREWORD



Thank you for your interest in the PPTO Civil Engineer post within Construction & Procurement Delivery (CPD), 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 specification, advise them on the best procurement strategy, take it to the marketplace to obtain best value and project manage to ensure final delivery of the facility. CPD also provides best practice procurement advice to Departments on grant-aided 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 PPTO Civil Engineer has a key role to play in ensuring that projects are successfully delivered on time and to budget and embrace the best practice approaches as set out in Northern Ireland Public Procurement Policy (NIPPP).

Applications are invited from suitably qualified candidates. 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

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 3,300 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

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:

- Supplies and Services Division
- Construction Division
- Properties Services Division
- Commercial Delivery Group
- Properties Division
- Policy & Performance Division

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

BACKGROUND

A selection of projects which CPD Construction Division Civil Engineers have delivered.



River Lagan dredging





Public Realm works - Ebrington



Devenish island Jetty

BACKGROUND

CONSTRUCTION DIVISION

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 comprises branches specialising in:

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

BACKGROUND

The key responsibilities of Construction Division include:

- Compliance with the Procurement Act 2023;
- Compliance with NI Public Procurement Policy and best practice as set out in the Construction Procurement Toolkit;
- Support to business case and economic appraisal development;
- Assisting clients to identify their needs and develop a project brief;
- Brief development, analysis and feasibility studies;
- Procurement and contract strategies;
- Selection, appointment and management of supply chains;
- Gateway Review process;
- 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;

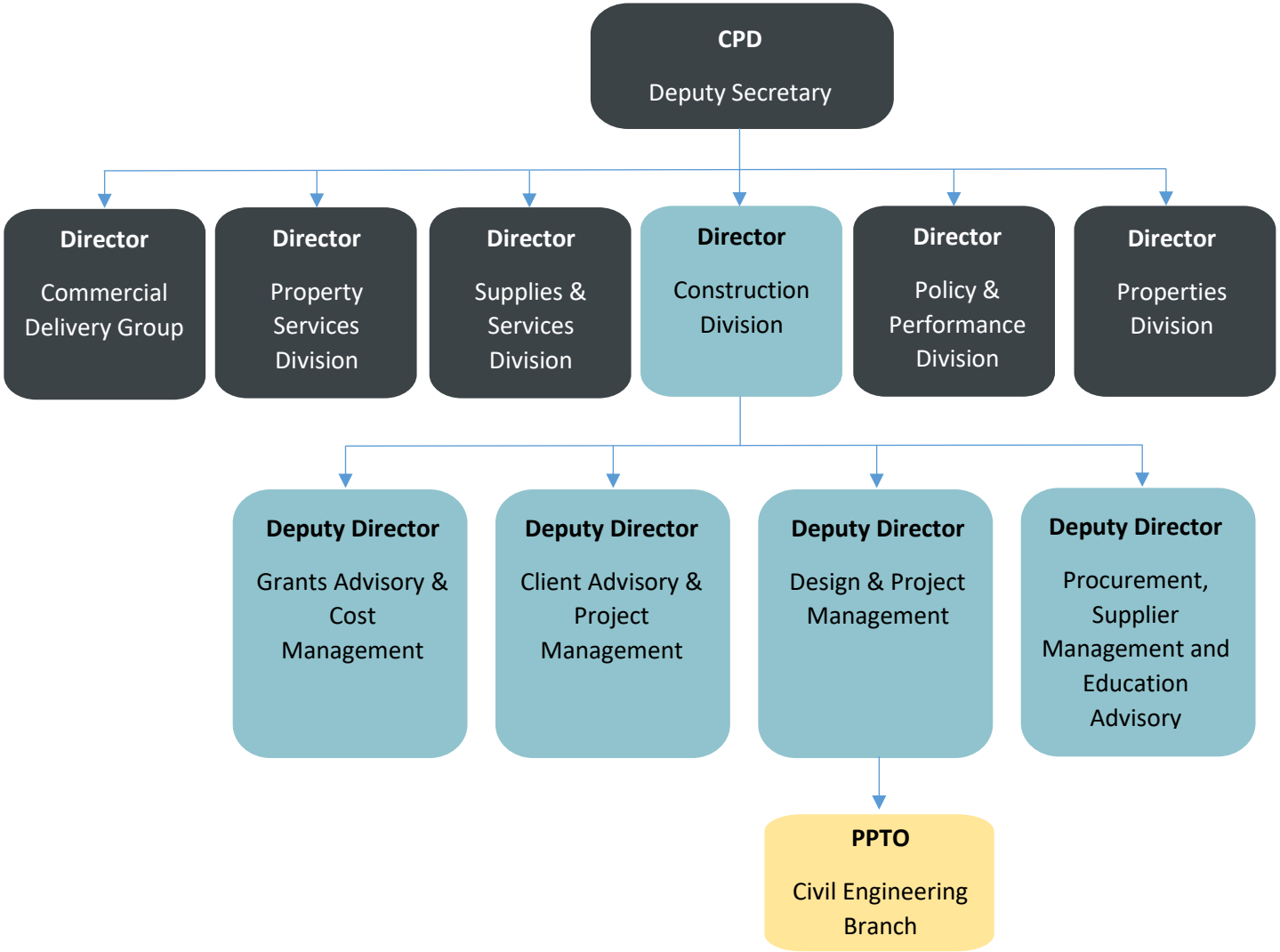
ORGANISATIONAL STRUCTURE

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.

Construction Division has four sub-divisions, with each sub-division consisting of several branches. The PPTO Civil Engineer reports to the Deputy Director (G6) who leads the Design & Project Management Subdivision within Construction Division.

BACKGROUND


CPD
Deputy Secretary
Director
Commercial Delivery Group
Director
Property Services Division
Director
Supplies & Services Division
Director
Construction Division
Director
Policy & Performance Division
Director
Properties Division
Deputy Director
Grants Advisory & Cost Management
Deputy Director
Client Advisory & Project Management
Deputy Director
Design & Project Management
Deputy Director
Procurement, Supplier Management and Education Advisory
PPTO
Civil Engineering Branch

Learning, Training and Development

Department of Finance
Construction and Procurement Delivery (CPD)
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 PPTO Civil Engineer is learning on the job and building up knowledge and skills. 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 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 PPTO Civil Engineer. 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 PPTO Civil Engineer 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.

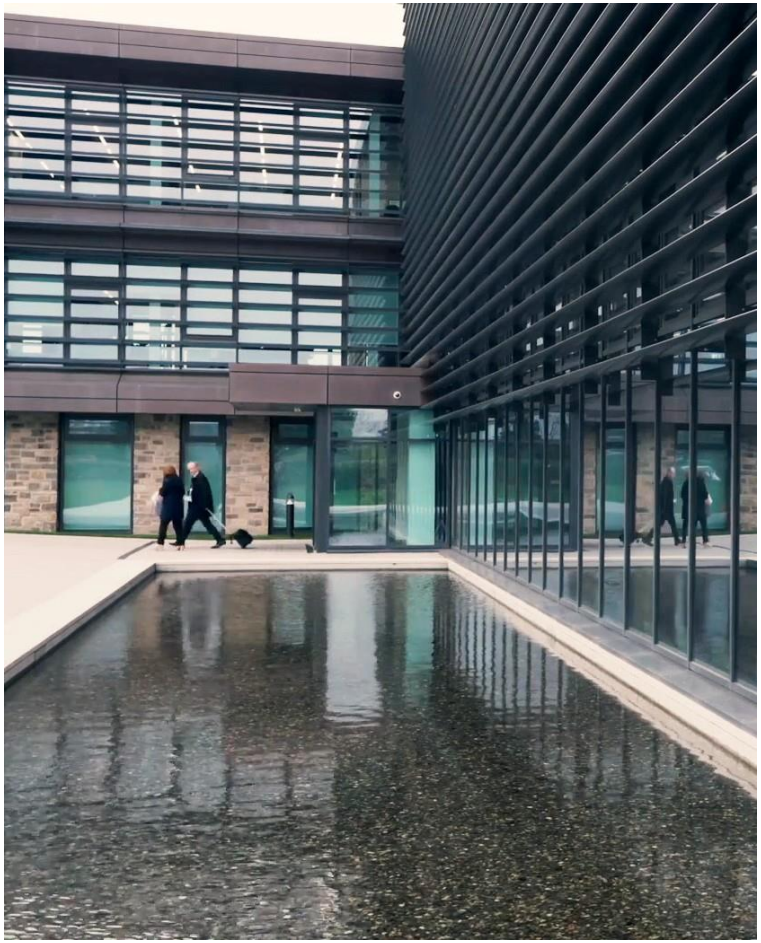
MEASURING YOUR PROGRESS

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.

Terms and Conditions

Department of Finance
Construction and Procurement Delivery (CPD)
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.

LOCATION

Postholders will be based in Clare House, 303 Airport Road West, Belfast BT3 9ED.
It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy (currently a minimum of 40% in the office) and business need.

SALARY

Salary will be in the range of £61,673 - £64,469 (under review) within which pay progression will be performance related. Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

TERMS AND CONDITIONS

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. Most offices work flexi-time. However, the NICS offers a range of flexibilities to enable a better work-life balance for employees.

TRAVEL AND RELATED REQUIREMENTS

The postholder will be required to travel on official duty. This post involves frequent site visits (sometimes several in one day) many of which are to remote and rural locations, often inaccessible by public transport, and some of which are in public estates.

Applicants should also be aware that this post will require the postholder to undertake inspections of civil engineering features (roads, embankments, coffer dams, culverts etc.) including the carrying of, and making use of, any equipment provided e.g. the postholder may be required to carry steps, ladders, survey equipment, Personal Protective Equipment and other (potentially bulky) equipment as necessary to carry out the role.

Accordingly, the successful candidate must have a valid driving licence enabling the holder to drive in the UK and Ireland and access to a form of transport which will enable them to fulfil their responsibilities in full**.**
Travel to Great Britain and the Republic of Ireland may also be required.

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.

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

TERMS AND CONDITIONS

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.

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 Basic Access NI. However, some other posts may require security clearance to Counter Terrorism Check (CTC) level (see page 33-34).

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.

CONFLICT OF INTEREST

It is a basic 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 posts before deciding to apply may telephone Colin Quinn on 028 90816510 or email colin.quinn@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)
Construction Division

KEY RESPONSIBILITIES

The PPTO Civil Engineer is responsible for:

- Providing a Civil Engineering service to Northern Ireland Departments and ensuring that civil engineering capital projects comply with policy, statutory and legal requirements including the Procurement Act;
- Leading the branch in the management of projects (call-off and secondary competition) in via the Pan Government Civil Engineering Minor Works Framework;
- Leading the branch in the management of projects via the Pan Government Ground Investigation Framework;
- Leading the branch in the provision of specialist geotechnical and civil engineering advice to public sector clients;
- Leading the design/specification of civil engineering projects;
- Leading the branch in the project management of civil engineering contractors on NEC contracts and frameworks to deliver value for money and deliver on their commitments;
- Monitoring and reporting on project progress and project team performance and representing CPD at liaison meetings with clients at senior and operational level;
- Leading the development of best practice approaches to civil engineering/infrastructure procurement;
- Providing support to clients in the implementation of their Net Zero Carbon targets on civil engineering projects;
- Providing strong leadership and vision through personal drive, commitment, enthusiasm and persuasive communication;
- Managing, motivating and developing the branch staff to ensure continued provision of high quality services to clients;
- Assisting in the development, implementation, management and ongoing maintenance of CPD management systems;
- Maintaining professional standards within project teams and applying these to achieve work objectives;
- 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;
- Implementing NICS reform and contributing towards CPD business improvement activities;
- Carrying out site visits/inspections in connection with the role, including frequent site visits (sometimes several in one day) many of which are to remote and rural locations, often inaccessible by public transport, and some of which are in public estates. Applicants should also be aware that this post will require the postholder to undertake inspections of civil engineering features (such as roads, drainage, excavations, embankments, coffer dams, culverts etc.) including the carrying of, and making use of, any equipment provided e.g. the postholder may be required to carry steps, ladders, survey equipment, Personal Protective Equipment and other (potentially bulky) equipment as necessary to carry out the role.
- Any other relevant duties as required by management;

The above list is not exhaustive but gives a good 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)
Construction Division

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have a Level 6 Qualification (degree) in Civil Engineering and be a Chartered member of the Institution of Civil Engineers*

AND

2. Have a minimum of 3 years' experience** of delivering civil engineering project(s) and/or geotechnical projects with a contract value exceeding £1M per annum***.

AND

3. Have a minimum of 3 years' experience** of leading a team in the design and successful project management of civil engineering project(s) and/or geotechnical projects with a contract value exceeding £1M per annum***.

AND

4. Have a current valid driving licence and access to a form of transport which will enable them to undertake their responsibilities in full.

* 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. Applicants seeking to rely on a relevant equivalent formal qualification must provide 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). The onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision regarding equivalency can be made. You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

** Your response should clearly demonstrate how you meet the criterion by reference to specific project examples, which must include start date (mm/yy), end date (mm/yy), project details and project value. Your experience must include **both** of the following areas of civil engineering:

a) Design of civil engineering projects and preparation and updating of civil engineering drawings; and
b) Supervision of contractors in the delivery of civil engineering site works

and **one** of the following areas of civil engineering:

c) Use of computer applications/software (e.g. CAD, Causeway Flow, etc.) on civil engineering projects;
d) Preparation of civil engineering contract documents: specifications; reports and calculations, survey reports, feasibility reports;
e) Experience of providing geotechnical advice to clients

*** The £1M construction contract value as set at 2 & 3 may be presented by combining a number of smaller projects together or alternatively derived from a single project.

ELIGIBILITY CRITERIA

Shortlisting Criteria:

Applicants should be aware that if, following an eligibility sift, it should 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 criteria 2 and 3. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

Guaranteed Interview Scheme

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

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

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

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable adjustments you consider necessary 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 **(20th November 2026)**. Please mark your correspondence with the competition reference number **IRC331405** 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)
Construction Division

APPLICANT GUIDANCE & ASSESSMENT PROCESS



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 presentation and 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 PRESENTATION

As part of the selection process candidates will be required to make a **scenario-based** presentation lasting 7 minutes. The presentation topic will be provided on the day of interview and 30 minutes preparation time will be given. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation. A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought into the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted. The presentation, and follow up questions, about the scenario will form the assessment of the **Managing a Quality Service** and **Making Effective Decisions** competencies.

APPLICANT GUIDANCE & ASSESSMENT PROCESS

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 appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

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. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Total Marks Available for Scenario-based presentation: 40
Minimum Standard: 24

COMPETENCE BASED INTERVIEW

In addition to the Scenario-based presentation, the Selection panel will design questions to test the applicant's knowledge and experience in each of the below competence areas and award marks accordingly.

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

1. 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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.
Marks Available: 20

APPLICANT GUIDANCE & ASSESSMENT PROCESS

2. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Marks Available: 20

3. 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. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available..

Marks Available: 20

4. 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 mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

Marks Available: 20

TOTAL MARKS AVAILABLE: 120 (INCLUDING SCENARIO-BASED PRESENTATION)
OVERALL PASS MARK: 72

INTERVIEWS

It is intended that interviews for this post will take place in Belfast during week commencing 14th December 2026.

APPLICANT GUIDANCE & ASSESSMENT PROCESS

The selection process will assess candidates against the NICS competency framework at level 4

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 Competences are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 4 should be demonstrating levels 1,2 and 3 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.

NICS COMPETENCY FRAMEWORK

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.

APPLICANT GUIDANCE & ASSESSMENT PROCESS

- 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

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.

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.

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.

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

General Information

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

GENERAL INFORMATION

Security

1. Baseline Personnel Security Standard

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

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

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

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

Basic Disclosure Certificate

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

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

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

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

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

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

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

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. 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



Northern Ireland
Civil Service

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