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Northern Ireland Civil Service

Geodetic Senior Mapping and Charting Officer (SMCO)/Deputy Principal

Department of Finance

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

IRC331724

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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COMMUNICATION BETWEEN HRCONNECT AND YOU

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

BACKGROUND

Department of Finance (DoF)

The Department of Finance (DoF) has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to NICS departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement. DoF incorporates nine business areas and has approximately 3500 staff, who are located mainly in the Greater Belfast area and in Derry/Londonderry.

The overall aim of 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.

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 400 or email recruitment@hrconnect.nigov.net

Land & Property Services

The primary focus of Land & Property Services (LPS) is the collection of rates on behalf of the NI Executive to fund and support the delivery of vital public services. The span of LPS' work is wide-reaching, but at its core is the provision of professional land and property services, with the most prominent public face of that work being:

- the design and administration of the rating and valuation system underpinning the Executive's only devolved tax lever,
- the land registration service underpinning our local conveyancing work,
- the delivery of property valuations, revaluations and maintenance of Valuation lists,
- the mapping skills and expert services provided by the staff within Ordnance Survey, and
- the full range of valuation services to the public sector in support of the Executive's priorities.

These integrated services place LPS in a unique position, enabling properties to be registered, valued, mapped and billed as a process chain within one organisation. Our services form a vital link to the functioning of local government as well as central government. LPS collects over £1.5 billion in rates which supports broader Government spending and provides a revenue stream through to our District Councils. LPS also administers vital rate-related reliefs for homes and businesses, including small business rate relief, Industrial Derating, support for those on low incomes, disabled persons allowance and lone pensioner allowance. LPS plays a crucial role in supporting the public sector. We provide spatial data infrastructures and authoritative information that identify, outline, and catalogue public sector land and property assets as well as the mapping framework upon

which these bodies build social, environmental, and health information. LPS provides the expert knowledge and skills necessary to leverage these datasets and information to assist Departments in delivering NI government's priorities. Find out more about LPS and our work at Land & Property Services (LPS) | Department of Finance

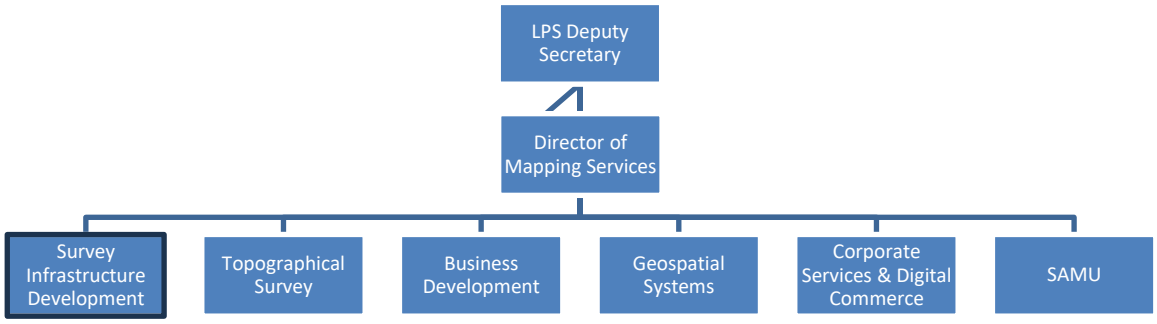
Ordnance Survey Northern Ireland

Ordnance Survey Northern Ireland (OSNI) is Northern Ireland's national mapping organisation. It creates, maintains, and disseminates definitive and authoritative geospatial data.

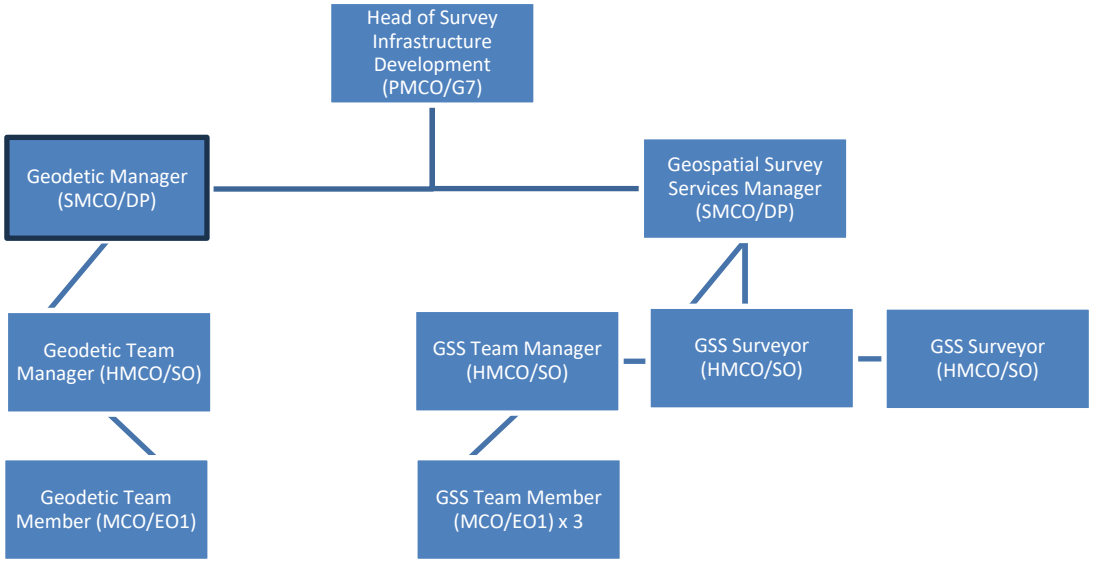
This post sits within Ordnance Survey Directorate (OSNI), which comprises approximately 200 staff based in five regional offices throughout Northern Ireland, namely: Ballymena, Belfast, Craigavon, Londonderry and Omagh.

Ordnance Survey's vision is "To provide core, authoritative geographic information to underpin the integration of data across LPS and to improve the accessibility and interoperability of spatial data across Northern Ireland."

OSNI ORGANISATIONAL CHART



Survey Infrastructure Development Organisational Chart



JOB DESCRIPTION

There is currently 1 permanent, full-time vacancy.

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

APPLICATIONS INVITED FROM

All candidates who consider that they meet the eligibility criteria.

SALARY AND ALLOWANCES

Salary will be within the range £47,304 - £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 pay on promotion/re-grading arrangements will apply.

PENSIONS

The NICS offers all employees an attractive pension package. You'll find further details on the Civil Service Pensions (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

LOCATION

This post will be based at 7 Lanyon Place, Belfast, BT1 3LP.

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 hours of work are 37 hours per week (Monday to Friday), excluding meal breaks. Most offices work flexi-time between the hours of 8am and 6pm.

It is envisaged that some element of home working and/or remote working may be possible in line with the NICS Hybrid Working policy and business need. The NICS hybrid working

policy includes a requirement to attend the workplace at least 40% of contracted working hours per week.

TRAVEL

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full. On occasion this may also involve travel outside Northern Ireland.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic.

PROBATION

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

FURTHER INFORMATION

Applicants wishing to learn more about the post before deciding to apply may email Rico Santiago - Rico.Santiago@finance-ni.gov.uk

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

KEY RESPONSIBILITIES

The Survey Infrastructure Development Branch includes the Geodetic Survey and Development team, which plays a pivotal role to support OSNI's data collection activities, define the national geodetic infrastructure and support government and commercial organisations.

At the heart of this effort lies OSNI's network of Continuously Operating Reference Stations (CORS) and Network Real Time Kinematic (NRTK) positioning service. This infrastructure forms a strategic national asset, delivering accurate and efficient positioning using GNSS correction services.

The Geodetic SMCO will be a subject matter expert in the field of Geodesy, GNSS, and the wider PNT (Positioning Navigation and Timing) domain, who will function as a bridge between geodetic science and its practical applications. With a robust foundation in mathematical and physical principles, they will play a crucial role in ensuring that OSNI geospatial data is reliable, accurate, and consistent with global standards.

They will have responsibility for:

- Maintaining and developing the physical infrastructure required to support national mapping applications
- Overseeing the realization of the national coordinate reference frame, ensuring compliance with geodetic standards and regulations, availability and accessibility of the reference frame to users, and compatibility between the reference frames and OSNI mapping.

The post holder will report to the Principal Mapping and Charting Officer (PMCO) Head of Survey Infrastructure Development Branch and will be a member of the OSNI Operations Board.

KEY RESPONSIBILITIES

The post-holder will have leadership and management responsibility for the Geodetic Survey and Development team, currently comprising the Higher and Mapping Charting Officer (HMCO) Geodetic Manager and one Mapping and Charting Officer (MCO).

The main duties and responsibilities include:

People Management

- Lead and manage the Geodetic Survey and Development team, including team performance, motivation, culture change, encouraging innovation, creativity, and inspiring performance.

- Manage staff from other teams or Branches to deliver geodetic projects, as and when required.
- Develop and maintain working relationships with stakeholders, project partners and customer organisations.

Strategic/Operational Management

- Provide support and advice to the Head of Branch to develop and deliver geodetic and surveying strategy and practice, and to government agencies and private sector on geodetic methodologies to inform geospatial strategies and policies and develop best practices within NICS.
- Contribute to Branch policy formulation and the production of processes, rules and regulations.
- Support strategy development, business planning, personnel services and procurement within the Branch.
- Lead the formulation and implementation of OSNI's geodetic strategy and policy, while engaging and collaborating with relevant bodies to ensure alignment with UK, Ireland, EU, and global initiatives, as appropriate.
- Set performance targets for the Geodetic Team, monitoring and reporting, ensuring consistent approach, compliance and meeting business needs.
- Oversee realization of the national coordinate reference frame, ensuring compliance with geodetic standards and regulations.
- Ensure horizontal and vertical transformations are in place to accurately relate GNSS surveying and positioning to OSNI mapping.
- Maintain and develop OSNI's network of CORS stations and NRTK services.
- Ensure availability and accessibility of the reference frame to users.
- Manage and deliver geodetic surveys and analyse geodetic data for accuracy and integrity.
- Collaborate with internal teams, external stakeholders, and other professionals to deliver geodetic projects.
- Provide authoritative geodetic advice to government agencies and private sector on geodetic methodologies to inform geospatial strategies and policies and develop best practices within NICS.

Revenue Management

- Manage capital and resource budget for the Geodetic team, including forecasting, reporting & invoicing.
- Collaborate with OSNI Business Development Branch to develop and manage geodetic income streams as appropriate.
- Deliver value for money and reduce costs where appropriate
- Provide advice and support to OSNI SMT and OSNI Operations Board on staffing and recruitment requirements, risks, and issues.
- Engage with OSNI Operations Board and LPS Workforce Planning teams to deliver staff recruitment competitions & agency recruitment support as required.

Procurement and Contracts

- Lead and manage procurement of hardware and software required within the team.
- Establish and ensure appropriate management of all contracts is in place within the team.
- Monitor spend against contracts and business cases and initiate appropriate action when required, including updating the relevant registers.
- Collaborate with OSNI Corporate Services & Digital Commerce Branch to ensure necessary data protection and data sharing procedures and documentation are in place.

Professional & Technical

- Maintain strong expertise in the application of geodesy and PNT, including;
  - Processing and analysing GNSS / geodetic data
  - Establishing and operating CORS stations and GNSS networks
  - Understanding global and European coordinate reference systems and their relationship to current and traditional National frames
  - Translating strategic aims into operational contexts and technical solutions
  - Developing and leading equipment and system trials
- Communicate detailed technical applications to those with different skills and understanding of the domain
- Define and analyse data to generate insights and recommendations.

This list is not meant to be exhaustive but aims to give a broad indication of the range and responsibilities of a Geodetic SMCO. The emphasis on specific duties will vary over time according to business needs and as determined by the Chief Survey Officer.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. (a) Have a master's degree in Geodesy or an equivalent qualification in an appropriate subject such as PNT, Geospatial Surveying, Engineering or Geomatics with Geodesy taken as a major subject in the final degree examination,

AND

(b) Have one year professional experience within the last six years of working in at least two of the following areas:
- Geodesy;
- PNT (Positioning, Navigation and Timing)
- Coordinate system design, transformation and management
- Geodetic network design, adjustment and quality assurance
- Vertical datum and geoid modelling
- High- accuracy surveying (using GNSS, total station and other geodetic techniques)

OR

2. (a) Have current membership of the Chartered Institution of Civil Engineering Surveyors (CICES) (Geospatial Element) i.e. TCInstCES or higher, or Royal Institution of Chartered Surveyors (RICS) i.e. MRICS or higher who have qualified through the Geospatial Engineering or Geomatics pathways

AND

(b) Have two years professional experience within the last six years of working in at least two of the following areas:
- Geodesy;
- PNT (Positioning, Navigation and Timing)
- Coordinate system design, transformation and management
- Geodetic network design, adjustment and quality assurance
- Vertical datum and geoid modelling
- High- accuracy surveying (using GNSS, total station and other geodetic techniques)

OR

3. (a) Have a degree in Geodesy or an equivalent qualification in an appropriate subject such as PNT, Geospatial Surveying, Engineering or Geomatics with Geodesy taken as a major subject in the final degree examination, or a post graduate diploma in Geodesy

AND

(b) Have two years professional experience within the last six years of working in at least two of the following areas:
- Geodesy;
- PNT (Positioning, Navigation and Timing)
- Coordinate system design, transformation and management
- Geodetic network design, adjustment and quality assurance
- Vertical datum and geoid modelling
- High- accuracy surveying (using GNSS, total station and other geodetic techniques)

OR

4. (a) Have four years professional experience within the last six years of working in at least two of the following areas:
   - Geodesy;
   - PNT (Positioning, Navigation and Timing)
   - Coordinate system design, transformation and management
   - Geodetic network design, adjustment and quality assurance
   - Vertical datum and geoid modelling
   - High- accuracy surveying (using GNSS, total station and other geodetic techniques)

AND

5. Have access to a form of transport which will enable them to carry out the full range of duties of the post.

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

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

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

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

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 (27th November 2026). Please mark your correspondence with the competition reference number IRC331724 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**

INTERVIEW CRITERIA

The selection process will include a competence based interview.

COMPETENCE BASED INTERVIEWS

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

1. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 30

2. Making Effective Decisions

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

Marks available: 30

3. Leading and Communicating

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

Marks available: 30

4. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 30

5. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and

striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 30

Total Marks Available: 150

Overall Pass Mark: 90

INTERVIEWS

It is intended that interviews for this post will take place in Lanyon Plaza 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.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

You can apply online at www.nicsrecruitment.org.uk

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

HELP WITH MAKING YOUR APPLICATION

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: https://www.nidirect.gov.uk/contacts/jobs-and-benefits-offices

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn. Please see our candidate guidance, via the link below for more information on appropriate and inappropriate use.

Artificial Intelligence & Recruitment Guidance

INTERVIEW PREPARATION

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

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

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

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

- Situation – briefly outline the situation;

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

The panel will ask you to provide specific examples from your past 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

THE MERIT PRINCIPLE

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

NICSHR PRIVACY NOTICE

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

OFFERS OF EMPLOYMENT

Candidates will only receive one offer of appointment which, if not accepted, 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.

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.

DOCUMENTATION

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

(i) UK national; or

(ii) National of the Republic of Ireland; or

(iii) National of a Commonwealth country; or

(iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the European Union Settlement Scheme (EUSS); or

(v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under European Union Settlement Scheme (EUSS).

(vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

(vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals
ALL candidates are required to state their nationality and the category they are applying under in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of your 'Share code' in the 'Share code' field which will be used to validate your Right to Work in the UK. You can find further detail on obtaining your 'Share code' here.

Failure to provide the requested information **WILL** result in your application being rejected.

EU Settlement Scheme EU, other EEA, Swiss citizens and family members provides guidance on EUSS and certain family members.

Where a candidate has a Right to Work status which has a time limitation, ongoing checks will be in place to ensure the Right to Work is maintained.

Further guidance on Nationality requirements is available in the Nationality Guidance section of the NICS Recruitment website.

SECURITY

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 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.

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 women, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomes 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

