HR CONNECT

Human Resources for the Northern Ireland Civil Service and the Northern Ireland Office

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Candidate Information Booklet

IRC332573

Forensic Court Reporting Officer – Chemistry Stream (Higher Scientific Officer)

Forensic Science Northern Ireland Department of Justice

Completed Application Forms must be submitted 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.

Department of Justice

Working together for fairness, justice and safety.

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.

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FOREWORD

We are delighted you are interested in joining Forensic Science Northern Ireland (FSNI).

Forensic Science Northern Ireland (FSNI) is an Executive Agency of the Department of Justice. Our job is to try, as far as we can, to objectively, and scientifically establish the truth, and provide effective scientific advice and support to enhance the delivery of justice. Our current mission and vision statements support this.

Mission

"Scientific Excellence delivered in partnership supporting justice for all."

Vision

"To be a World Class provider of integrated forensic science services."

FSNI enjoys an international reputation for the breadth and depth of its forensic science capability and many of its staff are recognised in Europe and the wider world as leading experts in their fields. FSNI currently has one of the widest ranges of UKAS accreditation of any forensic science facility in Europe.

Most importantly, FSNI staff have a rich mix of scientific and legal knowledge, practical experience and professional commitment.

Thank you for your interest in this recruitment competition.

Andrew Elliott
Chief Executive

BACKGROUND

Forensic Science Northern Ireland (FSNI), is an Executive Agency within the Department of Justice, employing approximately 200 staff, and providing a wide range of scientific services and expertise to assist in the investigation of crime and the presentation of scientific evidence in court.

The Agency is an independent, innovative organisation providing a service to its main customers, the Police Service of Northern Ireland, the Police Ombudsman for Northern Ireland, the Northern Ireland State Pathologist as well as a number of other customers in Northern Ireland and further afield.

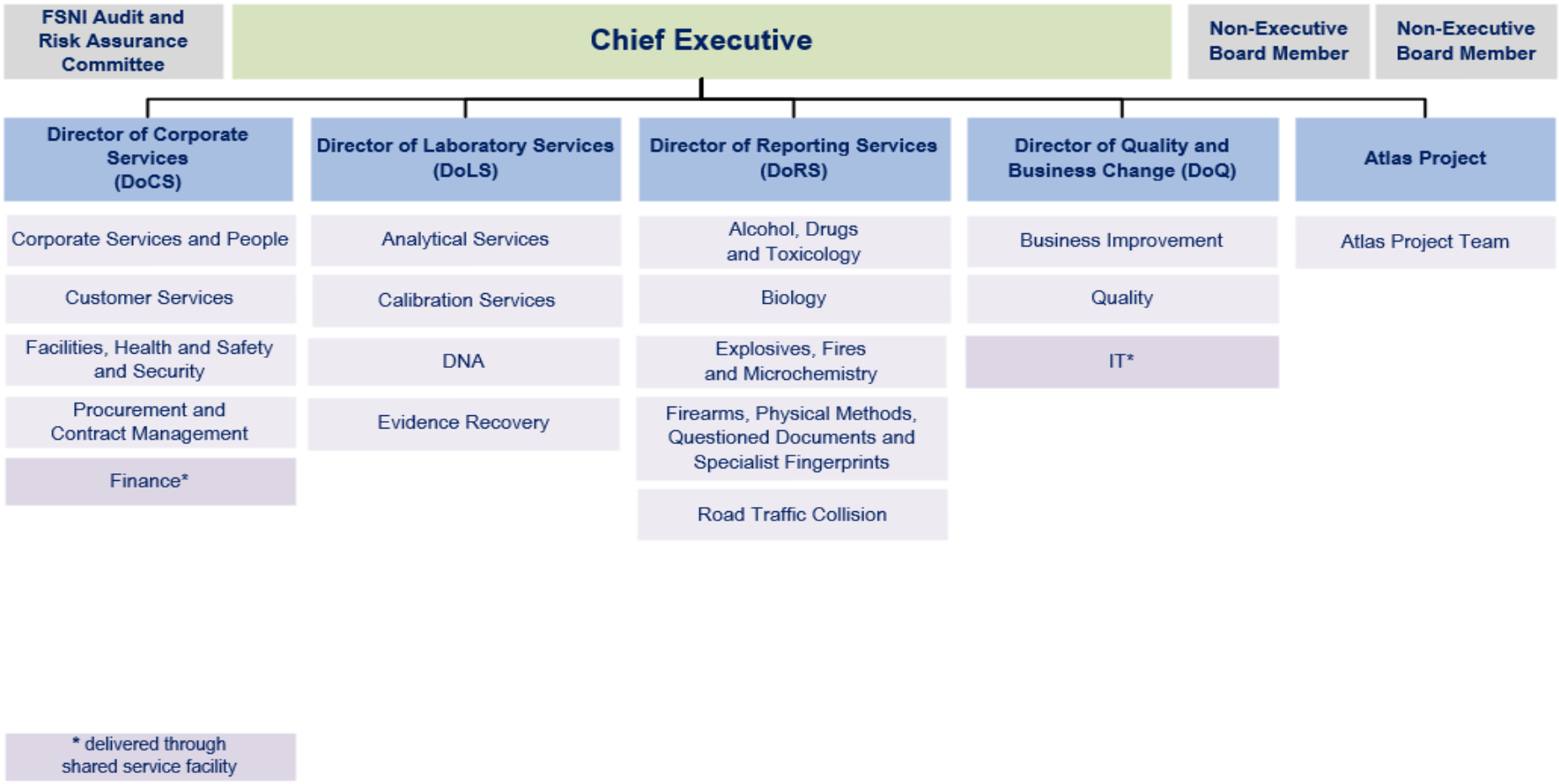
The Agency provides a full range of forensic science services through its operational casework sections, each of which consists of a number of teams which focus on a particular forensic science discipline. FSNI enjoys an international reputation for its breadth of expertise and experience. FSNI's primary purpose is the provision of effective scientific advice to support the delivery of justice.

The casework in FSNI is distributed between a number of Reporting teams who are responsible for the scientific investigation of some of the most serious cases including but not limited to murders, sexual assaults, misuse of drugs and terrorist activity.

FSNI provides an out-of-hours on call service and therefore, the post-holder will be expected to attend scenes throughout Northern Ireland, where required within the role, often during unsociable hours and at weekends, on bank holidays etc. These scenes can be distressing and very often the person/s fatally injured will be present during the examination. Therefore, resilience is required when dealing with such scenes.

Following the examinations, the post-holder will provide a report in the form of a witness statement and will regularly provide expert opinion evidence at criminal courts, generally under cross-examination.

Forensic Science Northern Ireland (FSNI)
Organisation Structure



KEY RESPONSIBILITIES

As a Court Reporting Officer (RO) the post holder will be involved in identifying, gathering and assessing relevant scientific information during the course of their investigations with the purpose of providing expert opinion ultimately to a court. They will be expected to keep an open mind and have an impartial but informative approach when dealing with casework. Sound scientific knowledge and skills will be supported by good oral and written communication skills which will allow the post-holder to communicate scientific findings to non-scientists, both orally and in writing, and a high level of competence in these skills is expected.

The chemistry reporting teams operate across Alcohol, Drugs and Toxicology (AD&T); Explosives, Fires and Microchemistry (EFM); Physical Methods (PM); Question and Documents (QDocs), Firearms and Specialist Fingerprint Unit (SFU).

The main duties of the posts will include:

Achieving Results

- Providing expert advice and guidance to investigators at scenes of crime and/or in relation to casework
- Liaison with the Senior Investigation Officer to establish lines of inquiry and advising them on the scientific aspects of the investigation
- Performing the role of ‘case manager’ to ensure the work is planned and allocated as necessary to meet the requirements of the case
- Effective management of workload, competing priorities and urgent work whilst meeting time pressures
- The supervision of the examination work of laboratory staff and line management duties where applicable
- Developing the forensic strategy to maximise best value solutions
- Assess items and issue instructions in respect of examinations/analysis to be performed
- Evaluate and interpret the results of examinations
- Attend case conferences and give advice, as required, to investigators based on their experience and areas of competence
- Report results to contextualise scientific findings and conclusions
- Provide reports on casework findings
- Fulfil legal and professional obligations expected of an expert witness and FSNI Reporting Officer in line with the Code of Ethics
- Leads/Supports the delivery of projects delivering changes to products and services within the section appointed to and wider agency initiatives.

Quality and Health & Safety

- Carrying out appropriate quality checks/audits to ensure validated results are delivered to customers
- Completing all work in line with FSNI accepted quality standards (ISO/IEC 17025) and standard operating procedures
- Taking responsibility for specific activities e.g. quality rep, document owner
- Identifying and managing risks and reporting any issues to management
- Adhering to all policies and procedures in relation to Health and Safety and Risk Assessments e.g. Control of Substances Hazardous to Health (COSHH)
- Ensure all policies and procedures in relation Equality, Diversity and Welfare are adhered to.

Professional Development

- Ensuring relevant professional competencies are maintained and skills developed to maximise flexibility across the Laboratory
- Providing advice, guidance and technical direction as necessary to support the goals of the team
- Attendance at relevant training courses/events

This list is not meant to be exhaustive but to give a good indication of the main duties relating to a typical range of posts. The emphasis on specific duties will vary over time according to business needs and as directed by Line Management.

TERMS AND CONDITIONS

There are currently 7 permanent, full-time vacancies within FSNI.

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

These posts will be based at Seapark, FSNI, 151 Belfast Road, Carrickfergus, BT38 8PL.

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 needs once induction and training has been completed.

Salary

Salary will be within the range £37,694 - £38,990 (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.

It is intended that these appointments will be at Higher Scientific Officer (HSO), with opportunity for advancement to Senior Scientific Officer (SSO). However, any such advancement will depend on the postholder being able to demonstrate that they have acquired the necessary experience and level of competence to perform the work at the higher grade. Assessment will include successful completion of their training, a recommendation from line management and a formal interview.

(The Senior Scientific Officer pay scale is currently in the range of £47,304 to £49,515. – under review.)

Allowances

In addition to basic salary, overtime, on-call and scene attendance allowances will be payable as successful candidates will be expected to support attendance at scenes, where required within the role, many of which occur outside normal working hours.

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.

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: 42 hours per week which includes a 1 hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time. In addition, the NICS offers a range of flexible working arrangements to support a better work-life balance for employees.

Where required within the role, the successful candidate will participate in an on-call rota to provide an urgent out of hours service. This rota typically operates 24/7 within a number of the teams.

Travel

The appointee will be expected to visit courthouses, State Pathologist's Department, PSNI stations and in exceptional circumstances travel in PSNI vehicles as and when required. They will also be expected to travel to Great Britain and further afield (necessitating overnights stays) when required for training purposes.

The successful applicant will be required to hold a current full driving license, valid for driving in Northern Ireland and will be required to have permanent access to a vehicle for travel to scenes which will enable them to fulfil the duties of the post in full. Travel expenses will be reimbursed in line with NICS Travel and Subsistence Policy.

Vetting

For Higher Scientific Officer (HSO) posts in the FSNI the level of vetting is Counter Terrorism Check (CTC). Obtaining these clearances is a requirement of the post and should clearance not be obtained you will not proceed further in the competition.

Further Relevant Information

If successful in this competition, we will aim to complete all preplacement checks and security clearance as soon as possible. However, this can be a time consuming process and we would ask for your patience and cooperation throughout. To help minimise any delay in appointment we would appreciate it if you could respond promptly to any requests for information related to these enquiries, including notice period and also inform HRConnect of any change in your circumstances.

Medical

The successful candidate will be required to undertake a compulsory medical examination for Colour Blindness as part of the pre-appointment enquiries.

DNA Sample

Scientists at the laboratory examine evidence from the scenes of crime and materials removed from persons suspected of having been involved in crime. The results of the examinations, after objective expert evaluation, may subsequently be given as evidence in a court of law.

The sensitivity of current DNA testing is such that it is essential to guard against the consequences of inadvertent contamination of casework material by staff members.

The successful candidate will therefore be required to provide a DNA sample for elimination purposes. The sample and resulting profile will be retained securely and will only be used for this purpose.

Training

Successful candidates will be required to undertake appropriate training in line with the work areas business needs and policies in addition to ongoing training to ensure that their knowledge and skill set is up to date.

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

Career Development

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

Conflict of Interest

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to 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 Linzi Hamilton on 02890 360059 or email linzi.hamilton@fsni.gov.uk

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

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have a minimum of a 2:2 Honours level degree qualification or equivalent* in Chemistry, Biochemistry, Analytical Chemistry, Pharmacology or a closely related** scientific discipline where the study of Chemistry comprised the majority of the course.

AND

2. Have the equivalent of at least 2 years full-time laboratory based experience in the last 5 years, where you applied an advanced knowledge of a range of scientific techniques relevant to forensic science, for example immunoassays, GC-MS, LCMS, HPLC, GC-TEA, SEM, FTIR and microscopy.

AND

3. Demonstrable ability to work under pressure involving multiple work streams and priorities which can be subject to change at short notice, including evidence of planning, organising and prioritisation of work to deliver expected results.

AND

4. Have the ability to communicate clearly at all levels, using a variety of media, with content, style and language suited to the audience and the ability to explain technical/specialist matters and scientific findings in a way that can be understood by fellow professionals, administrators and the general public.

AND

5. Hold a current driving licence valid for driving in Northern Ireland and permanent access to a vehicle for travel to scenes to fulfil the duties of the post in full.

Applications will also be considered from applicants with relevant formal qualifications 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.

****Closely related subject:** Should a candidate feel their degree subject is closely related to Chemistry, Biochemistry, Analytical Chemistry or Pharmacology they should list ALL of the modules studied during the degree (including those with no relation) and also provide a description of each of the relevant modules. The onus is on you to provide the panel with details of ALL of the modules studied, along with the content of modules so that a well-informed decision can be made.

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

SHORTLISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used:

Have a minimum of a 2:1 Honours level degree qualification or equivalent* in Chemistry, Biochemistry, Analytical Chemistry, Pharmacology or a closely related** scientific discipline where the study of Chemistry comprised the majority of the course.

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 (27 November 2026). Please mark your correspondence with the competition reference number IRC332573 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.**

SELECTION PROCESS

The selection process will include the following stages:

1. A sift on eligibility criteria (including shortlisting if applicable)
2. A presentation
3. 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.

PRESENTATION

As part of the selection process candidates will be required to deliver a presentation lasting no longer than 7 minutes, the subject of which will be provided to candidates in the 'Invitation to Interview' letter. Applicants should fully prepare their presentation in advance as no preparation time will be provided on the day of interview. Applicants may only bring prepared speaking notes to the interview to deliver their presentation. Applicants are not permitted to deliver the presentation electronically, nor should they provide any hand-outs or other materials to the panel. No notes or flip charts (other than speaking notes for the presentation) or personal documentation may be brought to the interview. The presentation will be used to help assess the applicant's ability to demonstrate good communication and interpersonal skills and will be marked as part of the **Leading and Communicating** competency. The panel will have the opportunity to ask follow-up questions after the presentation.

Marks Available: 20 **Minimum Standard: 12**

COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicant's knowledge and experience in each of the following areas with each having 20 marks available with minimum standards indicated as necessary below.

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

1. **Changing and Improving**

2. **Making Effective Decisions** **Minimum Standard: 12**

3. **Delivering at Pace**

4. **Managing a Quality Service**

5. Collaborating and Partnering

Total marks available: 120
Overall pass mark: 72

INTERVIEWS

It is intended that interviews for this post will take place in Beacon House during week commencing 18 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 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 these posts 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.

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

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, 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