



Student Placements

up to 51 weeks

IRC 275819

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 18th March 2022**. Please retain a copy of this booklet for your reference throughout the selection process.

Candidate Information Booklet



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WELCOME

We are delighted you are considering joining the Northern Ireland Civil Service (NICS) on a student Placement for up to 51 weeks.

The placements provide excellent opportunities to not only gain valuable experience with the NICS but also to develop skills and gain practical experience in a professional working environment.

As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve.

This booklet provides further information on the key responsibilities of Student Placements in the NICS, and sets out the skills and competencies that are required for these roles. We have also included important information on the assessment process.

This competition will be used to fill Student Placement vacancies across the NICS. This competition will be used to fill a number of current vacancies. It may also be used to fill further vacancies which may arise during the lifetime of this recruitment exercise. All appointments to the NICS are on merit on the basis of fair and open competition.

The closing date for applications is **12.00 noon on Friday 18th March 2022. Late applications will not be accepted.**

Please read carefully through the information contained within this Candidate Information Booklet and retain it for reference throughout the selection process.

We wish to ensure all applicants have the opportunity to perform to the best of their ability. We will consider all requests for reasonable adjustments in accordance with our obligations under The Disability Discrimination Act (DDA) 1995 to complete any of the assessments.

If you have any questions, or require any documentation in an alternative format e.g. braille, easy read, large print, audio etc. you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

Communication between HRConnect and you

We will issue as many competition communications as possible by email. Please provide a valid email address for this purpose. Please check your email account and junk folder to make sure you don't miss any important messages from us.

We wish you every success in your application.

ABOUT THE NICS



The NICS comprises nine Departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment, and transport.

In addition, the Public Prosecution Service is staffed by civil servants.

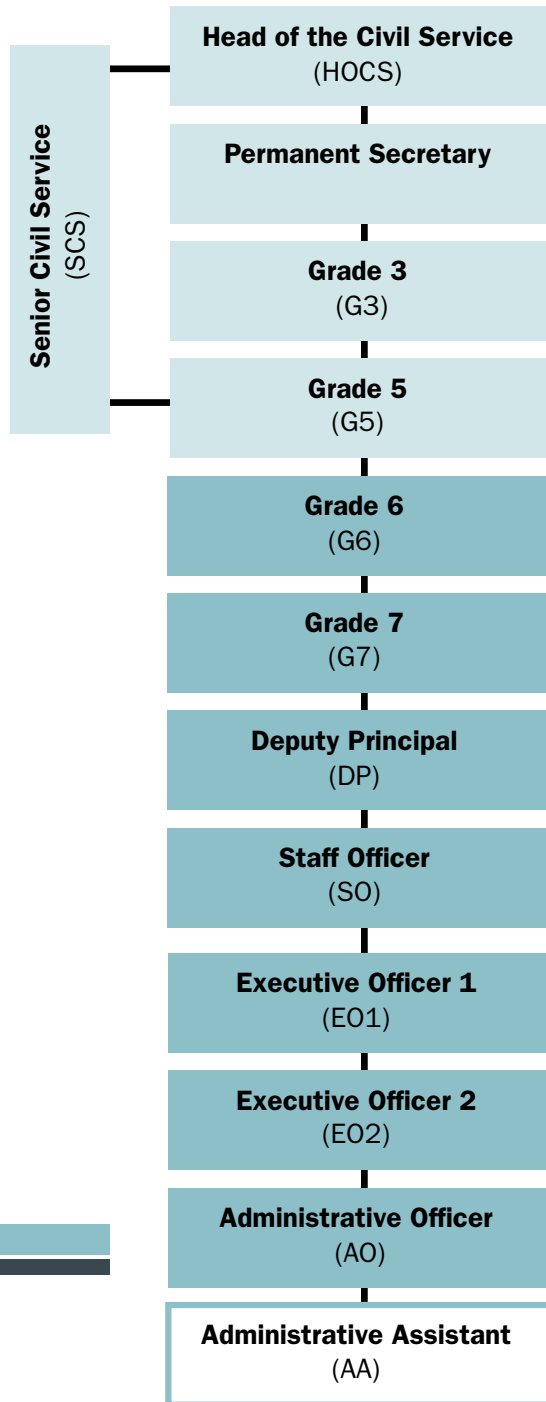
To find more information on the government arrangements in Northern Ireland, including the functions of the Departments, click [here](#).

All civil servants are expected to carry out their role with dedication and a commitment to the NICS's core values of integrity, honesty, objectivity and impartiality.

This competition will be used to fill approximately **160** student placements across the NICS. These placements will be for a period of up to 51 weeks. Further detail on the placements available can be found in the section entitled "Types of Placement".

The following NICS Organisational Chart shows how the student placement grade (equivalent to AA) fits into the overall organisation.

**NICS
ORGANISATION
CHART**



KEY RESPONSIBILITIES

Student Placements are challenging roles demanding commitment to excellence and the highest standards of output quality. If you want to be a part of this essential work and to grow and develop personally and professionally then we are looking for you.

The work of Students will depend on where you are posted. While the precise duties and responsibilities of individual posts will vary, below are examples of general activities that may be undertaken by students during their placement:

- **Analysis and Research:** assist with data acquisition, analysis and evaluation, assist with research on a range of Departmental issues including drafting papers. Identify, review and summarise relevant research and policy reports. Assist with the presentation and dissemination of data and research findings effectively using a range of innovative data visualisation tools.
- **Policy/legislation/governance:** involvement in regulation, grants and auditing. May include preparing draft responses to internal and external correspondence. May be involved in contributing to the drafting of subordinate legislation, and act as a support role in the team. Apply skills and knowledge appropriate to interpret regulation, legislation, policy and corporate governance.

- **Strategic/operational:** discrete work area day to day, carry out routine tasks such as database management, assist in data updates/monitoring, provide data and charts to input into requests and queries from a range of internal and external stakeholders. Receive and handle requests for information and support.
- **Develop knowledge and skills:** through reading relevant publications and attending seminars, training events and conferences. Seek and act on feedback.

The above list is not exhaustive. You may also be required to carry out other activities as directed by your line manager. Further details on the types of placement available and the potential areas of work during placement can be found from page 9.

Guidance and support will be provided by your line manager and other members of the team, enabling placement students to develop a fuller awareness of their business environment and how it meets the requirements of customers both within the NICS and members of the general public.

Placement students will be offered training appropriate to business needs.

TERMS AND CONDITIONS

Number of Positions

It is anticipated that there will be approximately **160** placements to be filled by this competition across a range of Departments;

- Department of Finance (DoF),
- Department for Infrastructure (DfI),
- Department of Education (DE),
- The Executive Office (TEO),
- Department for Communities (DfC),
- Department of Agriculture, Environment and Rural Affairs (DAERA),
- Department for the Economy (DfE), and
- Department of Justice (DOJ).

This may change depending on the level of demands from Departments.

Length of Employment

These placement student positions are temporary appointments which will last for a period of up to 51 weeks.

Appointment

The successful candidates should be prepared to take up post during the period July - September 2022.

Salary

£18,783 per annum

Student placement is analogous to AA grade for pay purposes.

Location

The NICS has offices across Northern Ireland. This competition will be used to fill temporary Student Placements for up to 51 weeks across Northern Ireland.

Please note: The majority of Student Placement posts will be in the Greater Belfast area. However, this competition will also be used to fill vacancies in other office locations across Northern Ireland. Due to the ongoing Covid19 pandemic an element of home-working may also be in operation. Successful candidates must be prepared to work in any location in Northern Ireland.

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Principal NICS Pensions Scheme (Northern Ireland) website.

TERMS AND CONDITIONS

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance is 25 days pro rata.

Working Hours

The full time working week in the NICS is 37 hours, excluding meal breaks. The majority of the NICS operates a flexi-time scheme, usually between the hours of 8am and 6pm. The flexi-time scheme allows you to have an element of flexibility over your working hours. It involves flexible start and finish times around 'core working hours' (when attendance is required) and within the limitations of the 'bandwidth' (the earliest and latest times between which hours can be worked) and allows you more choice over your working hours, subject to the operational requirements.

Security Clearance

An appointment will be dependent on you meeting the security vetting requirements for the post.

A Criminal Record Check on all successful applicants will be carried out by AccessNI or relevant body, depending on the level of security assigned to the post.

You should not be put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner. Information detailing convictions is destroyed once a decision is made, only the decision is retained.

For the majority of posts in the NICS the level of vetting is a basic check. For this you will be required to provide acceptable documents as outlined on page 40.

Some posts in the NICS involve staff having access to sensitive personal information either about citizens or employees. For this reason, employees in these roles are required to obtain a higher level of vetting. You will be required to provide additional personal information for the higher vetting levels.

For example Enhanced AccessNI clearance will be required for areas working in Regulated Activity or Counter Terrorist Check for Department of Justice or NI Courts Service posts.

More information about security vetting can be found at [Appointments and Vetting.](#)

TERMS AND CONDITIONS

Types of Placement

As there are a variety of placements on offer, you will be asked on your application to indicate your order of preference, for a **maximum of two categories**, from the options below.

Please note that your preferences must be relevant to the degree you are studying; these will be validated with your college/university during the recruitment process. Further details on the degrees recommended for the placements can be found on page 25.

If successful, you will only be considered for a post in one of your selected preferences and, once offered, your name will then be removed from the list of successful applicants for your other selected preferences (if applicable).

Candidates will be able to select from the following categories to apply for a placement:

- 1. Policy**
- 2. Accountancy/Finance**
- 3. Communications/Marketing**
- 4. Research and Data Analysis**
- 5. Civil Engineering**
- 6. Mechanical Engineering**

7. Chemical Engineering

8. Law

9. Architecture

10. Science

11. Planning

12. Geographic Information Systems (GIS)

13. Information Communication Technology (ICT)

14. Forestry

15. Environment/Agriculture

16. Building Surveying

17. Quantity Surveying

18. Economics

19. Business Studies/Management

20. Human Resource Management

Further detail on the approximate number of available placements and the potential areas of work during placement can be found on the following pages.

Please note if you fail to indicate a minimum of one preference on your application form we may be unable to progress your application.

Candidates should ensure they apply for a placement/ placements which align(s) with their course of study.

TERMS AND CONDITIONS

1. Policy

Approximate number of placements: 15
Departments with potential placements are: DoF, DE, DfE, DOJ, Dfl, DfC & DAERA.

Potential areas of work during placement:

- Contribute to policy development through research and analysis of issues.
- Produce draft research reports, first draft policy submissions, draft consultation documents, briefing material, draft responses to AOs, FOI requests and Correspondence Cases.
- Assist with Stakeholder engagement and consultation.

2. Accountancy/Finance

Approximate number of placements: 5
Departments with potential placements are: DfE, Dfl, TEO & DoF.

Potential areas of work during placement:

- Gather, analyse and report financial information.
- Review and analyse expenditure trends.

- Review and assist in implementation of financial accounting policies.
- Assist in the development of governance structures and finance models.
- Provide assistance in preparing financial statements.
- Provide assistance in preparing and presenting financial information.

3. Communications/Marketing

Approximate number of placements: 13
Departments with potential placements are: DfE, DoF, DfC, DoJ & DAERA.

Potential areas of work during placement:

- Assist with the review, management and development of Departmental social media channels.
- Produce short videos to promote the work of the Department.
- Support colleagues in the organisation and delivery of events.
- Media monitoring.

TERMS AND CONDITIONS

4. Research and Data Analysis

Approximate number of placements: 14
Departments with potential placements are: DoF, DfC, DfE & DAERA.

Potential areas of work during placement:

- Assist with data acquisition.
- Assist with data analysis and research.
- Assist with the presentation and dissemination of data and research findings effectively.

5. Civil Engineering

Approximate number of placements: 12
Departments with potential placements are: DoF & DfI.

Potential areas of work during placement:

- Assist in the design, procurement and project management of both major and minor civil engineering projects across government departments.
- Assist with the preparation of documentation relating to projects.
- Assist with the preparation of design calculations,

AutoCAD drawings, specifications and reports in line with standards and codes of practice.

- Assist with the preparation of contract documents in line with Northern Ireland Public Procurement Policy.
- Participate in resolving technical issues and problems.
- Use engineering and general ICT software packages.
- Liaise with staff from different branches within Construction Division on multi-disciplinary projects.
- Undertake site surveys and interpret data to inform designs and reports.
- Undertake site visits to supervise, inspect and monitor construction work.
- Monitor health and safety practices on site.
- Prepare measurements and valuations for construction projects.

6. Mechanical Engineering

Approximate number of placements: 1
Departments with potential placements are: DoF.

Potential areas of work during placement:

- Assist the HPTO in acting as a member of a multi-disciplinary team and provide a mechanical engineering service for full design, design & build or developer

TERMS AND CONDITIONS

led building projects. This may include, among other things, preparing feasibility / scheme designs, providing a design brief, assessing contractor's proposals and ensuring that the brief is met.

- Assist with the management of consultants and evaluate their mechanical engineering submission.
- Assist with the design of Mechanical Engineering services for new works and refurbishment projects, including preparing specifications, drawings, tender documentation, carrying out tender assessment, site supervision and financial control.
- Assist with the estimation of the value of mechanical services of projects and contracts, provide valuation of works in progress and assist to settle final accounts of consultants and contractors engaged under NEC3/NEC4 contracts.
- Survey existing buildings throughout Northern Ireland, some of which may be in remote rural areas, and assist with the preparation of condition and dilapidation reports.
- Inspect buildings under construction, this may include gaining access to locations at height and / or within confined spaces.
- Assist with the management of contractors and consultants appointed using NEC3/NEC4 contracts, from inception to completion and ensure that projects are delivered on time and within budget.

7. Chemical Engineering

Approximate number of placements: 1

Departments with potential placements are: DAERA.

Potential areas of work during placement:

- Assist with research and evidence gathering exercises relating to pollutant emissions from industrial processes in NI. Draft papers to identify, review and summarise research carried out.
- Assist with presentation and dissemination of data and research findings using relevant IT tools.
- Familiarisation with relevant legislation, UK and EU. Assist in work that contributes to the drafting of subordinate legislation.
- Attend meetings with policy officials from DAERA to observe policy development processes and engage with line manager to provide feedback.
- Management of documents within the department's electronic record management system.
- Assist with information and data gathering to respond to AOs, FOI requests Correspondence Requests.

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8. Law

Approximate number of placements: 14
Departments with potential placements are: DE, DfE, DOJ, DoF, DfI & DAERA.

Potential areas of work during placement:

- Scrutinise documents to ensure compliance with legislation.
- Support the legislative process.
- Assist with the preparation of briefs, affidavits and exhibits for the High Court and preparing hearing bundles.
- Attend Court hearings occasionally.

9. Architecture

Approximate number of placements: 1
Departments with potential placements are: DoF.

Potential areas of work during placement:

- Brief development, feasibility studies, outline design, building surveys and drawings as described in RIBA Plan of Work.

- Assist with the preparation of documentation relating to projects.
- Assist with the preparation of AutoCAD, BIM and 3D drawings.
- Assist with the preparation of specifications and reports in line with current standards and codes of practice.
- Assist with the preparation of contract documents in line with Northern Ireland Public Procurement Policy.
- Participate in resolving technical issues and problems.
- Use standard Architectural and Graphic software packages.
- Undertake site surveys and interpret data to inform designs and reports.
- Undertake site visits across the province to inspect construction work.

Please note: To apply for this placement category you must be currently progressing through an RIBA Part 1 accredited course of study in Architecture who will have successfully attained a degree in Architecture within the last year by June 2022.

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10. Science

Approximate number of placements: 17

Departments with potential placements are: DAERA & DfI.

Potential areas of work during placement:

- Assist with the management of the Northern Ireland marine protected area network.
- Assist in the Departmental approach in reducing marine litter under the UK Marine Strategy.
- Assist with the preparation of scientific reports, surveys and fieldwork.
- Help to provide effective chemicals regulation in Northern Ireland, to protect both human health and the environment.
- Assist in the programme delivery to remediate a contaminated land site by monitoring environmental impacts and managing risks to sensitive receptors.
- Undertake chemical analysis of pollutants in a range of environmental water samples such as surface waters, ground waters, marine waters, leachates and effluents using highly automated state of the art laboratory equipment.
- Assist with the development and implementation of measures to conserve, restore and enhance access to

our natural heritage.

- Assist with the continued development of a Marine Plan for Northern Ireland.
- Assist with marine monitoring programmes in Northern Ireland.
- Assist in the management of catchments to deliver improved environmental quality.
- Assist in the development of the Northern Ireland Marine Strategy.

11. Planning

Approximate number of placements: 4

Departments with potential placements are: DfI.

Potential areas of work during placement:

- Support the work of the Regional Planning Team.
- Carry out research in relation to potential amendments to NI Planning legislation.

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12. Geographic Information Systems (GIS)

Approximate number of placements: 10
Departments with potential placements are: TEO & DAERA.

Potential duties during placement:

- Manipulate and analyse geographical data and use the outcomes to inform area planning, temporary variations and demographic considerations for the future.
- Assist in the creation of new and editing spatial datasets.
- Assist in field data capture, GIS, data management and support.

13. Information Communication Technology (ICT)

Approximate number of placements: 22
Departments with potential placements are: DoF & DAERA.

Potential areas of work during placement:

Infrastructure and Service Management

ICT Professionals working in this area are predominantly based in IT Assist within the Department of Finance (DoF), however some business areas also offer an alternative bespoke service to their customers.

Service Operation

- Service desk and incident management
- IT Operations
- Application Support
- Network control and operation
- Network Support

Solution Development and Implementation

ICT Professionals working in this area are spread throughout the various government departments, the nature of their work means they provide ICT services which can be specific to their departmental business needs. Services include the provision of web-based applications, the development, maintenance and support of legacy, static and content managed websites.

Systems Development

- Programming/software development
- Information Content Authoring
- Database/repository design
- Database administration
- Systems design
- Testing

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Cyber Security

Cyber security is the practice of defending networks, data and technological systems from cyber attacks. The role of security teams is to put processes in place to reduce threats and review processes as threats evolve.

14. Forestry

Approximate number of placements: 5
Departments with potential placements are: DAERA.

Potential areas of work during placement:

The post-holders will report to the appointed Forest Officer in charge of the business area to which they are assigned and the main duties of the posts will include:

Forest Operations

- Harvesting duties including Forest mensuration and inventory work.
- Forest management & inspection and regeneration.

Forest Planning

- Involvement in preparation of forest plans using GIS.
- Involvement in stakeholder planning consultations.

Forest Policy, Regulation & Grants

- Involvement in felling licence regulation & Afforestation grants.
- Involvement in forest management auditing (UKWAS) and Health & safety.

15. Environment/Agriculture

Approximate number of placements: 12
Departments with potential placements are: DAERA.

Potential areas of work during placement:

- Assist with the evaluation of farm data and energy management software.
- Assist in the implementation/adoption of state of the art farm data and energy management software across the CAFRE farmed estate.
- Assist with development of a system of collating, validating and sharing of farm and energy management data across business areas within CAFRE.
- Carry out post project evaluations for adopted software packages including benefits realised, unforeseen issues arising and lessons learned.
- Assist with the development of the Northern Ireland Food Observatory Report.

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- Assist in the development of Northern Ireland Food Supply Chain modelling.
- Assist with the preparation of scientific reports, surveys and presentations.
- Help to provide effective agri-food data and analysis for Northern Ireland food businesses, to promote future sustainability.
- Assist in the programme delivery of Brexit Operational Readiness SPS Systems Delivery.
- Assist in the management of catchments to deliver improved environmental quality.
- Assist in the development of the Northern Ireland Marine Strategy.
- Freshwater ecological surveys, including pollution and catchment surveys.
- Collection and analysis of freshwater invertebrate samples.
- Collation and checking of ecological data.
- Assistance with individual element classification assessments using agreed classification tools and standards.
- General laboratory duties including maintenance and calibration of equipment, H&S checks and Preparation and decontamination of fieldwork equipment.
- Attend site to collect Environmental Monitoring Data, conduct site inspections and document ICT works.

- Maintain site records (site diaries, works records, field chemical data records).
- Draft scientific and/or technical reports, research reports, papers and presentations to communicate findings of project work.
- Assist with projects and delivery.
- Draft stakeholder briefing material and draft responses to AQs, FOI requests and Correspondence cases.

16. Building Surveying

Approximate number of placements: 1

Departments with potential placements are: DoF.

Potential areas of work during placement:

- All aspects of project management; technical, compliance, on-site, financial.
- All aspects of procurement; developing tenders, reviewing, appointment.
- Carry out surveys on site in a wide variety of government buildings.
- Building maintenance and conservation.
- AutoCAD design work.
- Health & safety compliance.
- Building refurbishment and redecoration works.

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- DDA compliance and disability access requirements.
- Asbestos surveys and remedial works.
- Long term projects with potential for thesis material.

17. Quantity Surveying

Approximate number of placements: 2

Departments with potential placements are: DoF.

Potential areas of work during placement:

- Assist in the delivery of pre and post contract quantity surveying services (estimating/cost planning, setting/controlling of target costs, tender analysis and agreeing final accounts etc) to multi-disciplinary in-house construction project teams.
- Assist in providing advice on a variety of cost, procurement and contractual issues.
- Assist in providing advice on the delivery of projects to ensure compliance with policy, statutory and legal requirements.
- Assist with the preparation of contract documentation in line with Northern Ireland Public Procurement Policy.
- Assist with the procurement and management of external consultants and contractors on construction projects.

- Assist with the monitoring and reporting on project progress and project team performance.
- Assist in the formulation of proposals to address areas of procurement policy and procedures requiring development and/or revision.

18. Economics

Approximate number of placements: 11

Departments with potential placements are: DfE, DE, DfC, & DAERA.

Potential areas of work during placement:

As a Student Economist, you will be part of the NICS Economist Profession, a group consisting of over 100 economists. Potential duties include:

- Gather relevant economic data for the use in economic briefing and analysis; economic research projects; and input to business cases and evaluations.
- Assist in the review and quality assurance of small expenditure business cases and post project evaluations.
- Maintain databases of relevant economic research and data.

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19. Business Studies / Management

Approximate number of placements: 4

Departments with potential placements are: DAERA.

Potential areas of work during placement:

- Assist in the analysis of the impact of proposed policies and identify mitigations.
- Liaise with others to help identify the impact of legislative changes to proposed policies and operations.
- Assist in the development, maintenance and updating of project plans and post project evaluation.

20. Human Resources

Approximate number of placements: 1

Departments with potential placements are: DoF.

Potential areas of work during placement:

- Assist in the co-ordination of activities in relation to running recruitment competitions to fill vacancies across the NICS for all job roles across analogous grades AA to Grade 6.

- Assist in the co-ordination of all activities in relation to permanently filling vacancies from available supply across the NICS.
- Assist in procuring supply of recruitment agency workers, co-ordinating requests for advertising secondment opportunities and central oversight of those NICS employees on a career break or outward secondment.

The above lists are not exhaustive but give a good indication of potential areas of work during placement.



What's on Offer



WHAT'S ON OFFER

Learning, Training and Development

Personal Development

What will happen during the placement year?

The NICS is committed to ensuring that professionals across all disciplines are equipped to deliver in full the Government's agenda, meet the demands of modernising Government and develop their own careers and skills to the highest possible standards.

As a team member, you will be given guidance and support to help you do your work and also to develop a fuller awareness of the Department business environment and how it meets the requirements of stakeholders. We also want you to enjoy your experience so that you leave feeling you have really experienced core personal development.

Starting work

At the beginning of your placement, you will agree specific objectives with your line manager and identify subsequent development needs. The setting of these clear objectives will help you, your manager and your team to align your actions to the strategic priorities and values of your department.

Throughout your placement you will be concentrating on the achievement of these objectives and will be given the necessary support to help you understand your job. Your line manager will play a key role in helping you grow as a Professional in the discipline that you have been placed.

The NICS is fully committed to the training and development of its staff in line with business needs and as an undergraduate student you will have the opportunity to partake in a range of learning and development activities.

On completion, these activities should be discussed with your line manager to ensure your needs were met.

Measuring how far you have come

Towards the end of your placement, you and your manager will assess your achievements against these targets to evaluate your individual contribution, and perhaps identify areas of focus that will help you in your future career.

What have you learnt?

When you look back at your time in the NICS we hope that you will recognise you had meaningful goals and have a sense of personal satisfaction that you developed new competencies which will further your career growth.

DIVERSITY AND INCLUSION

The NICS is an Equal Opportunities Employer.

The NICS values and welcomes diversity and is committed to creating a truly inclusive workplace.

Diversity and inclusion are reflected in and embedded across the entire range of NICS employment policies and practices, such as: Transitioning at Work Policy, Dignity at Work Policy, Maternity Leave, Paternity Leave, Special Leave, Adoption Leave, Reasonable Adjustment Guidance and Alternative Working Policy.

All applications for employment are considered strictly on the basis of merit.

Our vision of the NICS of the future is:

- An organisation where everyone plays an active part in improving the lives of people in NI;
- A well-led, high-performing and outcomes-focused organisation;
- A great place to work, where everyone can reach their full potential; and
- An inclusive workplace in which diversity is truly valued.

We aim to ensure every individual is valued and accepted for who they truly are. While more work is planned, some examples of our commitment to diversity and inclusion are:

- Establishing Race and Ethnicity, LGBT, Gender and Disability Champions. Our Champions are there to support colleagues and encourage a culture of inclusion across the NICS;
- Supporting a range of peer to peer staff networks, such as the NICS Women's Network, Disability Staff Network, Race and Ethnicity Staff Network, LGBT Staff Network, Cancer Support Network and Autism Working Group;
- Being a Lead Partner of Employers for Disability NI;
- Committing to all of the NICS becoming Just A Minute (JAM) Card friendly organisation;
- Signing up to the Equality Commission's Mental Health Charter;
- Signing up to Diversity Mark NI and achieving the Bronze Diversity Mark;
- Taking part in PRIDE as an employer; and
- Taking part in Belfast Mela, the city's annual celebration of global cultures

DISABILITY REQUIREMENTS: REASONABLE ADJUSTMENT REQUESTS

The NICS is committed to the employment and career development of people with disabilities. If you have a disability you may request a reasonable adjustment to ensure you are given as much support as possible throughout the recruitment process.

It is essential that you highlight the need for an adjustment in advance of commencing the interview. You will need to provide relevant evidence to support your request for a reasonable adjustment, for example, an occupational psychologist report or a GP's medical statement.

Evidence to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application.

Please mark your correspondence with the competition reference number **IRC275819** and title it 'Supporting evidence for reasonable adjustment request'.

We may contact you directly to discuss your requirements.

It is essential that special arrangements concerning any adjustment requests are made in advance of starting the interview as retrospective arrangements cannot be made after you have started.

ELIGIBILITY CRITERIA

The placements are designed for students on sandwich courses* and are open to all individuals who meet the criteria set out below.

* Sandwich courses are usually courses which include a year of work experience 'sandwiched' between two or three years of concentrated study. During this year the student usually goes on relevant work experience with an employer or organisation.

Applicants must, by the closing date for applications:

1) Have successfully completed their second year examinations of their degree by the end of the 2021/2022 academic year**/**.

** Applications will not be accepted from students who will complete their degree on or before 2022. Second year examinations should normally be completed by applicants by summer 2022; however, applications will be accepted from students whereby examinations are postponed or cancelled due to circumstances surrounding COVID-19.

***Applications for Architecture placements must have completed their RIBA Part 1 undergraduate degree within the last year by June 2022.

AND

2) Have the opportunity to undertake a one year placement for the 2022/2023 academic year.

AND

3) Be students currently studying towards one of the undergraduate degrees recommended below for their chosen category/categories.

AND for DAERA Forestry placements only

4) Have a current driving license which permits the license holder to drive in Northern Ireland or have this by the date of appointment.

ELIGIBILITY CRITERIA

Category	Degree(s) Recommended
Policy	All courses with high policy content - e.g. Sociology, English, Psychology, Business Studies, History, etc.
Accountancy/Finance	Accounting, Economics, Finance, Mathematics, Business Management.
Communications	All Communications degrees, Interactive Media, Marketing, Accounting & Marketing, Journalism, International Relations.
Research & Data Analysis	All Maths, Finance, Economics, Physics courses, pharmaceutical science and engineering courses, psychology courses.
Civil Engineering	All Civil Engineering courses
Mechanical Engineering	All Mechanical Engineering courses, Mechatronic Courses
Chemical Engineering	All Chemical Engineering courses, Biomedical Engineering Courses
Law	All Law courses, all criminology courses
Architecture***	Architecture, Architectural Technology & Management, Structural Engineering with Architecture. Must be RIBA Part 1 Accredited.
Science	All courses with high science content - e.g. Biology, Chemistry, Energy, Pharmaceutical, Zoology, Nutrition, etc
Planning	Planning, Environment & Development or Planning, Regeneration & Development.
Geographic Information Systems (GIS)	Geography, Product Design, Software & Electronic Engineering, Computer Design, Interactive Computing.

ELIGIBILITY CRITERIA

Category	Degree(s) Recommended
Information Communication Technology (ICT)	<p>All courses containing high IT content - e.g. Computer Science, Business IT, Software Engineering, etc.</p> <p>Only those courses with a computing content of 50% or more will be considered relevant. Candidates must list all modules to allow the panel to determine that their qualification contains 50% computing content.</p> <p>Open University Students must have 240 credits.</p>
Forestry	<p>Third level professional qualification in Forestry or Arboriculture.</p> <p>Examples of relevant professional qualifications can be viewed on the Education & Careers page of the Institute of Chartered Foresters (ICF) webpage (FdSc/ HND/BSc) or for Republic of Ireland institutions Forestry Careers portal ROI (Bsc/ ROI National framework of qualifications (NFQ) level 6 or higher)</p> <p>N.B. Courses that do not lead to a professional qualification in forestry but have a small forestry content within them will NOT be eligible.</p>

ELIGIBILITY CRITERIA

Category	Degree(s) Recommended
Environment/Agriculture	All courses with high environment content - e.g. Environmental Health, Science, Energy, Geography, Agricultural Technology, etc.
Building Surveying	Building Surveying
Quantity Surveying	Quantity Surveying & Commercial Management Courses
Economics	Economics, or a subject where the study of economics is a major component. 'Major component' is defined as: At least 50% of the course covers micro, macro and quantitative economics. Candidates must list all modules and briefly describe their relevant economic modules to allow the panel to determine that their qualification contains 50% of micro, macro and quantitative economics.
Business Studies/Management	Business courses, Travel & Tourism, Sport & Leisure, etc.
Human Resource Management	Human Resources courses

The list of recommended degrees above is not exhaustive. The onus is on you to ensure you provide sufficient details in your application form (details of modules, % of degree component, etc.) to allow the selection panel to make a well-informed decision.

ELIGIBILITY CRITERIA

Please note: Candidates will only be appointed if confirmation is obtained from the college/university that they are required to return and complete their course, that they have successfully completed their second year exams by the end of the 2021/22 academic year and that they are studying the course specified on their application form.

Relevant or equivalent qualifications: If you believe your qualification is equivalent to the one required, the onus is on you to provide details of modules studied etc. so that a well-informed decision can be made.

The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk



Northern Ireland

Civil Service

Selection Process



SELECTION PROCESS

OVERVIEW OF SELECTION PROCESS

The Selection Process is as follows:

1. Online application;
2. Eligibility Sift;
3. WebEx Interview; and
4. Merit List.

1. ONLINE APPLICATION

- Read the Candidate Information Booklet.
- Complete your online application making sure you supply a valid email address.
- You will be asked to indicate your ranked preference for placement type which must be relevant to your degree. If successful, you will only be considered for a post with one of your selected preferences, subject to availability. If you are offered and refuse a post that matches your preferences, no further offers will be made.

If you fail to indicate a minimum of one preference for placement type we may be unable to progress your application.

- Once you click 'submit' on your application form, no further changes can be made.

2. ELIGIBILITY SIFT

An assessment of the evidence provided against the relevant eligibility criteria will take place with those who meet the eligibility criteria progressing to the interview stage.

3. WEBEX INTERVIEW

Candidates meeting the eligibility criteria will be invited to assessment stage 3 which will consist of a WebEx interview covering the competencies outlined below.

Further details on the competence framework and the competences to be tested is provided below.

SELECTION PROCESS

4. MERIT LIST

Candidates who successfully pass the interview will be held on a list and considered for placements based on their selection preferences and in order of merit during the life time of the competition.

SELECTION AND ASSESSMENT PROCESS

COMPETENCE BASED INTERVIEWS

The NICS Competency Framework sets out how all NICS employees should work. It puts the NICS values of integrity, honesty, objectivity and impartiality at the heart of everything they do.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The selection process will assess candidates against the NICS competency framework at level 1. Detailed information on the core competencies is available at NICS Competency Framework.

You are not allowed to bring notes or other personal documentation into the interview.

You should familiarise yourself with the Competency Framework as this forms the basis of the interview selection process. If you need help accessing the Competency Framework please contact HRConnect at: recruitment@hrconnect.nigov.net.

Interview questions have been designed to test a candidate's knowledge and skills in each of the areas below and to award marks accordingly.

The core competencies that will be assessed are:

Strategic Cluster - Setting Direction

1. 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

People Cluster - Engaging People

SELECTION PROCESS

2. Collaborating & Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help achieve business objectives and goals.

Marks available: 30

Performance Cluster - Delivering Results

3. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes.

Marks available: 30

Total Marks Available: 90

Overall Pass Mark: 54

INTERVIEW AVAILABILITY

It is intended that interviews will take place during the period **20th April to 6th May 2022**. Any reasonable adjustment requests should be conveyed to HRConnect at **recruitment@hrconnect.nigov.net**

To allow for a timely start of placements candidates should ensure they are available during the period specified for interviews.

You will receive further information regarding the interview process in your invite letter. Requests to reschedule interviews will only be considered in very exceptional circumstances.

If, having received your invitation to interview, you decide to withdraw from the competition please inform HRConnect as soon as possible, ideally within 48 hours of receiving your invitation. This will help us manage the competition more effectively.

INTERVIEW DOCUMENTATION

As part of the interview process you will need to have valid photo ID (Passports, driving licenses and electoral cards are acceptable).

Further details regarding acceptable documentation will be issued with the invitation to interview.



Northern Ireland

Civil Service

Guidance for Applicants



GUIDANCE FOR APPLICANTS

EXISTING CIVIL SERVANTS

If you are an existing permanent employee in any NICS department you are not eligible to apply.

APPLICATION FORM

The application form is designed to ensure applicants provide the necessary information to determine how they meet the competition requirements. **All parts of the application form must be completed before this application can be considered.** Failure to do so may result in disqualification.

Please note:

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online;
- The space available on the application form is the same for all applicants and must not be altered;
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms;

- All applications must be received 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;
- 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; and
- 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.

GUIDANCE FOR APPLICANTS

HELP WITH MAKING YOUR APPLICATION

You can get advice or assistance with making an application from the Employability, Careers & Skills teams within your University. The Careers Service provides an impartial, all-age careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths. You can contact one of the Careers Service's professionally qualified Careers Advisors at [Careers Service](#).

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).

GUIDANCE FOR APPLICANTS

GENERAL ADVICE

INTERVIEW PREPARATION

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

- Talk through previous jobs or experience 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:

- Consider how you have demonstrated these competencies:
- Present your own approach, values and achievements in the competency areas: and
- Think about how you, personally, have used your skills to be effective in these competency areas. You may have worked with other people to achieve these goals but you should think about what your own personal contribution has been.

THE MERIT PRINCIPLE

In accordance with the Office of the NICS 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 NICS Commissioners can be found at www.nicscommissioners.org

We will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed and in accordance with your selection preferences. It is intended that the merit list for this competition should remain live for a period of one year.

GUIDANCE FOR APPLICANTS

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. Appointments will be for a duration of no more than 51 weeks.

CHANGES IN PERSONAL CIRCUMSTANCES AND CONTACT DETAILS

Please ensure HRConnect are informed immediately of any changes to personal circumstances. It is important that HRConnect have up to date 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 will not form any part of the selection process.

DISABILITY REQUIREMENTS

We ask on the application form if due to disability you require any reasonable adjustments to enable you to attend any part of the assessment and or interview process. Details of any disability are used only for this purpose 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 required to outline any 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 where your requirements will be discussed in strictest confidence.

GUIDANCE FOR APPLICANTS

DOCUMENTATION

Identification documents to satisfy the Nationality, Right to Work and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued to candidates with the invitation to interview and, if successful, interview results.

- Photographic ID (e.g. valid Passport or valid Driving License);
- Proof of Address (e.g. recent utility bill or bank statement);
- Proof of Nationality (Passport or Birth Certification accompanied with proof of National Insurance number - NI number card or payslip); and
- Documents to satisfy AccessNI check (see page 31).

You should ensure that the required documents are readily available.

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 a Commonwealth country; or
- (iii)** National of the Republic of Ireland; or
- (iv)** EEA nationals with settled status under the EU Settlement Scheme; or
- (v)** Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi)** Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii)** Certain family members of the relevant EEA & Turkish nationals.

GUIDANCE FOR APPLICANTS

For candidates applying under categories **iv – vii** you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide 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](#).

Category v - Please provide 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. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service.

Category vi - Please provide 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. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide 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. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this.

‘Family member of the relevant EEA or Turkish nationals’ means:

- (i) That national’s spouse*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

*Note: ‘Spouse’ does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only.

GUIDANCE FOR APPLICANTS

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 via www.nicsrecruitment.org.uk.

GENERAL INFORMATION

SECURITY

Baseline Personnel Security Standard

For the majority of Student Placement posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- Your passport OR;
- 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);
- A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk. We will organise for a Criminal Record Check on all successful applicants to be carried out by AccessNI. The category of AccessNI check required for this post is a Basic Disclosure Certificate.

You should not be 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.

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 the interview, and will be asked to complete the AccessNI application form. 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.

GUIDANCE FOR APPLICANTS

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

For a small number of posts the Counter Terrorist Check may also be required. This includes a check of Security Service records.

EQUAL OPPORTUNITY MONITORING FORM

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

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

The NICS is an Equal Opportunities Employer.

All applications for employment are considered strictly on the basis of merit.

FEEDBACK

The NICS is committed to ensuring the processes used to recruit and select staff are fair and in accordance with the principles of the NICS 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.

CONTACT DETAILS

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

If you have any queries regarding the competition process
please contact HRConnect at the address below or by:

Email: recruitment@hrconnect.nigov.net

Tel: 0800 1 300 330

Address:

HRConnect
PO Box 1089
Beacon House
27 Clarendon Road
Belfast BT1 9EX

