

Chief Environmental Health Officer

Department of Health

£75,464 - £84,674 per annum (under review)

IRC299668

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 19th April 2024**

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

Candidate Information Booklet



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FOREWORD

Thank you for your interest in the position of Chief Environmental Health Officer (CEHO) for Northern Ireland.

This is a Senior Civil Service post based in the Department of Health. It is an exciting and important position that provides an opportunity to be at the forefront of influencing Northern Ireland's strategic direction on public health initiatives, through supporting public health initiatives, health legislation and policies.

This is a unique opportunity to serve at the most senior levels in the Northern Ireland Civil Service (NICS). As CEHO, you will protect and improve the health of the population by informing and developing Government policy, securing the introduction of relevant legislation and promoting consistent and effective implementation by district councils and other agencies.

The CEHO reports directly to the Chief Medical Officer (CMO) on policy and professional matters and to the Deputy Chief Medical Officer (Public Health Advice) for corporate line management functions and supports the CMO and other colleagues across the Department on relevant issues.

This position provides an excellent opportunity to deliver results that will make a real difference to people's lives and offers significant job satisfaction.

If you have the professional and leadership skills required to build collaborative, trusted relationships at all levels; drive change; and translate strategic challenges into clear objectives and delivery, I hope that you will apply.

PROFESSOR SIR MICHAEL MCBRIDE
CHIEF MEDICAL OFFICER

OUR ORGANISATION **The Northern Ireland Civil Service**

We support the Executive, Assembly and the institutions of government. We work to develop and implement government policies and help deliver services to the public.

As one of NI's largest employers, the NICS employs over 23,000 staff across a wide range of disciplines and aspects of government that touch on everyone's day to day lives, managing a total annual budget in excess of £20 billion.

We have nine departments ranging from around 300 to over 7,000 staff, which support Ministers and the Executive by developing and implementing government policies and legislation and delivering key public services in areas such as health, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial department. More information can be found on the website www.nidirect.gov.uk

As a Senior Civil Servant, you will provide leadership, vision and drive and act collaboratively to deliver Civil Service corporate aims, Executive priorities and departmental objectives.

While Senior Civil Servants are appointed initially to a specific post, you can expect over time to move to other posts at the same grade in any NICS department, providing opportunities for a wide ranging and varied career.

Our task as the NI Civil Service is to support Ministers, and the Executive as a whole, in developing and implementing their policies, and in delivering public services. The Civil Service has been fulfilling that role for over a century and has a reputation for integrity and stability.

OUR PRIORITIES

We want to enable, empower and support civil servants to effectively deliver the work of government. We will do this by being:

Innovative

- A Civil Service that becomes more innovative and effective by using research, data, technology and science to support evidence informed policy and decision making.
- A Civil Service that makes best use of our resources to maximise sustainability and efficiency.

Collaborative

- A Civil Service that will work collaboratively across departments and in partnership across all sectors.
- A Civil Service that maximises value through the use of shared services through collaborative working.
- An ethical and principles based Civil Service that is transparent, accountable and equitable.

People Focused

- A Civil Service where our staff are skilled and confident with the capacity and capability to deliver the work of government for the NI public.
- An inclusive and engaged workplace culture where staff are supported, empowered, feel valued and able to make risk based judgements.

OUR PRIORITIES

Our Values

To ensure the best possible service to Ministers and the public, we have a permanent, non-political Civil Service. Civil servants are appointed on merit by fair and open competition, and we uphold the four core values of integrity, honesty, objectivity and impartiality.

In practical terms, that means that we:

- Put the obligations of public service above our own personal interests.
- Are always truthful and open.
- Base our advice and decisions on rigorous analysis of the evidence; and
- Act solely according to the merits of the case, and we serve equally well Ministers of different political persuasions.

We demonstrate our values by providing well-informed and reliable advice, and by delivering policy interventions and public services effectively and efficiently.

We are committed to fulfilling that role to the highest standard, which means that we must continually seek to improve and develop.

OUR PEOPLE

- We welcome applications from people regardless of their religious belief, race, ethnicity, gender, age, disability or sexual orientation.
- We value and welcome diversity and are committed to creating a truly inclusive workplace. Being inclusive means acknowledging and respecting that each of us is unique – bringing different experiences and insights which enrich our organisation.
- We see diversity in the workplace as an asset, for both our organisation as a public service provider, and for our colleagues. We recognise that there is strength in difference.
- We aim to have an inclusive workplace in which diversity is valued, where we develop colleagues to enable them to make a full contribution to meeting the Civil Service objectives in improving the lives of people in NI, and to fulfil their own potential on merit.
- We want all staff to feel able to know that they are valued, respected and safe. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect.
- We all have an important role to play in achieving this - our behaviours directly influence and shape the working environment we create for ourselves and our colleagues.

OUR DEPARTMENT

The Department leads and manages the business of:

- Health and Social Care, which includes policy and legislation for hospitals, family practitioner services, community health and personal social services;
- Public Health, which covers responsibility for policy and legislation to promote and protect the health and well-being of the population of Northern Ireland; and
- Public Safety, which encompasses responsibility for the policy and legislation for the Ambulance Service, Fire and Rescue Service, food safety and emergency planning.

The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes:

- A strong focus on reform and transformation initiatives;
- Enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes;
- Safeguarding vulnerable people; and

- Ensuring that patients, clients and carers have the best possible experience in every aspect of their treatment, care and support.

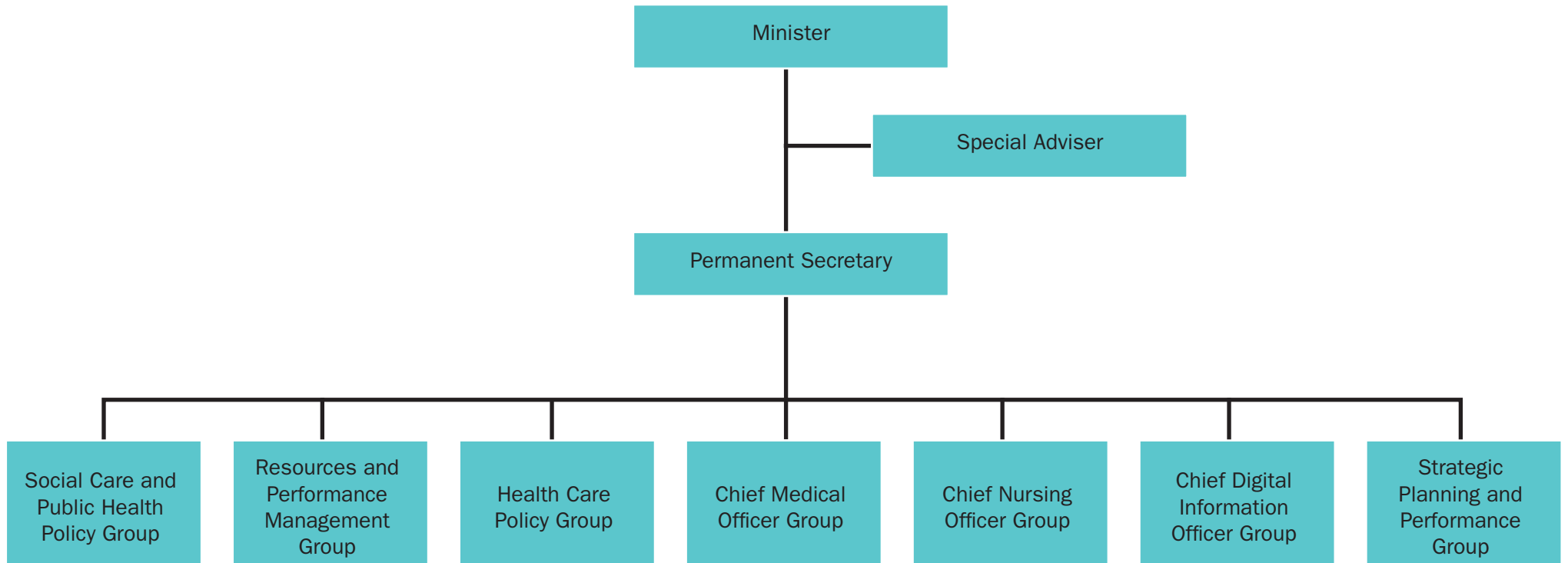
The Department's mission is to improve the health and social well-being of the local population. It endeavours to do so by ensuring the provision of appropriate health and social care services, both in clinical settings, such as hospitals and GP surgeries, and in the community, through nursing, social work and other professional services. The Department also supports health promotion and education programmes, working alongside others when required for effective delivery, to encourage the community to adopt activities, behaviours and attitudes which will lead to better health and well-being.

The Department is currently responsible for a budget of around £6 billion a year and a capital investment programme of over £200 million a year. The Department's core functions include healthcare policy, social policy, public health, safety and quality, professional advice, capital investment and project management, and resources and performance management.

- These core functions may be subject to review and change in the future.

OUR DEPARTMENT

DEPARTMENTAL SENIOR ORGANISATION CHART



OUR DEPARTMENT

Chief Medical Officer's Group

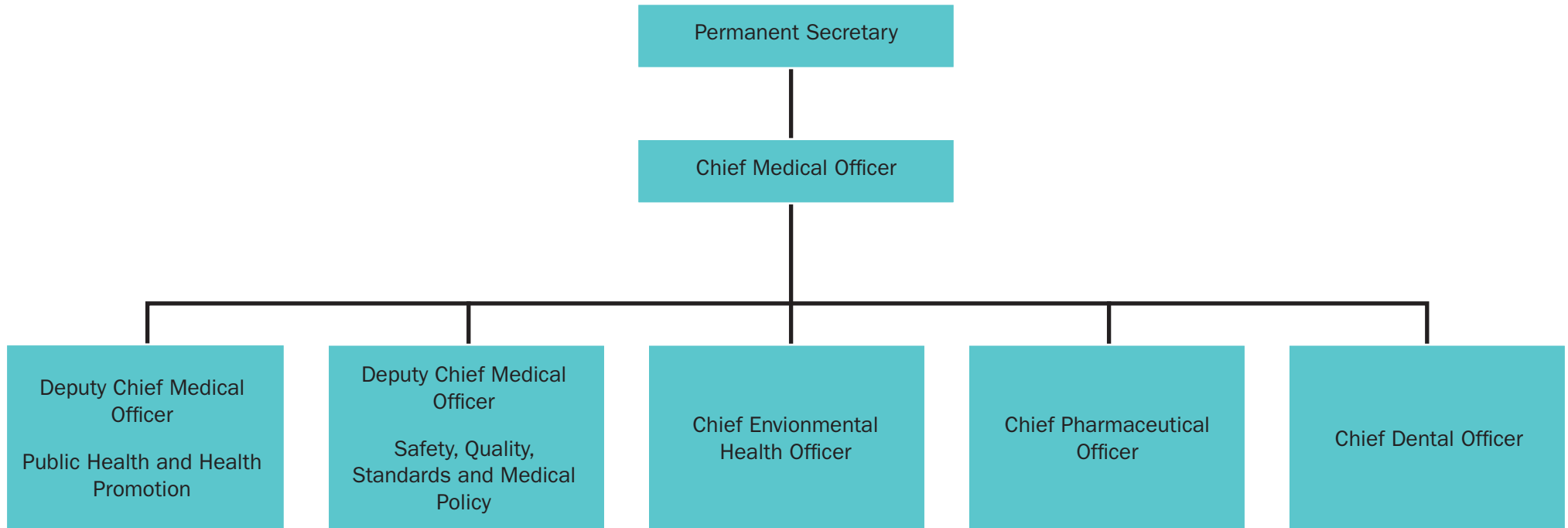
The Chief Medical Officer's Group, within the Department of Health, has responsibility for:

- Monitoring the state of health of the public in Northern Ireland and advising Northern Ireland Government Departments on matters relating to:
 - * the protection and improvement of public health, including emergency planning arrangements;
 - * safety and quality policies, including standards and guidelines; and
 - * professional regulation and adverse incident reporting and learning.
- Improving the safety and quality of Health and Social Care (HSC) services through provision of advice and leadership into the the development of relevant policies and standards.
- Providing professional medical and environmental health advice on public health and health services to the Department, the Minister and, where appropriate, other Departments and Ministers to help inform policy decisions throughout Northern Ireland.

These responsibilities are discharged through the advice and leadership of professional officers including the Chief Environmental Health Officer, Chief Pharmaceutical Officer and Chief Dental Office .

OUR DEPARTMENT

Chief Medical Officer Group Senior Organisation Chart



ROLE

The Chief Environmental Health Officer Role

Job Purpose

The main duties of the post will include:

- Providing consistently high quality professional environmental health advice, both predictive and reactive, to Ministers and Senior Officials in the Department, other NI departments, district councils, Health and Social Care organisations, other statutory bodies and the public.
- Providing leadership in the development of policy to improve health and address health inequalities and in response to new and emerging environmental health threats.
- Providing appropriate environmental and public health input to Departmental emergency preparedness arrangements.
- Ensuring effective and timely input as part of the professional public health response to incidents which threaten public health and coordinate the local environmental health response.
- Assessing compliance with domestic, national and international statutes, directives and conventions designed to protect public health through environmental control; alert departments to the need for appropriate action; and recommend and pursue compliance strategies.
- Representing the environmental health function at the Senior Management Team and at a range of intra and inter-departmental policy meetings.
- Representing the Department within a wide range of environmental health and public health fora throughout the UK and ROI and at conferences, seminars and in contacts with the media.
- Representing the Department/Northern Ireland and influence decisions/actions through collaboration with the UK Government, other devolved administrations and Europe on environmental and public health issues.

ROLE

- Providing leadership and strengthen the working relationship with district councils in relation to the environmental health function, community planning, health improvement and addressing inequalities in health, developing appropriate responses to public health issues and relevant aspects of public service reform.
- Influencing undergraduate and postgraduate training for Environmental Health Practitioners (EHPs).
- Representing CMO Group on internal, regional and national groups and North/South bodies.
- Providing SCS input to, and preparing papers and dealing with, correspondence, Assembly and media questions on issues arising in areas of responsibility.

This list is not exhaustive but covers the main duties of the post. The emphasis on particular duties will vary over time according to business needs.

PERSON SPECIFICATION

You must provide evidence in your application form to demonstrate how you meet the following criteria:

1. Hold an Honours Degree in Environmental Health or the predecessor equivalent*.
2. Hold, or be entitled to hold, voting membership with the Chartered Institute of Environmental Health.
3. Hold full current registration with the Chartered Institute of Environmental Health or Environmental Health Officers Registration Board.
4. Have at least five years post graduate experience in one or more of the following areas:
 - Environmental Health, or
 - Environmental Health Services Management, or
 - Environmental Academia, or
 - Public Health
5. A proven track record, at a senior leadership level**, of successfully formulating policies, leading and implementing strategies and delivering results, while also building productive working relationships with a variety of stakeholders.

The following additional clarification is provided:

***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.

****Senior leadership level:** This would be expected to involve engagement with decision makers at Executive Board Level. In a Civil Service context it would be expected to involve regular direct briefing of ministers and/or permanent secretaries/deputy secretaries.

PERSON SPECIFICATION

Application Sift

After the closing date, all applications will be carefully considered and evaluated by the selection panel. Only the career history and eligibility criteria sections of your application will be made available for sifting purposes.

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, in your application form, the selection panel will reject your application. Evidence should be provided for all the elements of each criterion in your application form, giving specific length of experience, examples and dates as required. It is not sufficient simply to list your duties and responsibilities. Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Shortlisting

Following a sift of all applications, should it be necessary to shortlist candidates to go forward to interview, applications will be scored and only those candidates who have demonstrated the best fit for the role against the criteria will be invited to interview.

Guaranteed Interview Scheme

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

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

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests

PERSON SPECIFICATION

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. Recruitment Process

The Merit Principle

In accordance with 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

Selection Panel

Lesley Carroll
Civil Service Commissioner (Chair)

Dr Naresh Chada
Deputy Chief Medical Officer, Department of Health

Peter Toogood
Deputy Secretary, Department of Health

Timetable

Date	Stage
1st April 2024	Advertise
19th April 2024	Closing date for applications
2nd May 2024	Sift and shortlisting
29th May 2024	Interview

Please note these are indicative dates only and may be subject to change.

SELECTION PROCESS

Throughout the process, candidates will be assessed against the skills and experience set out under the Person Specification, mapped against the leadership behaviours of the NICS competency framework: Setting Direction, Engaging People and Delivering Results.

Presentation and Interview

As part of the selection process, candidates will be required to make a presentation lasting 7 minutes. The title of the presentation will be provided to candidates in the invitation letter to interview. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day on the interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be used to assess against the **Seeing the Big Picture and Leading & Communicating** competences.

In the interview which follows the presentation, the panel will further assess candidates against the skills and experience set out in the Person Specification,

assessing the leadership behaviours of the following competences:

- **Making Effective Decisions**
- **Collaborating and Partnering**
- **Delivering at Pace**
- **Changing and Improving**

The panel will score and list those suitable for appointment in order of merit. Candidates need to reach the minimum standard across all competences in the assessment process to achieve the pass mark.

The selection process will assess candidates against the NICS competency framework at level 5. Information on the NI Civil Service leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).

These indicators are not designed to be comprehensive, rather to give an understanding of what is expected of our leaders.

It is intended that interviews for this post will take place in Castle Buildings, Stormont.

TERMS AND CONDITIONS

There is one full time vacancy. A merit list will be compiled but only used should this position become vacant again within the lifetime of the competition, which is one year.

The successful candidate, on appointment, will become a member of the Senior Civil Service.

Secondment

Consideration will be given to filling this post by secondment of the successful candidate from their current employer. "Secondment" means a voluntary transfer from a permanent employer for a fixed period, which does not sever the employment relationship of the person seconded with the permanent employer. All parties will agree the duration prior to the start of any secondment. A secondment would be on a candidate's current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under Civil Service secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the department and the employer before a secondment arrangement commences.

Location

The postholder will be based in Castle Buildings, Stormont Estate, Belfast.

Salary

Salary will be within the range £75,464 - £84,674 (under review).

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if they have exceptionally relevant skills/experience. If the successful candidate is an existing member of the NI Civil Service (NICS), starting pay on transfer to a new substantive grade will apply.

TERMS AND CONDITIONS

Pensions

We offer all employees an attractive pension package providing a range of valuable benefits both for the member and their dependants, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependants' benefits and scope to top up pension through buying added pension.

The current employer contribution is 34.2% of salary and the employee contribution is 7.35% of salary between £58,000.00 and £153,299.99.

More details can be obtained from the website www.finance-ni.gov.uk/civilservicepensions-ni or if you are unable to access the website please contact Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry, BT47 6FP

Tel: 02871 319000

Email: cspensions@finance-ni.gov.uk

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post-holder will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

Access to a form of transport will be required to fulfil the responsibilities of this post. Travel throughout NI will be required on and travel outside of NI may also likely to be required.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic, however, the successful candidate should be prepared to undertake checks for a higher vetting level in the future, should circumstances require.

TERMS AND CONDITIONS

Probation

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

Career Development

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 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 in to 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. To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](#)

Further Information

For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Caroline Lappin, by email at **caroline.lappin@health-ni.gov.uk**

If you or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: **recruitment@hrconnect.nigov.net**

HOW TO APPLY

Please register to this vacancy and complete an online application form via www.nicsrecruitment.org.uk

Please note:

- 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:

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email recruitment@hrconnect.ni.gov.uk

Should you require it, you can 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.

The closing date for receipt of completed applications is 12 noon on Friday 19th April 2024.

FURTHER INFORMATION

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

Changes in personal circumstances and contact details

HRConnect will issue electronic competition communications. Please check your email account regularly, 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.

Please ensure you inform HRConnect immediately of any changes in personal circumstances.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used 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 and 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.

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.

FURTHER INFORMATION

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Right to Work and Nationality Requirements

We 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. You must therefore be:

- (i) a UK national; or
- (ii) a National of a Commonwealth country; or
- (iii) a National of the Republic of Ireland; or
- (iv) an EEA national with settled status under the EU Settlement Scheme; or
- (v) a relevant EEA or Turkish national working in the Civil Service; or

(vi) a relevant EEA or Turkish national who has built up the right to work in the Civil Service; or

(vii) certain family members of the relevant EEA & Turkish nationals

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk

The individual will still be required to meet the necessary immigration rules and hold the necessary right to work. The NICS may, however, be able to assist with the right to work through the UK visa sponsorship scheme. Further information on right to work can be found here. Should you believe this is applicable to you, please detail in the text box on your application form below country of birth that you will require an exemption to the Civil Service Nationality rules, and for the issue of sponsorship to be considered. For further detail on the UK visa sponsorship scheme please click here.

FURTHER INFORMATION

Security

For this post in the NICS the level of vetting is Basic. For this check you will be required to provide the following:

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

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

We will organise a Criminal Record Check on all applicants to be carried out.

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.

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

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

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

FURTHER INFORMATION

Equal Opportunity Monitoring Form

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

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

Applications from females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

Feedback

We are 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 at each stage of the recruitment process.

**THIS CANDIDATE INFORMATION BOOKLET DOES NOT
FORM PART OF CONDITIONS OF EMPLOYMENT**

