

Deputy Secretary, Social Services Group

Senior Civil Service Grade 3

£96,170 - £107,566 per annum
(under review)

IRC284432

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 2nd December 2022.**

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

Candidate Information Booklet



Northern Ireland

Civil Service

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FOREWORD

Thank you for your interest in the Senior Civil Service role of Deputy Secretary, Social Services Group in the Department of Health (DoH).

This important post has lead responsibility for a range of critical policy areas including family and children, mental health and older people. The successful candidate will be a member of the DoH top team and will work with colleagues to enhance the delivery of health and social care in Northern Ireland. The successful candidate will work on a system wide basis with a wide range of service providers, service users and stakeholders.

We are looking for a dynamic, effective leader who wants to make a purposeful contribution to social services in Northern Ireland and enable the social care system to deliver to the best of its ability.

You will bring a record of accomplishment of leadership and senior management achievement, demonstrating innovation, delivering successful major change initiatives and delivering key policy objectives.

If you are excited about this opportunity and if you have the experience, skills and knowledge, we are looking for then I hope that you will apply.

PETER MAY
Permanent Secretary, Department of Health

THE NI CIVIL SERVICE

- The Northern Ireland Civil Service (NICS) supports the Executive, Assembly and the institutions of government. It works 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.
- NICS staff work across nine departments (which range from around 300 to over 7000 staff in post) 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 and departmental objectives.
- While Senior Civil Servants are appointed initially to a specific post, you can expect to move to other posts at the same grade in any NICS department, providing opportunities for a wide ranging and varied career.

BACKGROUND DEPARTMENT OF HEALTH

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.

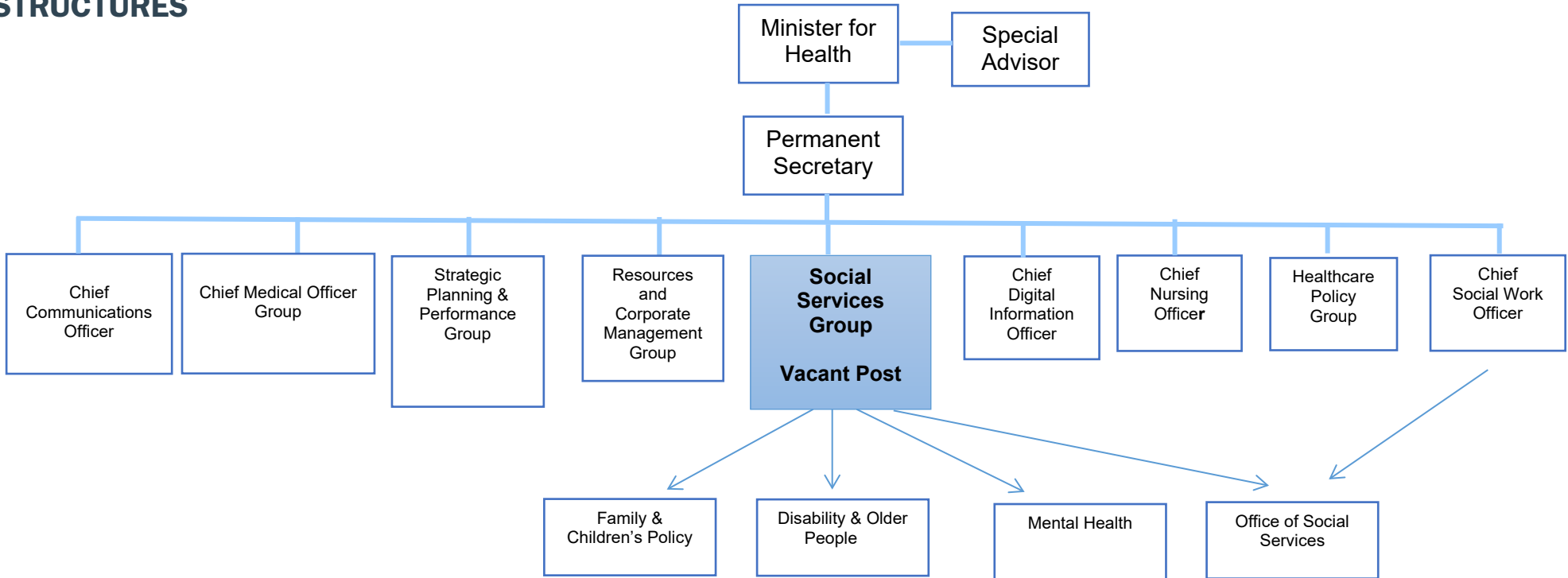
The Department's overall aim is to build a world-class health and social care service for the people of Northern Ireland. This includes; a strong focus on reform and transformation initiatives; enhancing the quality of health and social care services for patients, clients and carers in order to improve outcomes; safeguarding vulnerable people; 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. Working with others as necessary, it also supports programmes of health promotion and education 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 £7 billion a year and a capital investment programme of £375m 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.

The functions within the Department may be subject to review and change in the future.

DEPARTMENTAL STRUCTURES



JOB PURPOSE

The primary purpose of the post is to lead, manage and co-ordinate a wide ranging policy portfolio, by determining priorities and allocating resources and expertise, in line with departmental requirements.

The postholder is the key advisor to the Minister and Permanent Secretary on all legislative and policy issues within their remit, calling upon professional expertise in relation to matters requiring specific expertise.

The postholder also contributes to (and on occasions leads on), a number of Departmental Corporate issues, alongside introducing new/enhanced working practices within the Social Services Policy Group associated with the delivery of legislation and policy.

In undertaking the role, the postholder has a number of key objectives which include:

- Leading and co-ordinating a wide-ranging Social Services policy portfolio, including, securing Ministerial approval to the strategic agenda for Health and Social Care (HSC) and detailing annual commissioning plans in conjunction with colleagues in the Strategic Planning and Performance group within the Department for approval by the Minister within the required timescales.
- Policy responsibility for the children's social services; mental health services; services for people with a learning disability; services for people with physical disabilities; and services for older people and community care. This will include setting the strategic direction for relevant services to ensure the effective discharge of statutory functions by and on behalf of the HSC and the development of new legislation in accordance with Ministerial priorities.
- Sponsoring and holding to account the NI Social Care Council (NISCC), which is the regulator of the social care workforce and professional social work training in Northern Ireland.
- Sponsorship responsibility for the Northern Ireland Guardian Ad Litem Agency and the Safeguarding Board Northern Ireland.
- Developing and maintaining effective working relationships both internally and externally to ensure effective delivery against relevant Departmental priorities and objectives for Health and Social Care Services in Northern Ireland.

KEY RESPONSIBILITIES

The postholder is directly responsible for:

- Management responsibility for approximately 115 staff, all located on a single site and for a budget in the region of £28m. The line management of three Directors (Grade 5) who head up separate Directorates, covering Family and Children's Policy, Disability and Older People and Mental Health and day to day engagement with the Chief Social Work Officer and the Office of Social Services, while recognising that the Chief Social Work Officer will, as required, engage directly with the Permanent Secretary. In addition, as a member of the Department's senior management team and the Departmental Board, the postholder contributes to decisions that impact upon the entire Departmental budget of some around £7bn;
- A complex programme of legislation and associated policies, ensuring priority work is advanced and that any legislative changes are brought forward in line with Ministerial priorities and in a timely fashion.
- Exercising considerable judgement when leading on a wide-ranging policy portfolio where new challenges and

competing interests are common features of the work.

- Engaging stakeholders to understand their perspectives and ensure due account is given to them in the work of the Group.
- Understanding of how health and social care systems work, alongside the interpretation of evidence of success and failure of systems, structures and policies in other jurisdictions
- Engaging with colleagues in other Government Departments and jurisdictions, including identifying and overseeing collaborative projects between Northern Ireland and Republic of Ireland.
- Proactively engaging with senior leaders across the Health and Social Care system (including the independent sector and third sector providers and those representing the voice of service users and carers) to ensure that policies and priorities are delivered in the best way possible so as to meet the Department's objectives.

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 – ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, demonstrate:

1. Evidence of successfully leading system wide change to address challenging problems and reach solutions.
2. At least three years' experience, at senior management level* of successfully leading, managing and delivering significant strategy and policy outcomes in a complex organisation**.
3. Evidence of using personal judgment at senior management level* to determine the way forward on complex issues relevant to the successful delivery of social policy outcomes.
4. Strong people management, engagement and effective leadership skills, providing strategic direction oversight in a complex** multi-disciplinary environment to deliver against business objectives.

* 'senior management level' – In a Civil Service context this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards. In the private and other sectors this would be expected to involve engagement with decision makers at Executive Board Level.

** 'complex organisation' – in this context, is defined as a multidisciplinary organisation delivering a wide range of objectives, which requires a high level of collaboration with both internal and external stakeholders.

PERSON SPECIFICATION – ELIGIBILITY CRITERIA

APPLICATION SIFT

Only the employment history and eligibility sections will be made available to the selection panel. Applicants should note that if a large number of applications are received, the panel may carry out an **initial** sift, assessing **only** information provided against **eligibility criterion 1**. For each of those applications sufficiently satisfying **eligibility criterion 1**, the panel will then consider the written evidence provided against the other criteria, taking forward only those candidates that best meet all criteria. Applicants should therefore provide the necessary relevant evidence against each specific criterion; the panel will not “read across” application forms to determine eligibility from evidence detailed under another criterion.

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 panel will carry out an objective evaluation of the information provided by candidates in response to eligibility criteria 1. Should further shortlisting be required, the panel will complete an objective evaluation of the information provided by candidates in response to eligibility criterion 3. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

**PERSON
SPECIFICATION
– ELIGIBILITY
CRITERIA**

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.

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

Sinead Burns Civil Service Commissioner (Chair)

Peter May Permanent Secretary,
Department of Health

Paul Martin Independent Panel Member

Date	Stage
14th November 2022	Advertise
2nd December 2022	Closing date for applications
13th December 2022	Sift and shortlisting
Week commencing 9th January 2023	Interview

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

SELECTION PROCESS

SELECTION PROCESS

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

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, but rather to give an understanding of what is expected of our leaders.

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 of 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 assessed against **'Leading and Communicating'** competence.

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:

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

SELECTION PROCESS

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 in order to achieve the pass mark.

It is intended that interviews for this post will take place in Stormont Estate, Belfast.

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. While Senior Civil Servants are appointed initially to a specific post, you may move to another post at the same grade in any Civil Service department as business needs may dictate, providing an opportunity for a wide ranging and varied career.

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

This post will be based in Castle Buildings, Stormont Estate, Belfast.

The successful candidate will be expected to attend the office regularly in line with business needs. Potential flexibility, working at home and remotely, will be considered in the context of the NICS Hybrid Working policy.

TERMS AND CONDITIONS

SALARY

Salary will be within the range £96,170 - £107,566 (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.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in NI that appointees agree to these disclosure requirements.

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.

For 2022–23 the current employer contribution rate is 34.2% of salary and the employee contribution rate is 7.35% of salary between £56,400.00 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

TERMS AND CONDITIONS

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 in order to fulfil the responsibilities of this post. Travel throughout NI will be required on a regular basis. Travel outside of NI may be required on an occasional basis.

VETTING

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

PROBATION

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

CAREER DEVELOPMENT

We are 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.

TERMS AND CONDITIONS

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 Sean Holland **sean.holland@justice-ni.gov.uk**

If you 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 2nd December 2022.

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.

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA national with settled status under the EU Settlement Scheme; or

(v) Relevant EEA or Turkish national working in the Civil Service; or

(vi) Relevant EEA or Turkish national who have 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.

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:

1. Baseline Personnel Security Standard

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

EQUAL OPPORTUNITY MONITORING FORM

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

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

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

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**

