

Director of the Northern Ireland Bureau in Washington (Grade 5)

The Executive Office

£79,237 - £88,908 per annum

In addition to the above salary, this post attracts other allowances, including accommodation and removal expenses, medical and costs of living expenses.

IRC301565

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 24th May 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 Director of the Northern Ireland Bureau in Washington. Representing Northern Ireland (NI) at the heart of the world's largest economy is an exciting and rewarding career opportunity. More importantly this is a critical post, supporting the realisation of our giant ambition for NI and promoting NI as a great place to visit, learn, work and invest.

The Bureau's mission is to establish relationships with the United States and Canada that are mutually beneficial, actively seeking opportunities to promote our capabilities and looking for areas where we benefit practically and receive support.

As a diplomatic office of the Executive, the Bureau is responsible for promoting NI to targeted groups throughout North America. It does this by creating a positive image and promoting our achievements with potential partner organisations. This includes developing a strong 'corporate' message in line with the Executive's priorities and ambitions for NI, working closely with our partner organisations from other public bodies, including Invest NI, and with organisations representing our private and community/voluntary sector. The Bureau requires an individual able to work constructively and in partnership with colleagues across the NICS and with key partners to develop and deliver our strategy for North America.

NI has always had a very special connection with North America. Over 34.5 million Americans trace their ancestry to NI. This means that in North America, the "Northern Ireland" brand is particularly strong. Since its formation the NI Bureau in Washington has operated in this favourable context, promoting NI's interests across North America, building relations at the highest levels across the political, economic and social spectrum.

FOREWORD

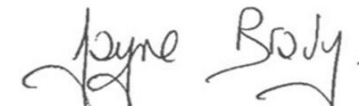
As a result, whilst we are the smallest region in the United Kingdom, our footprint, influence and connections in North America are significant and unprecedented for a region of our size with access to an extensive network of contacts and resources working to support our mission. This has been vital to ensure our interests and needs are well understood and supported by successive administrations over the last 25 years, with US diplomacy, investment, knowledge sharing, and support playing a key role in the transformation of our economy and society.

The new Director will be joining the Bureau at a critical time, as we seek to build on our past achievements and realise our giant ambition for NI to become the inclusive, innovative and sustainable economy we know it can be, to become a global leader in key sectors and a destination of choice for investors, visitors and global talent. The Bureau Director will be required to maintain and continue to strengthen and broaden relationships with the political and corporate communities across North America; they will also work closely with colleagues across the NICS and with key stakeholders to develop and deliver an ambitious strategy and work programme to deliver on that objective, identifying

target regions, sectors and groups.

This position is an exciting and challenging one. You can represent and promote the best of NI in a context where we have important interests to secure. It will require an individual with energy and drive, who can demonstrate a passion for the region, the ability to capitalise on opportunities, have the confidence to communicate with senior decision makers in government, politics and business, the ability to build relations and work collaboratively with a wide range of stakeholders and inspire and energise a small team.

If you possess these qualities and are seeking an exciting and rewarding career opportunity, I would invite you to apply for this post.



Jayne Brady
Head of Northern Ireland Civil Service

OUR ORGANISATION

The Northern Ireland 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 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 PRIORITIES

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.

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, using shared services and 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 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;
- we are always truthful and open;
- we base our advice and decisions on rigorous analysis of the evidence; and
- we 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 Executive Office (TEO) is a department of the Northern Ireland Civil Service with a wide range of responsibilities. The departmental aim is to contribute to and oversee the co-ordination of Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society. The strategic objectives of the department include:

- providing advice, guidance and support to the First Minister and deputy First Minister as Joint Chairs of the Executive and to Ministers and departments concerning participation in the institutions of government;
- developing, overseeing and co-coordinating the delivery of the Programme for Government and the Investment Strategy for NI; and
- promoting and monitoring implementation of cross-cutting policy and strategy in key areas including equality of opportunity, good relations, tackling poverty and social exclusion, children and young people, victims and survivors, regeneration, sustainable development, economic policy; international relations (on devolved issues) and civil contingencies.

THE ROLE

The NI Bureau (NIB) is recognised as an Annex of the British Embassy. Its office is in downtown Washington, DC. It has a complement of six staff, two NI civil servants, who have diplomatic status, plus four locally engaged staff. Its primary goal is to promote NI to the United States as a confident, capable and outwardly looking region. Through its work, many organisations and individuals in the United States have supported developments in NI over the years and there has been a very positive response to the Bureau's outreach strategy across all its target groups.

The role of the Bureau is ultimately to support delivery of the Executive's ambitions and priorities for NI as set out in the Programme for Government and key supporting strategies. It is, therefore, essential that the Bureau's strategy and programmes are aligned with and fully support that ambition. In pursuit of that the Bureau aims to:

- promote NI as a great place to visit, learn, work and invest;
- develop relations with and represent the interests of the Executive at the highest levels within the US Administration, Congress and state and municipal governments, and in Canada;

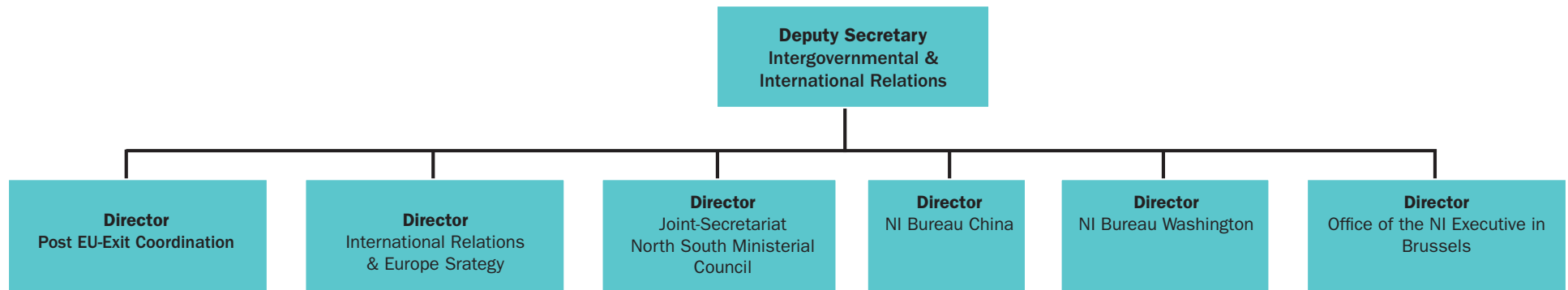
- work in partnership with key partners including InvestNI, Tourism Ireland, Universities and the business community to ensure:
 - * a coordinated and seamless message is delivered on the economic and tourism potential that NI offers;
 - * support and pursue collaboration and partnership particularly in the areas of Research and Development, cultural exchanges, university collaboration and encourage their development in ways that maximise the mutual benefits;
 - * promote NI as an investment location; and
 - * provide support and guidance to NI organisations who wish to develop/strengthen relationships with the North America;
- make a direct contribution to develop a positive profile of NI among US policy-makers, opinion-formers and the media by ensuring that the policies of the Executive and its associated institutions are known and understood; and

THE ROLE

- monitor political and policy developments in the US and Canada, and provide weekly reports to Executive Ministers, senior Executive Office officials and departments on issues that are relevant to the Programme for Government and on opportunities for co-operation.

For further information on the work of the Bureau please go to the website at www.nibureau.com

The NI Bureau in Washington sits within the International Relations Group of TEO. The Directorate is headed by a Deputy Secretary (Grade 3), Tom Reid and contains 7 Divisions as follows:



JOB DESCRIPTION

The Director reports to the Deputy Secretary of Intergovernmental and International Relations in the Executive Office and their main duties are as follows:

- work with departments and key partners, develop and deliver a programme of work and core messaging which raises awareness of, promotes and supports the delivery of NI Executive Ministers' priorities through engagement across North America and with key decision makers in government, business and civic society;
- in support of that, coordinate development, delivery and evaluation of a strategic annual programme of inward Ministerial and senior official visits;
- build relations and work collaboratively with key bodies and influential private and public sector figures across North America and NI in promoting the Executive's ambitions. This should include the British and Irish Embassy and Consular network across North America and our diaspora to amplify our reach and impact;
- lead and motivate a small team to promote shared leadership, maximise impact on delivery and ensure

the effective management and financial oversight of the Bureau in line with NICS policies and procedures; and

- provide regular assessment of strategic developments and emerging issues including political, economic and social in North America and their impact on both the work of the Bureau and the wider delivery of the Executive's ambitions and priorities.

The above is given as a broad range of duties and is not intended to be exhaustive. It is important to note that the responsibilities may change to meet the evolving needs of the role.

PERSON SPECIFICATION

Eligibility Criteria

Applicants must be able to demonstrate how their **personal skills, qualities and experience** evidence their suitability for this Senior Civil Service role, with particular reference to the **scale, complexity and impact** of the key responsibilities and the criteria set out below:

1. Experience and evidence gained at senior management level* building and maintaining effective and collaborative partnerships, working with a diverse range of stakeholders in a complex environment** and across organisational boundaries to deliver positive outcomes on strategic and/or reputational issues.
2. Experience and evidence at senior management level*, of successfully leading the development and implementation of policy or strategy within a complex and diverse organisational environment** to deliver positive outcomes and/or change, while addressing and managing risk.
3. Lead and manage a team at senior management level to develop and deliver a programme of work at pace which effectively supports the strategic objectives and immediate needs of your organisation.

4. Comprehensive knowledge and understanding of the relevant significant economic, business, social and cultural issues in NI and the political context within which the Bureau operates.

* **senior management - includes providing detailed advice on, or taking decisions personally, or being party to decisions affecting, strategic issues concerning the corporate body or organisation with which an individual is working, either as an employee or advisor. In the case of existing civil servants, this would normally be at Grade 7 level or equivalent, or above.**

****complex environment – has significant impacts on political, social or economic sphere and or which requires a high level of collaboration with both internal and external stakeholders.**

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.**

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.

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. When completing the initial sift, the panel will not “read across” application forms to determine eligibility, from evidence detailed under another criterion. For each of those applications 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.

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 roles against the criteria will be invited to interview.

SELECTION PROCESS

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.

Scenario Based Assessment and Interview

As part of the selection process candidates will be required to make a presentation, no longer than 7 minutes, based on a scenario they will be given on the day of interview. Candidates will have 45 minutes' preparation time. Candidates should therefore report for interview at least 60 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

The panel will stop the candidate when 7 minutes have elapsed and ask clarifying, follow-up questions.

SELECTION PROCESS

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought into the pre-interview room.

Candidates will be allowed to bring flipchart sheets and short speaking notes into the interview room for assistance during the presentation (note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The presentation will be used to score the 'Seeing the Big Picture' and 'Leading and Communicating' competencies. To note; the 'Seeing the Big Picture' competency will be further assessed separately, in the competence-based interview following the presentation, when the panel will assess candidates against the skills and experience set out in the Person Specification, assessing the leadership behaviours of the following competences:

Seeing the Big Picture

Making Effective Decisions

Delivering at Pace

Collaborating and Partnering

Achieving Outcomes through Delivery Partners

The panel will score and list those suitable for appointment in order of merit.

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)

Jayne Brady
Head of Civil Service

Tom Reid
Deputy Secretary Intergovernmental & International Relations (G3)

Claire Archbold
Director, Ending Violence Against Women and Girls Strategy (G3)

RECRUITMENT

Timetable

Date	Stage
6th May 2024	Advertise
24th May 2024	Closing date for applications
12th Jun 2024	Sift and shortlisting
w/c 24th June 2024	Interview

Dates are indicative and may be subject to change.

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

There is one full time Grade 5 vacancy. This is a permanent appointment to the Senior Civil Service (SCS), the Civil Service top leadership and management resource.

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.

Duration of Appointment

This is initially a three-year posting with the possibility of further extension, with the agreement of all parties. Once the agreed tenure in Washington is complete the successful candidate will return to NI to take up another placement within the NICS.

TERMS AND CONDITIONS

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS 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.

Secondment

This post may be filled 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.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on the candidate’s current terms and conditions of service.

Location

The post holder will be based in the NI Bureau, Washington DC.

Salary

Salary will be within the range £79,237 - £88,908. An advance of salary of up to a maximum of 3 months’ gross basic salary may be available prior to posting.

A Director Allowance will be payable to the successful applicant. This allowance is currently worth £4,500 per annum and is liable to Tax and NI Contributions.

In addition to the above salary, this post attracts other allowances, including , accommodation and removal expenses, medical and costs of living expenses.

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 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 Bureau is the diplomatic office of the NI Executive in the United States and its working pattern reflects that of the other 180 plus diplomatic missions in Washington, DC. The job, therefore, requires a significant amount of evening and weekend work and, as the official representative of the Executive, the successful candidate will be expected to host or attend out-of-hours events that are related to NI.

To reflect this, a Director Allowance will be payable to the successful applicant. This allowance is currently worth £4,500 per annum and is liable to Tax and NI Contributions. A copy of the NICS Policy On Postings Outside of The UK is available by contacting TandS@finance-ni.gov.uk

TERMS AND CONDITIONS

Travel

Travel locally, nationally and occasionally internationally is a requirement of this post; extensive travel to key cities within North America from the Bureau's base in Washington is essential as well as journeys to and from NI to engage with stakeholders based here.

Vetting

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

Diplomatic Status

It is a condition of appointment that the successful candidate is granted diplomatic status. This decision is taken by the US State Department.

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. Existing NICS staff who have successfully completed a probationary period will not be required to serve a further probationary period.

Career Development

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

TERMS AND CONDITIONS

Conflict of Interest

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings, which affect the department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment. 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 these roles, or the recruitment process, please contact Andrew Elliott at aelliott@nibureau.com or Lynsey Moore at Lynsey.moore@executiveoffice-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 (UK time) on Friday 24th May 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.

FURTHER INFORMATION

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.

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.

FURTHER INFORMATION

Security

For this post in the NICS the level of vetting is CTC. 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.

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

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

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.

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**

