

Chief Survey Officer NI (Grade 5)

Ordnance Survey of Northern Ireland

£74,912 - £84,122 per annum
(under review)

IRC280369

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 10th February 2023.**

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

Candidate Information Booklet



CONTENTS



Pg 3
Foreword

Pg 5
Organisation

Pg 8
Job Description

Pg 11
Person Specification

Pg 12
Recruitment Process

Pg 13
Selection Process

Pg 16
Terms and Conditions

Pg 21
How to Apply

Pg 22
Further Information

FOREWORD

Thank you for your interest in the position of Chief Survey Officer for Northern Ireland (OSNI). This position offers an exciting opportunity to deliver results that will make a real difference to Northern Ireland.

The successful candidate will lead Ordnance Survey Northern Ireland (OSNI), which is part of Land & Property Services (LPS). They will also be the Head of the Mapping and Charting profession within the Northern Ireland Civil Service.

LPS provides services for a diverse range of customers and stakeholders in the public and private sectors. These services play a vital part in the delivery of public services and government policy objectives and supporting the economy of Northern Ireland. Our Mission is to make a real and positive difference through land and property services. You can find more information about LPS and our work at <https://www.finance-ni.gov.uk/land-property-services-lps>.

Over the past number of years, we have built on our traditional geospatial expertise to become a leading organisation delivering online geospatial services.

Each year Ordnance Survey supports important public services by updating Northern Ireland geospatial data, provides a GI Specialist and Surveying service, and takes the lead on key public sector location projects.

In a climate of continuing financial constraints and high expectations from customers and stakeholders, we are seeking an experienced, dynamic and committed person who will play a key role in supporting and encouraging creativity and innovation to ensure OSNI remains a leader within the fast developing geospatial industry.

The Chief Survey Officer will play a key strategic role in transforming the geospatial service with a focus on continuous improvement of mapping products and services that will enable both OSNI and LPS as a whole to deliver its objectives. The postholder will need to exploit commercial opportunities to fully optimise and take advantage of the rich technology and geospatial data collected and processed by the organisation. This means that the successful candidate will be someone with a proven track record of working at a strategic level with customers, delivering quality services which represent value for money, and managing change.

FOREWORD

The successful candidate will also be a member of the LPS Management Board and will be required to work collaboratively with the other Directors in LPS to help deliver our strategic and corporate objectives. Therefore, we are also looking for someone with a track record of working in partnership to deliver high quality results.

If you are interested, and wish to find out more about this interesting and challenging post which provides an excellent opportunity to deliver results that will make a real difference to Northern Ireland, please contact Jim Lennon at 02890 336502 (Ext: 56502) or at Jim.Lennon@finance-ni.gov.uk

Ian Snowden
Chief Executive
Land & Property Services

ORGANISATION

Land & Property Services (LPS) is a division of the Department of Finance that delivers a wide range of land and property services and products. It has a total annual budget of approximately £71 million and employs around 1,200 staff who are based in five locations across the Northern Ireland. The organisation has over one million interactions with citizens, customers and other stakeholders each year. LPS is organised into seven Directorates:

- Ordnance Survey is Northern Ireland's national mapping organisation. It creates, maintains and disseminates definitive and authoritative geospatial data.
- Revenue and Benefits Directorate collects rates and administers the various rate reliefs for businesses and domestic ratepayers.
- Valuation Services Directorate provides a valuation of all properties which are subject to rates and maintains the Valuation Lists, which are the basis for levying regional and district rates. The Directorate also provides a full range of valuation services to the public sector in Northern Ireland.
- Land Registration Directorate administers four distinct registers: the Land Registry, which guarantees the validity of the legal title; the Registry of Deeds, a system that records the existence and priority of deeds relating to land which is not registered in Land Registry; the Statutory Charges Registry, which enables public authorities to register statutory restrictions against land; and the Ground Rents Register, which enables registration of certificates of redemption of ground rent.
- Digital Services Directorate provides the ICT and data support services which underpin LPS' operations.
- Transformation and Organisational Development Directorate is responsible for the corporate services which support LPS' operations such as: marketing and communications; customer insight and service design; workforce planning; information management; corporate correspondence and complaints handling; accommodation; strategic and business planning; corporate governance; and statistics and analysis.

ORGANISATION

- Rating Policy Division provides policy advice in respect of the rating system and ensures that policy is supported by the necessary legislation.

ORDNANCE SURVEY NI

OSNI provides geospatial services which are used widely across the public and private sectors to inform policy development and enhance service delivery.

The Directorate's remit includes creating, maintaining and disseminating consistent, definitive and authoritative geospatial data products and services for Northern Ireland. This data is used and relied upon by government, business and individuals and is essential to the maintenance, improvement and extension of the national infrastructure and for contingency planning. It underpins many decisions that are taken in both the public and private sectors and has a significant impact on the daily life of the citizen whether it is from maps in mobile devices or obtaining a farm subsidy payment.

Key activities include:

- Large Scale Map revision
- Small Scale Map revision/production
- Remote sensing imagery production
- Maintenance of the Pointer address dataset
- Providing Ordnance Survey geospatial data to the public and private sectors
- Providing a GI specialist service and a surveying service to the public sector
- Maintaining the National Grid, Geodetic and Height Networks for Northern Ireland and linking these to international Systems
- Determining Statutory Boundaries and delineating these on mapping
- Building and maintaining professional networks with counterparts in UK, Ireland and Europe

ORGANISATION

Each year OSNI updates Northern Ireland geospatial data using latest digital aerial images and GPS technology to capture over 90,000 changes, maintain 850,000 Northern Ireland addresses and carry out 450,000 field boundary changes as part of the farm subsidy payment scheme by the Department of Agriculture, Environment and Rural Affairs (DAERA). Geospatial data underpins operational activities in other parts of LPS and this contributes to the achievement of the corporate and strategic objectives of other Directorates and LPS as a whole.

A critical priority for the organisation is to establish OSNI Fusion as a platform for linking public sector spatial data. As a partner in a 3-way agreement, OSNI also works with counterparts in Great Britain and Ireland to improve access and availability of Ordnance Survey geospatial services for customers and government users operating across the UK and Ireland. In addition, LPS is a member of EuroGeographics, which enables mutual sharing and networking with senior leaders of mapping organisations throughout Europe.

The postholder will manage approximately 200 Ordnance Survey staff, the majority of whom are in the Mapping and Charting discipline, and an operating budget of circa £1.5 million.

JOB DESCRIPTION

The Chief Survey Officer (Grade 5) will be the head of the Mapping and Charting profession for the Northern Ireland Civil Service and will lead and drive the provision and delivery of geospatial services.

The role requires an individual who possesses a high level knowledge of Topographical Surveying, Remote Sensing, Cartography, Global Navigational Satellite Systems, Photogrammetry, Geodesy, Geographic Information Systems; Spatial Data delivery; standards, policies, commercialisation and legislation relating to geospatial data; and a knowledge of current and future trends within the industry. The individual must also have proven business, project management and leadership and management skills.

The main duties and responsibilities include:

Leadership and Management

- As a member of the LPS Management Board, providing leadership, management and direction for the wider organisation.
- Determining the strategy and direction for Ordnance Survey NI.
- Defining and agreeing OSNI performance objectives and financial allocations.
- Ensuring that OSNI delivers the required performance (financial and non-financial) against the targets agreed by the LPS Management Board as part of the annual business planning process.
- Contributing to the wider LPS NOVA Programme activities as part of the LPS senior leadership team.

JOB DESCRIPTION

Professional and Technical

- Performing the role of NICS Head of Mapping and Charting (and Geographic Information) Profession.
 - Overseeing Large and Small Scale Mapping Revision and boundary changes on mapping.
 - Leading the portfolio of Ordnance Survey related products and services across the organisation.
 - Growing the public sector GI Specialist and Survey Services.
 - Driving the adoption of OSNI Fusion unique identifiers and the Pointer address dataset across LPS and the wider public sector.
 - Acting as an Assessor to the NI Boundary Commission.
 - Providing the Land Parcel mapping service to the Department of Agriculture, Environment and Rural Affairs (DAERA).
- Ensuring that the data collection, data maintenance, data delivery and the commercial business keeps abreast of technological advances, is aware of developments within the industry and in other national and commercial mapping organisations and understands its customer requirements.
 - Providing professional and technical advice on the use of geospatial data, and related issues to the LPS Chief Executive.
 - Preparing and presenting briefing papers and attending briefing sessions with the Minister, Departments, Local Government Authorities, public utilities, the private sector, the general public and foreign institutions.
 - Maintaining the National Grid, Geodetic and Height Networks for Northern Ireland and linking these to International Systems.
 - Leading on special projects such as: the Government Land & Property Register project; Cross-departmental Address matching; and The National Land Use Project.

JOB DESCRIPTION

Commercial

- Creating and developing innovative spatial services and products to meet the needs of citizens, business and government.
- Providing, under licence, OSNI geospatial data to the public and private sectors. This includes adhering to a cost recovery model through the management of OSNI income generating activities; The Northern Ireland Mapping Agreement; Cameo e commerce, and OSNI Commercial Partners.
- Exercising the delegated authority to manage Crown intellectual property in Northern Ireland.

Representational

- Representing OSNI as the National Mapping Organisation of Northern Ireland.
- Being an active member of various working groups and panels such as the UK Geospatial Commission Board; EuroGeographics and NI Civil Contingency Group.

Governance

- Monitor and evaluate the performance of Ordnance Survey to achieve all Departmental, Corporate and Divisional business objectives.
- Ensuring OSNI meets governance and accountability requirements and adheres to risk management, data protection and other security policies.
- Managing delegated OSNI budget and staffing responsibilities and account to the LPS Chief Executive for all expenditure.

This list is not meant to be exhaustive but to give a broad indication of the main duties relating to this post. The emphasis on specific duties will vary over time according to business needs and as determined by the LPS Chief Executive.

PERSON SPECIFICATION

Eligibility Criteria

Applicants must, by the closing date for applications be able to demonstrate all of the following:

1. Full professional membership of a professional surveying organisation e.g. Royal Institution of Chartered Surveyors (RICS), Chartered Institution of Civil Engineering Surveyors (CICES), or equivalent.
2. At least 3 years' operational or strategic experience, gained within the last 7 years, in at least 4 of the following areas:
 - Geodesy;
 - Land surveying;
 - Engineering surveying;
 - Geographic information systems;
 - Spatial data capture and presentation;
 - Remote Sensing and photogrammetry;
 - Spatial data and metadata management, interpretation and manipulation.

3. Have a proven track record of success in a senior management** position in an organisation within the public, private or voluntary sector, with significant responsibility and input into decisions on the management of budgets, staff and service delivery and stakeholder engagement.

The following clarification is provided:

****Senior management position** means a level at which you provided detailed advice, personally took decisions, or contributed to decisions affecting strategic issues concerning the corporate body or organisation with which you were working, either as an employee or advisor.

Equivalent professional memberships: applications will also be considered from applicants with equivalent professional memberships. If this applies to you, please give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

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

Deirdre Toner
Civil Service Commissioner (Chair)

Ian Snowden
Chief Executive, Land & Property Services

Colin Bray
Chief Executive, Ordnance Survey Ireland

Timetable

Date	Stage
23 January 2023	Advertise
10 February 2023	Closing date for applications
06 March 2023	Eligibility sift
W/C 20 March 2023	Interview

It is intended that interviews for this post will take place in Lanyon Plaza, Belfast

SELECTION PROCESS

Application Sift

After the closing date, all applications will be carefully considered and evaluated by the selection panel on the basis of the written evidence provided against the eligibility criteria. Only the employment history and eligibility sections will be made available to the panel.

Shortlisting Criterion

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 breadth and depth of information provided by candidates in response to eligibility criterion 2 of the eligibility criteria. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

The panel will complete this assessment against the information provided by applicants in the application form only.

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.

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.

Presentation and Interview

Candidates will be expected to demonstrate the leadership behaviours of the NICS competency framework: Delivering Results, Setting Direction and Engaging People. Information on the NICS 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 NICS leaders.

Presentation

Before the competence based interview, candidates will be required to deliver a presentation, lasting no more than 7 minutes, the subject of which will be provided to candidates in the invitation to interview letter.

Candidates should fully prepare their presentation in advance of the interview and no preparation time will be provided on the day of interview. Your presentation should be delivered via PowerPoint and you will be asked to submit it to HRConnect by a specific date prior to your interview. Full details will be provided should you be invited to interview.

Following the presentation, the panel may elect to ask questions on the presentation.

The presentation will be used to assess against the **Seeing the Big Picture** competence.

SELECTION PROCESS

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:

Changing and Improving

Managing a Quality Service

Collaborating and Partnering

Leading and Communicating

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

Please note: Notes must not be used during the interview stage of the assessment.

Please note that this competition is being run to a very tight schedule and reschedules will only be considered in exceptional circumstances.

TERMS AND CONDITIONS

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

Secondment

Alternatively, 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 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 our 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 Lanyon Plaza, Lanyon Place, Belfast.

The post holder will be expected to attend the office regularly in line with business needs. A style of working, which blends working at home (and remotely) with working in the office, will be considered in the context of our ‘New Ways of Working’ policy.

Salary

Salary will be within the range £74,912 - £84,122 (under review).

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on promotion/transfer to a new substantive grade will apply.

TERMS AND CONDITIONS

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.

A successful candidate will, on appointment, become a member of the SCS. As a member of the SCS the post holder may be transferred to other posts at the same level.

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 boost pensions through paying Additional Voluntary Contributions.

For 2022/23, employer contribution is 34.2% of salary and the employee contribution 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 may 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 Northern Ireland will, in normal circumstances, be required on a regular basis and travel nationally and internationally may also be required. In addition to Lanyon Plaza, Ordnance Survey NI also has offices in:

- Academy House in Ballymena
- Marlborough House in Craigavon
- Waterside House in Derry-Londonderry and
- Boaz House in Omagh

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 Counter Terrorism Check (CTC).

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

TERMS AND CONDITIONS

Career Development

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

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them 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.

The successful candidates will also be required to sign a Register of Interests. To ensure openness and transparency, registers of interests of senior officials and board members of public bodies should be made available/published. Further information can be found by clicking the link below.

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodof0721att.pdf>

TERMS AND CONDITIONS

Further Information

More information about LPS and the work of our organisation is contained at www.finance-ni.gov.uk/lps. Applicants wishing to learn more about the post before deciding to apply may telephone Jim Lennon at 028 90336502 (Ext 56502) or email

Jim.Lennon@finance-ni.gov.uk

If you have any questions about the recruitment process, or 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 <https://irecruit-ext.hrconnect.nigov.net>

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 10 February 2023.

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. Applicants must be either:

- i. UK national; or
- ii. National of a Commonwealth country; or
- iii. National of the Republic of Ireland; or
- iv. EEA 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

FURTHER INFORMATION

SECURITY

For this post in the NICS the level of vetting is Counter Terrorism Check (CTC). For this check you will be required to provide the following:

1. BASELINE PERSONNEL SECURITY STANDARD

- a. Your passport **OR**
- a. 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).
- b. 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.

HRConnect will contact you and organise for CTC to be carried out by Defence Business Services, National Security Vetting, should this be required before the conclusion of the recruitment process.

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.

FURTHER INFORMATION

The Northern Ireland Civil Service is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit.

Feedback

The NICS is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken at each stage of the recruitment process.

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

