

**Candidate
Information
Booklet**

**IRC287544
Digital Marketing Officer
Northern Ireland Civil Service (NICS)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on**

Friday 27th January 2023

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

**The Northern Ireland Civil Service is an
Equal Opportunities Employer.**

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible. You should therefore **provide an email address that you have 24/7 access to** and check your email account, including junk mail folder, regularly 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. **If you change your email address then it is your responsibility to inform HRConnect.**

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FOREWORD

The NICS comprises nine departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment and transport. In addition, the Public Prosecution Service is a non-Ministerial Department staffed by Civil Servants.

All civil servants are appointed on merit and on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values: integrity, honesty, objectivity and impartiality.

The NICS is seeking to fill a Staff Officer – Digital Marketing role that requires specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

This booklet provides further information on the key responsibilities of the Staff Officer – Digital Marketing role in the NICS and sets out the skills and competencies required. We have also included important information on the selection process.

There is currently 1 full-time vacancy in the College of Agriculture, Food and Rural Enterprise (CAFRE) in the Department of Agriculture, Environment and Rural Affairs (DAERA). The current post on offer will be based at Loughry Campus, Cookstown. It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy and business need.

Further Information

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Further information on the business area where the current vacancies are located is provided in the booklet. Applicants wishing to learn more about the posts before deciding to apply may telephone Heather Thornton on 02886768120 or email heather.thornton@daera-ni.gov.uk or Laura Browne on 07785 651764 or email laura.browne@daera-ni.gov.uk

If you have any questions, please refer to the 'How Do I Apply?' section of the NICS recruitment website or contact HRConnect on 0800 1 300 330.

CONTEXT – Department of Agriculture, Environment and Rural Affairs

OUR VISION: “Sustainability at the heart of a living, working, active landscape valued by everyone.”

The Department of Agriculture, Environment and Rural Affairs employs some 3,000 people over 230 sites across NI, utilising some £579 million Resource and £95m Capital budget per annum. It owns almost 85,000 hectares of land and has operations right across all of our landscapes, including marine, watercourses, uplands and farming lands.

DAERA has responsibility for environment, food, farming, fisheries, forestry, rural development and sustainability policy. The Department supports: the development of thriving rural communities; the conservation and enhancement of the environment; the sustainable development of the agri-food industry, having regard for the needs of the consumers, the protection of human, animal and plant health and the welfare of animals; the development of the fisheries sector; and the development of our forested land.

Through the Northern Ireland Environment Agency (NIEA), the Department has responsibility for creating prosperity and wellbeing by environmental regulation. DAERA provides a Knowledge Advisory Service - a business development service for farmers and growers, and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector.

DAERA develops and implements agricultural, environmental, fisheries and rural development policy for Northern Ireland.

DAERA's Strategic Outcomes

- Sustainable agri-food, fisheries, forestry and industrial sector;
- A clean, healthy environment, benefiting people, nature and the economy;
- A thriving rural economy, contributing to prosperity and wellbeing; and
- A well-led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Rural Affairs, Forest Service and Estate Transformation Group
- Central Services and Contingency Planning Group
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)
- Forest Service

The Department also sponsors a number of non-departmental public bodies (NDPBs) including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Katrina Godfrey.

BACKGROUND

FOOD AND FARMING GROUP

Food and Farming Group (FFG) is responsible for the following high-profile DAERA wide programmes and initiatives:

- Development of Departmental policy in relation to programmes to support growth in the agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Commissioning and management of the Department's science programme and sponsorship of the Agri-Food and Biosciences Institute.

The College of Agriculture, Food and Rural Enterprise

CAFRE is a Division within the Food and Farming Group in DAERA with campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown).

The College provides education, knowledge transfer and innovation programmes to the Northern Ireland agriculture, food, horticulture, equine and rural enterprise sectors. This is achieved through the delivery of:

- Further and Higher Education Programmes;
- Knowledge Transfer and Innovation Schemes;
- Knowledge and Technology Transfer;
- Benchmarking; and
- Industry Training.

CAFRE provides education and training programmes as well as business development, knowledge and technology transfer functions. CAFRE has an annual budget of approximately £23m (excluding capital) and 410 staff located at its three campuses and in DAERA offices across Northern Ireland.

A further key role for CAFRE is the provision of technical support to DAERA and other Government Departments. Details of each aspect of work are set out below:

Further and Higher Education programmes

The current portfolio of full-time and part-time courses offered by CAFRE includes:

- Level 2 through to Honours Degree in Agriculture, (including Land-based Engineering at Level 3).
- Level 2 through to Honours Degree in Equine Studies.
- Level 2 through to Honours Degree in Food Technology, Food Innovation & Nutrition and Food Business Management.
- Level 2 through to Honours Degree in Horticulture.
- Levels 2 and 3 in Veterinary Nursing.
- Postgraduate courses in Business for Agri-Food and Rural Enterprise.
- Knowledge Transfer and Innovation Schemes

CAFRE has responsibility for the development and delivery of the Knowledge Transfer and Innovation elements of the Farm Business Improvement Scheme, which is funded under the RDP. Four knowledge transfer programmes are being delivered, namely Business Development Groups, Farm Family Key Skills, Farm Innovation Visits and Technology Demonstration Farms. Within the Business Development Groups scheme 3,000 farmers and growers work together in groups using a peer-learning approach to enhance their technical knowledge and business planning skills. Through the Farm Family Key Skills scheme, over 15,000 participants will have the opportunity to improve their skills

in key areas of farm business management, such as Health and Safety, IT, Animal Health and Business Planning. In addition the Farm Innovation Visits scheme gives farmers the opportunity to visit farms outside Northern Ireland and to view first-hand innovative technologies and working practices that have the potential for adoption on their own farms. The Technology Demonstration Farms scheme aims to establish a network of demonstration farms across Northern Ireland through which over 5,000 participants will receive training, to support the adoption of new technologies by agriculture and horticulture businesses.

CAFRE also has responsibility for the delivery of the European Innovation Partnership scheme, which aims to minimise barriers to innovative actions, by streamlining and simplifying the research and innovation chain, at farm or business level through partnership and cooperation.

Knowledge and Technology Transfer

Knowledge and technology transfer equips those working in the agri-food industry with the knowledge, skills and experience to adopt appropriate technologies and systems within their businesses from which economic, environmental, health and safety and animal welfare benefits will accrue.

Benchmarking

CAFRE has developed a range of benchmarking tools for farmers and growers. These provide participants with a standard way of analysing performance data using on-line databases thus enabling them to compare their performance with other similar businesses. Based on this information and supported by CAFRE Advisers, they can set realistic targets and monitor the progress of their business.

Industry training

CAFRE industry training programmes are delivered to those already working in the agri-food industry and are offered in a wide range of subject areas including agriculture, equine, food, horticulture, and environmental protection.

KEY RESPONSIBILITIES

For the post in CAFRE, the post holder will report to the Senior Marketing Adviser.

The main duties and responsibilities of the post holder will include:

- Support the delivery of a broad range of online and offline marketing activities.
- Produce innovative creative content for digital channels to achieve campaign objectives. Content includes videos, infographics, audio, photographs, and blogs.
- Contribute to the definition and communication of the organisational brand.
- Use data, including analytic software, to monitor and analyse channel and platform performance and make recommendations for improvement.
- Research new and emerging technologies, both offline and online, to identify marketing opportunities that may benefit the college.
- Communicate with key stakeholders and graphic design partners to achieve brand awareness and specific marketing campaign messaging.
- Assist with paid media campaigns which includes liaising with Government Advertising Unit, analysing statistics and advising on advertising content.
- Create engaging digital assets to support marketing campaigns and online events.
- Support the updating and monitoring of content on the organisation's website and manage Search Engine Optimisation.

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business priorities and needs.

TERMS AND CONDITIONS

Location

This post will be based in CAFRE, Loughry Campus, Cookstown. Successful candidates must be prepared to work in any location in Northern Ireland. As Staff Officer is a mobile grade, staff may be transferred to any Civil Service post at the same grade in NI.

Salary

The Staff Officer salary range is: £32,328 – 33,459 (under review) within which pay progression will be performance related.

Your starting salary will be at the minimum of the scale.

Pay on promotion / re-grading arrangements will apply to existing civil servants appointed through this competition.

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The vacancies are for 37 hours net. However, the NICS offers a range of flexibilities to enable a better work-life balance for employees.

Travel

The successful candidates must hold a current, valid driving license as this job role requires the post holder to drive a NICS vehicle. Candidates must also have access to a form of transport which will permit them to meet the requirements of the post in full and be prepared to travel throughout Northern Ireland and elsewhere as required. This may include overnight stays.

Pre-appointment checks

The successful candidate for this specific post will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

Probation

Confirmation of appointment is subject to 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. All appointees will be expected to demonstrate a track record of effective service within this period.

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.

ELIGIBILITY CRITERIA

To apply for this role you must have, by the closing date for applications:

1. A minimum of 2 years' experience of effectively leading a team, communicating with staff and setting team priorities and goals to meet organisational business objectives;

AND

2. A minimum of 2 years' experience of managing the delivery of a quality service including identifying and implementing improvements to meet the requirements of a diverse range of customers;

AND

3. A minimum of 2 years' demonstrable experience in operating digital marketing channels (which include website and social media platforms), including interpretation of digital marketing insights.

AND

4. A full, current driving licence enabling the licence holder to drive in Northern Ireland. The successful candidate will be required to drive a NICS vehicle. Candidates must also have access to a form of transport which will permit them to meet the requirements of the post in full and be prepared to travel throughout Northern Ireland and elsewhere as required.

Shortlisting Criterion

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used:

1. The panel will carry out 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.

COMPLETING THE APPLICATION FORM

- ensure you provide evidence of your experience in your application form, including length of experience, examples and dates as required.
- do not simply list your duties and responsibilities.
- the selection panel will not make assumptions as to your skills and experience from a job title or the nature of your organisation.
- failure to provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria will mean the selection panel will reject your application.
- your examples should be concise and relevant to the eligibility criteria. The examples you provide in your application form may be explored at interview so you should be prepared to talk about these in detail if invited to interview.
- the panel are interested in your unique role and how you carried out a piece of work, not that of your team or division. It is important to state clearly your personal involvement in any experience you use, using “I” not “We” statements; e.g. I planned meetings, I managed a budget, I prepared a presentation.
- do not include your name in the employment history or eligibility criteria sections of the application form as all of the information you provide in these sections will be shared with the selection panel for the purpose of determining your eligibility for the post.
- You can access the NICS Competency framework via the link: www.nicsrecruitment.org.uk

Disability Requirements and Reasonable Adjustment Requests

We wish to ensure that all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box provided on your application form. You should include details of your disability and the specific adjustment you need. Candidates will be required to provide relevant evidence to support their request for a reasonable adjustment – for example, an Occupational Psychologist report, GP's medical statement, etc. Evidence to support your request, should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application.

Please mark your correspondence with the relevant competition reference number(s) and title it 'Supporting evidence for reasonable adjustment request'. Please note you may be contacted directly to discuss your requirements.

It is essential that special arrangements concerning any adjustment requests are made in advance of starting the live test as retrospective arrangements cannot be made after you have started the live test. The familiarisation materials can be accessed and can help inform your decision as to the need for a reasonable adjustment. Further information can be found on the NICS Recruitment website – Information for Disabled Applicants.

SELECTION PROCESS

There are two stages to the Selection Process:

1. A sift on eligibility criteria;
2. Competence-based interview.

Eligibility Sift

This selection stage is an assessment of the evidence provided in your application form against the eligibility criteria. Successful candidates at sift will progress to the interview stage.

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.

Interview Stage

The interview will be competency-based. You will be asked to give examples of when you have demonstrated the competencies being assessed.

The interview will assess the following 6 competencies:

1. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 20

2. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 20

3. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter' more focused ways.

Marks available: 20

4. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

5. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks available: 20

6. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

It is important that you familiarise yourself with the Northern Ireland Civil Service competency framework as this forms the basis of the assessment process. The competency framework sets out how all NICS employees should work.

It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility:

- Set Direction
- Engage People
- Deliver Results

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below.

In other words, a person demonstrating a competency at level 3, as referred to in the competency framework, should be demonstrating levels 1 and 2 as a matter of course.

Candidates should refer to the effective behaviours at level 3 in preparing for their interview.

Merit List

Candidates who meet the required standard(s) and pass mark for the Interview Stage will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first. NICS will allocate candidates to vacancies in the order listed.

It is intended that the order of merit will remain active for a period of 1 year. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where practical reasons for doing so arise.

GUIDANCE FOR APPLICANTS

APPLICATION FORM

You can apply online at www.nicsrecruitment.org.uk.

All parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- 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

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-and-benefits-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

GENERAL INFORMATION

Changes in personal circumstances and contact details

Please ensure HRConnect is informed immediately of any changes in personal circumstances. It is important that HRConnect has up to date contact details for you. **If you change your email address then it is your responsibility to inform 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 – recruitment@hrconnect.nigov.net. Details of this will only be used for this purpose and do not form any part of the selection process.

The Merit Principle

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

Offers of Employment

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

Security

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

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

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

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

Enhanced Disclosure Certificate

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

Both barred lists are to be checked.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni

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

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

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

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

Privacy Notice

We 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

Right to Work and Nationality Requirements

You will need to provide identification documents to satisfy the Nationality, Right to Work and security requirements of the post. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or

(vii) Certain family members of the relevant EA & Turkish nationals.

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

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#)

Category v - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#). You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#). Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#). In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be requested from HRConnect to support this;

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

(i) That national’s spouse*; or

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

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

- (i) A UK national; or
- (ii) An Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996 and who has remained in the NICS since that time.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

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

Feedback

The Northern Ireland Civil Service 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 in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

The Careers Service

The Careers Service provides an impartial, all-age careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths. You can contact one of the Careers Service's professionally qualified Careers Advisors at Careers Service.

HRCONNECT Contact Details:

If you have any queries regarding the competition process or require any documentation in an alternative format please contact HRConnect at the address below or by:

E: recruitment@hrconnect.nigov.net

T: 0800 1 300 330

Address:

HRConnect PO Box 1089

Beacon House

27 Clarendon Road

Belfast

BT1 9EX

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