

**Candidate  
Information  
Booklet**

**IRC187418**

**State Pathologist**

**State Pathologist's Department  
Northern Ireland**

**Completed Application Forms  
must be returned to HRConnect  
no later than 12 noon (UK time)  
on  
7 March 2014**

**State Pathologist's Department  
Northern Ireland**

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**Creating opportunity, releasing  
potential, achieving excellence.**

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## FOREWORD

The Department of Justice wishes to make a permanent appointment at consultant level to the position of State Pathologist for Northern Ireland and invites applications from suitably qualified and experienced consultants in forensic pathology.

This is a unique and exciting opportunity for an experienced consultant forensic pathologist to lead a team of pathologists and support staff providing a forensic pathology service for Northern Ireland.

The post is located in fully resourced, modern, purpose-built premises in the State Pathologist's Department, which is situated in the grounds of the Royal Hospitals, Grosvenor Road, BELFAST, BT12 6BS. The Department is physically linked to a newly built forensic mortuary.

The State Pathologist's Department, a distinct and separate business unit within the hospital complex, is able to avail itself of hospital laboratory services (microbiology, biochemistry and haematology) as well as access to paediatric radiology and forensic dental services. The hospital also makes paediatric pathology and neuropathology services available to the State Pathologist's Department. The Department also has close links with the School of Medicine, Dentistry and Biomedical Sciences at Queen's University Belfast.

Prospective applicants wishing to know more about the post or wishing to visit the State Pathologist's Department may do so by contacting the Deputy State Pathologist, Doctor Alastair Bentley, at the State Pathologist's Department, Grosvenor Road, BELFAST, BT12 6BL (Tel. 0044 (0)28 9063 4648; E-mail: [Alastair.Bentley@statepathni.org.uk](mailto:Alastair.Bentley@statepathni.org.uk)). Any candidate who, because of disability, cannot complete the application form, should contact Karen Black in the Department of Justice (Tel: 0044 (0)28 9052 3168; E-mail: [karen.black@dojni.x.gsi.gov.uk](mailto:karen.black@dojni.x.gsi.gov.uk)).

## **BACKGROUND**

The State Pathologist's Department (SPD) operates at arm's length from the Department of Justice<sup>1</sup> (DOJ), providing independent forensic pathology services to Northern Ireland. The department has close teaching links with the School of Medicine, Dentistry and Biomedical Sciences, Queen's University, Belfast. Two of the staff in the department have honorary lectureships with the University and the previous State Pathologist held a personal chair in forensic medicine at the University.

The department's current complement is; the State Pathologist, a Deputy State Pathologist, two Assistant State Pathologists and a trainee at Specialist Registrar grade. Laboratory services are provided to SPD by an in-house team comprising a Senior Biomedical Scientist, three Biomedical Scientists and an audio-visual technician. Consultant staff are supported by four secretaries. Assistance in the mortuary (which is adjacent to and physically linked to the State Pathologist's Department) is provided by five mortuary technicians and a receptionist.

### **Responsibility of the State Pathologist**

The State Pathologist has overall responsibility for the management and service delivery of the department. He/she will direct and distribute work equitably and will ensure that standards are maintained through agreed quality assurance procedures. The successful candidate will be responsible to the Minister of Justice with oversight for the SPD provided by the Justice Delivery Directorate within the DOJ.

### **Facilities**

Linked to the State Pathologist's Department on the Royal Hospitals site is a new purpose built forensic mortuary with dedicated facilities for the conduct of homicide and high risk cases. The Northern Ireland Regional Forensic Mortuary (NIRFM) includes a four table post-mortem examination room, storage facilities for 56 bodies, police interview rooms, an x-ray room with fluoroscope and excellent training facilities. There is also a quiet room for relatives and a viewing area. The department and mortuary are licensed by the Human Tissue Authority and the State Pathologist would be expected to take on the role of Designated Individual as required by the Authority.

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<sup>1</sup> Further information about the Department of Justice is available from [www.dojni.gov.uk](http://www.dojni.gov.uk)

## **JOB DESCRIPTION**

### **Permanent Appointment**

There is currently one permanent full-time vacancy.

### **Salary Scale**

The salary scale for this post is £75,429 - £101,451 per annum in line with Circular HSC (TC8) 9/2013 issued by the Department of Health, Social Services and Public Safety (DHSSPS)<sup>2</sup>. The successful candidate will be appointed at the appropriate point on the Consultant pay scale with the potential for a responsibility payment that is commensurate with experience.

### **Clinical Excellence Awards Scheme**

The Northern Ireland Clinical Excellence Awards Scheme (NICEA) is open to Consultants employed by the Department of Justice (DOJ) in the SPD. The awards are given to recognise and reward contributions to the SPD and the wider community which are “over and above” the standard normally expected of a consultant in their post. Any discretionary points or awards currently held by the successful candidate would be honoured.

### **Pension**

The employment is superannuable under the Superannuation Scheme for Universities. The salary and the employee's share of national insurance and superannuation contributions are paid monthly by Queen's University of Belfast who recover the expenditure from the Department of Justice.

### **Hours of Work**

The State Pathologist's Department currently maintains a 365-day service. There will be a requirement to work outside normal office hours, including weekends and Bank Holidays. Such work will be arranged on a rota basis between the consultant staff of the Department. Autopsies carried out at weekends, out of hours and on public holidays, will be remunerated in the form of additional Programmed Activities and are paid at Premium Time.

### **On-Call**

There will be an on-call commitment to work outside normal hours including weekends and Bank Holidays. This on-call commitment will be arranged on a rota basis between the consultant staff of the department and will be remunerated in line with the Consultant Terms and Conditions of Service (Northern Ireland) 2004, as amended<sup>3</sup>.

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<sup>2</sup> Available from [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

<sup>3</sup> Available from [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

## **Caseload**

The SPD carried out approximately 1,176 post-mortem examinations in 2013, of which 15 were homicides and approximately 200 were suspicious. The State Pathologist will direct and distribute work equitably.

## **Location**

The post will be located at the SPD and the conduct of autopsies will take place at the NIRFM within the grounds of the Royal Hospitals, Grosvenor Road, Belfast BT12 6BS. It may be necessary to carry out work at other mortuaries in Northern Ireland, but only in exceptional cases. In addition, Pathologists (including the State Pathologist) may be required to attend scenes of crime/suspicious deaths at the request of the Police Service of Northern Ireland (PSNI). The applicant must therefore have access to a form of transport. Mileage and subsistence allowances will be paid.

## **Terms and Conditions**

The State Pathologist, employed by the DOJ to work in the SPD, will be employed on Consultant Terms and Conditions of Service (Northern Ireland) which are intended to provide parity, insofar as is practicable, with those enjoyed by Consultants working in the National Health Service. In general terms, those terms and conditions relating to duties, remuneration, professional matters (including professional conduct, standards, training, the remuneration package, leave and holidays) reflect those applicable in the National Health Service.

## **Probation**

The appointment is subject to a probationary period of 12 months.

The successful candidate must participate in a continuing professional development programme, maintain registration with the General Medical Council, have a licence to practise, and participate in an annual appraisal.

The successful applicant will be required to provide, if requested by the PSNI, a DNA sample taken by buccal swab. This sample would only be used for elimination purposes and would not be retained on any database held by the police. Agreement to provide such a sample will be incorporated in the terms of appointment.

The successful candidate will be expected to have undertaken training in appearing as an expert witness (Criminal Justice Interface Training.)

## KEY RESPONSIBILITIES

**The work of the State Pathologist falls into two main areas:-**

### **1 Management**

As **State Pathologist**, you are responsible to the Minister of Justice – through the Justice Delivery Directorate of the DOJ – for the overall operation of the State Pathologist's Department including the provision of a high quality, timely and cost effective forensic pathology service to support the Coroners Service and the criminal justice system in Northern Ireland.

Duties will include:-

Exercising oversight and control over all aspects of your Department's performance including:

- a. the provision of a forensic post-mortem service to the Coroners Service for Northern Ireland<sup>4</sup>;
- b. maintenance of professional standards and good working relationships throughout all aspects of your Department's work;
- c. undertaking the role of "Designated Individual" in relation to compliance with the requirements of the Human Tissue Act;
- d. possibly acting as Responsible Officer for the Consultant Forensic Pathologists employed at the State Pathologist's Department in line with the requirements of the General Medical Council;
- e. the preparation and submission for the Minister's approval of annual Business Plans covering performance targets and Annual Reports reporting on the past year's achievements;
- f. ensuring compliance with the agreed performance targets for the completion of post mortem examination reports for each year within the resources available;
- g. representing your Department (and where applicable the DOJ) in dealings with other organisations – including both national and international level. This includes (but is not limited to) participation in the activities of relevant professional organisations such as The Royal College of Pathologists and the Home Office Pathology Delivery Board;
- h. considering, in consultation with the DOJ, and advising the Minister where relevant, on any aspects of government policy or other development – e.g. advances in forensic pathology, proposed legislative changes, or emerging case law etc. – which have significant implications for your Department;

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<sup>4</sup> Further information about the Coroners Service for Northern Ireland is available from:  
<http://www.courtsni.gov.uk/en-GB/Services/Coroners/Pages/default.aspx>

- i. such other duties as;
  - i. you may reasonably be requested to undertake; and
  - ii. you and the DOJ agree you may undertake from time to time – e.g. participation in the activities of professional bodies, examining on behalf of the Royal College of Pathologists etc.

In all such cases, both you and the DOJ will have regard to your professional status, independence and expertise, and the wider interests of your Department and the DOJ.

## **2 Consultant Forensic Pathologist duties**

- a. Performing autopsies as directed by the Coroners Service of Northern Ireland and advising on the medical aspects of investigations. SPD pathologists submit their completed reports directly to the coroner and may be required to attend inquests. The work involves the conduct of a wide range of autopsies including natural deaths, accidents and suicides as well as the investigation of suspicious deaths.
- b. Providing an autopsy service to coroners on a 365-day basis; Consultant pathologists provide an autopsy service (including routine cases) at weekends and on public holidays. This is currently organised on a rota basis that will be based on one week in four on the appointment of a consultant. An on-call availability supplement and premium time will be paid in line with Health Service contracts, as appropriate.
- c. Assisting the police at scenes where a death has possible criminal implications and advising them on all aspects of forensic medicine. There is a requirement to take part in an on-call rota in respect of this. The on-call commitment will be 1 week in 4, organised on a rota basis. An on-call availability supplement and premium time will be paid in line with Health Service contracts, as appropriate.
- d. Providing evidence as an expert witness in coroners and criminal courts.
- e. Teaching forensic medicine. The department has close links with the School of Medicine, Dentistry and Biomedical Sciences of Queen's University Belfast. The department currently offers a Student Selected Component (Special Study Module) to third year medical students which involves a whole one-day teaching commitment, for 12 weeks, in each of the University semesters. In addition, a series of 6-8 lectures are provided to all 3<sup>rd</sup> year undergraduate medical students. There is the potential of an Honorary Appointment to Queen's University at a level commensurate with experience. In addition to these regular teaching commitments, the Department currently undertakes teaching, on an ad hoc basis, to dental students, police recruits, forensic physicians, scenes of crime officers and law students



- f. Clinical Governance - promoting a Clinical Governance environment. Pathologists within SPD will be required to participate in case management reviews, to take part in the regular internal audit meetings of the department and in approved continuing professional development programmes such as that of the Royal College of Pathologists.
- g. Participating in research including reviewing information from post-mortem examinations, for developing and refining forensic pathology techniques, as well as for improving the treatment and health care of patients in general through joint projects with academic pathology. In particular, it is the intention that the successful candidate would build on existing linkages with professionals in other facilities such as the Molecular Pathology Programme at the Centre for Cancer Research and Cell Biology at Queen's University.
- h. Key Requirements - participating in annual appraisal, job planning and reviews and maintaining a licence to practice as required by the General Medical Council (GMC). The applicant will:
- participate in any revalidation required by the GMC; and
  - complete a Job Plan following discussion and agreement with the Justice Delivery Director within the DOJ. Hours and allocation of work will be specified in the Job Plan, a sample of which is attached at Annex B.

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

- 1) be medical practitioners fully registered or eligible for full registration with the General Medical Council in the United Kingdom who possess the Fellowship of the Royal College of Pathologists in Forensic Pathology (or equivalent – e.g. FRC Path in Histopathology and be in possession of Dip RC Path (Forensic Pathology) or Diploma in Medical Jurisprudence (Path) of the Society of Apothecaries);

**AND**

- 2) have a licence to practice or be eligible to obtain one from the GMC;

<p><b>Please note</b> – It is important that you read the GMC guidance on registration requirements to practise medicine with the GMC in the UK. It is your responsibility to obtain GMC registration; any offer of employment is dependent on successful registration. <a href="http://www.gmc-uk.org/doctors/">http://www.gmc-uk.org/doctors/</a></p>
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**AND**

- 3) have completed higher specialist training and be in possession of a Certificate of Completion of Training in Histopathology (sub specialising in Forensic Pathology) (or equivalent) as determined by the Royal College of Pathologists;

**AND**

- 4) have at least five years experience as a fully qualified consultant, gained within the last eight years, in forensic pathology practice, including the conduct of forensic autopsies.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

**Relevant or equivalent** qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

## **Publications and Professional Memberships**

To support the eligibility criteria, applicants may submit a fully cited bibliography (authors, paper title, journal title, volume and page numbers) of all refereed and non-refereed publications and a list of current professional memberships.

You can provide this bibliographic information and a list of current professional memberships within the application form itself, or if necessary, it can be sent by the closing date for applications as a separate attachment to:

E-mail: [orgcharts@hrconnect.nigov.net](mailto:orgcharts@hrconnect.nigov.net)

OR

External Resourcing  
HRConnect  
PO Box 1089  
2nd Floor, The Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW

The information should be marked with the relevant competition reference number (IRC187418), competition title and your full name and candidate reference number.

### **Please note:**

- **You should ensure that you provide evidence of your experience in Part 2 of your application form, giving length of experience examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, in Part 2 of your application form, the selection panel will reject your application.**
- **ONLY the details provided by you in Part 2 of your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**
- **The panel may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.**

## INTERVIEW CRITERIA

In addition to satisfying the above eligibility criteria, applicants will also be expected to display the following qualities and skills at interview to a high degree of competence.

### **Presentation**

Applicants should note that they will be required to make a presentation on forensic pathology lasting no longer than 10 minutes and on which the applicant will be questioned. The purpose of the presentation is for the applicant to demonstrate current knowledge in forensic pathology and his/her communication and presentation skills.

Candidates will be provided with the presentation topic half an hour prior to the interview time stated in the invitation to interview letter, and should therefore ensure that they arrive at least 45 minutes before the actual interview time. A flip chart will be available. There will NOT be facilities for Powerpoint or similar.

**Marks available: 20      Minimum standard 14**

### **Interview**

The presentation will be followed by an interview at which it will be expected that the following qualities and skills will be displayed to a high degree of competence:

#### **1. SKILLS AND EXPERIENCE;**

- Making appropriate linkages across medical specialism to achieve Departmental objectives.
- Performing autopsies and preparing post mortem reports.
- Advising on medical aspects of investigations.
- Providing expert evidence in court.
- Demonstrating commitment to personal development to keep abreast of current issues and developments.

**Marks available: 25      Minimum standard: 18**

#### **2. SERVICE DELIVERY;**

- Planning and managing a high quality service to meet customer needs.
- Applying professional knowledge/skills at a senior level.
- Acquiring and updating professional knowledge/skills.
- Demonstrating a commitment to changing and improving services.

**Marks available: 20      Minimum standard 14**

### **3. LEADERSHIP;**

- Leading a team and building relationships to deliver outcomes in support of Departmental responsibilities.
- Enabling staff and others to perform to the best of their ability.
- Working with stakeholders to deliver results.
- Setting strategic direction for the Department.
- Seizing opportunities and taking tough decisions as required.

**Marks available: 15**

### **4. PLANNING AND ORGANISING WORK AND MANAGING RESOURCES TO ACHIEVE DEPARTMENTAL AND PERSONAL OBJECTIVES;**

- Providing management information reports in line with Departmental targets.
- Setting job plans and work schedules for consultants and monitoring performance.
- Ensuring resources allocated to the Department are managed efficiently and effectively.
- Demonstrating commitment to own personal development and for staff within the Department.

**Marks available: 15**

### **5. INTERPERSONAL AND COMMUNICATION SKILLS**

- Developing and maintaining networks to enhance services delivered by SPD.
- Maintaining and improving relationships with internal and external organisations.
- Understanding the importance of communicating the work of the Department in line with Departmental priorities.

**Marks available: 15**

**Minimum standard: 10**

## **6. TEACHING AND RESEARCH;**

- Teaching students and other stakeholders (i.e. police, scenes of crime officers).
- Participating in research to advance forensic pathology practice within SPD.
- Reviewing information from post-mortem examinations.
- Contributing forensic pathology materials, information and know-how to the advancement of medical science in partnership with local research groups.

**Marks available: 10**

**Total Marks available: 120**

**Overall Pass Mark: 90**

## **COMPETENCE BASED INTERVIEWS**

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

## **INTERVIEWS**

It is intended that interviews for this post will take place in Belfast during April 2014. The applicant will be expected to deliver a 10 minute presentation (see above). The interview will follow the presentation and will last approximately 45 minutes.

## INTERVIEW GUIDANCE FOR APPLICANTS

**If this is your first experience of a competence-based interview, bear in mind that it does not require you to:**

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

**A competence-based interview does however require you to:**

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

**In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:**

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

## SELECTION PROCESS

### The Merit Principle

The appointment to this post will be made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

### **Making your application:**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility criteria.

### **Please note:**

#### To ensure equality of opportunity for all applicants:

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either Typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat electronic application forms.
- 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. Write for the reader who may not know your employer, your branch or your job. Include concise examples and be sure you can expand on these at interview.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- Identify relevant examples – This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your *unique* role the panel are interested in, not that of your team or division.

### Application Form Submission

- We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
- Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect.



- We will not accept any application where we are asked to pay any shortfall in postage.
- Applicants who send their application form electronically are also required to meet the closing deadline for receipt in this office.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.

### **Changes in Personal Circumstances**

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

### **Applicants Employed in the Department of Justice (DOJ)**

#### **Please note:**

HRConnect adheres to CSC 7/04 (ICSC 6/04) regarding sickness absence. Applicants employed in the NICS/DOJ within the past two years in a permanent or temporary capacity should familiarise themselves with its content as it may affect your eligibility to apply. CSC 7/04 (ICSC 6/04) is available from your present/former HR department.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend interview. 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.

### **Equal Opportunity Monitoring Form**

**Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 20-26.

All applications for employment are considered strictly on the basis of merit.

## **Assessment Information**

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for interview.

You should ensure that these documents are readily available.

## **Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom. Your eligibility to apply for this position will be determined by your immigration status on the closing date for applications for this post. All eligible applicants will be interviewed in accordance with UK immigration rules. Please note that for posts which are not on the shortage occupation list, priority will be given to UK/EEA applicants and posts will only be offered to non UK/EEA applicants if they cannot be filled by UK/EEA applicants. HR Connect will ensure that staff requiring a certificate of sponsorship/visa do not commence employment until this has been received. Applicants should visit <http://www.ukba.homeoffice.gov.uk/> for more information.

Application is currently being made by the Department of Justice to the Home Office UK Border Agency to obtain a suitable Sponsorship Licence.

## **Vetting Procedures**

For the Consultant Forensic Pathologist post in the State Pathologist's Department the level of vetting is Baseline Personnel Security Standard plus Counter Terrorist Check.

1. 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) Other acceptable documents are listed on [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.
- e) Your consent to the validation of your previous 3 years' employment as outlined in your application form if you are placed sufficiently high in the order of merit (normally determined after interview) to be considered for appointment.

We will carry out a Criminal Record Check on all applicants. You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

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.

### **Order of Merit**

The selection panel will assess candidates against the interview criteria. The post will be offered to the candidate scoring the highest mark – subject to meeting the overall pass mark and minimum standards. HRConnect will allocate a candidate in the order listed subject to fulfilling any nationality requirements. The order of merit is valid for one year.

## GENERAL INFORMATION

### **Pensions:**

The employment is superannuable under the Superannuation Scheme for Universities and the normal retirement age is 65 years. Under this scheme the successful candidate would contribute 6.35% (inclusive of a contribution towards widows and dependants benefit) of salary until the age of 65 years or the completion of 40 years pensionable service. The appropriate deductions in respect of contributions will be made from salary. Tax relief is allowed at source for these contributions. The salary and the employee's share of national insurance and superannuation contributions are paid monthly by Queen's University of Belfast who recover the expenditure from the Department of Justice.

### **Feedback**

The Department of Justice 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.

THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT

**Please return completed form to:**

### **HRConnect Recruitment Team**

**Post:** HRConnect  
PO Box 1089  
2<sup>nd</sup> Floor  
The Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW  
**Email:** recruitment@hrconnect.nigov.net  
**Tel:** 0800 1 300 330

## **EQUAL OPPORTUNITIES**

### **Policy Statement**

The Department of Justice mirrors the Northern Ireland Civil Service Equal Opportunities Policy Statement as set out below.

The Department of Justice (DOJ) is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the DOJ on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated. This right is protected in many instances by legislation.

In order to provide a high quality service to the people of Northern Ireland the DOJ needs to recruit, retain and promote the best available people. Our equal opportunities policy is central to this strategy. We aim to foster a culture which encourages every member of staff to develop his or her full potential and which rewards achievement. Creating a working environment where individual differences are valued and respected enables all staff to give of their best and helps us to respond more effectively to the needs of the people we serve.

The DOJ seeks to maintain the confidence of the whole community. It will continue to promote equality of opportunity and fair participation within the framework of the law and will strive to achieve a workforce that is broadly representative of the society which it serves.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

### **Equal Opportunities Monitoring**

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

## **Legislative Context**

This section explains the reasons for gathering this information by setting out the legislative background.

### **Gender**

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also necessary to enable the completion of the annual statutory monitoring return, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

### **Age**

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different age.

### **Community Background**

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information requested in the Community Background section of the monitoring form is required in connection with the requirements of the above Order and to enable the completion of the annual statutory monitoring return to the Equality Commission for NI.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the DOJ has decided to use “community background” information as a proxy for political opinion.

### **Race**

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on the grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group.

## **Disability**

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without. The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

**Physical Impairment:** this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

**Mental Impairment:** this includes mental ill health and what is commonly known as learning disability.

**Substantial:** put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

**Long-term adverse effect:** the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

**A normal day to day activity:** this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

### ***What sort of effect must there be?***

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of risk of physical danger.

### ***What happens if the effects are reduced by medication or other treatment?***

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remain while the spectacles or contact lenses are being used.

***Are there any types of condition covered by special provisions in the DDA?***

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

***Are any conditions not covered?***

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

***What if someone has recovered from a disability?***

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

**Use of Monitoring Information**

Monitoring information is used to enable the NICS to assess the effectiveness of its EO policies and to determine the impact (if any) of various policies and procedures on different categories of staff. In addition to this internal focus community background and gender information on both staff and applicants is used to complete the annual statutory monitoring return to the Equality Commission.

**Confidentiality of Monitoring Information**

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a



high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.

The confidentiality of community background information is also protected through regulations made under the Fair Employment and Treatment (NI) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained or used for the purposes of monitoring under FETO.

The release of an individual's monitoring information is permitted by legislation as part of prospective or actual proceedings under equality legislation, e.g. where another individual has made a complaint of alleged discrimination.

Many people from all backgrounds in Northern Ireland and beyond are interested in the profile of the NICS workforce and the candidates who apply for jobs. For this reason the NICS regularly publishes data in the form of statistical summaries, graphs etc. On occasions it may also be necessary to use monitoring information to answer questions from Assembly Members, MPs and MEPs or to respond to requests for information under the Freedom of Information Act. In all cases where information is made public, the format of presentation will be such that it will not be possible to identify any individual's information.

The timetable below is just an illustration and details of the job plan will be agreed upon appointment. The timetable may be subject to change to meet service needs.

**JOB PLAN TEMPLATE - Average Weekly Programmed Activities**

Day	Time	Activity	Location	Number of Hours		Premium Hours	Total Hours
				DPC	SPA		
Mon	8:30-11.30	Post Mortems	NIRFM	3.0	1.5		
	11:30-13:00	Management	SPD				
	13:00-13:30	Lunch					
	13:30-18:00	SPD professional commitments	Various	4.0			
Tue	8:30-10:30	General administration	SPD	2.5	2.0		
	10:30-13:00	Court work	Court/SPD				
	13:00-13:30	Lunch					
	13:30-17:30	Laboratory work and reports	SPD	3.5			
	17:30-18:00	Other SPD duties (medical exams/advice, etc)	Various		0.5		
Wed	8:30-13:00	Post Mortems	NIRFM	3.5	1.0		
	13:00-13:30	Lunch					
	13:30-17:30	Laboratory work and reports	SPD	3.5			
	17:30-18.30	CPD	Various				
Thurs	8:30-13:00	Post Mortems	NIRFM	3.5	1.0		
	13:00-13:30	Lunch					
	13:30-17:30	Laboratory work and reports	SPD	3.5			
	17:30-18:00	Management meetings	Various				
Fri	8:30-11:00	Management	SPD		2.5		
	11:00-13:00	Laboratory work and reports	SPD	2.0			
	13:00-13:30	Lunch					
	13:30-14:30	Formal Teaching	SPD		1.0		
	14:30-18:00	Audit meetings	SPD		3.5		
<b>Average Total Standard Hours</b>				<b>25.0</b>	<b>17.0</b>		
Sat*	08:30-12:30	Post Mortems (Premium Time)	NIRFM			4.0	
Sun*	08:30-12:30	Post Mortems (Premium Time)	NIRFM			4.0	<b>42</b>

\* Saturday and Sunday worked on a rota basis which is currently 1 n 4.

**Total Average PAs Including weekend rota and the provision of on call allowance the total average PAs equates to 13**

