

**Candidate
Information
Booklet**

**IRC292107
Agriculture Inspector Grade III -
Graduate Specialists - Agriculture
Northern Ireland Civil Service (NICS)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 14th April 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.

DAERA has a vision of “Sustainability at the heart of a living, working, active landscape valued by everyone.” Our vision is the foundation of everything we do as we seek to enhance our environment; grow a sustainable, vibrant economy; and support the development of thriving rural communities. At the heart of our vision is a desire to make DAERA a great place to work, with engaged people delivering a twenty-first century agenda.

The successful candidates will work within the Agricultural Inspectorate profession which is a group of professional and technical staff that use their knowledge and expertise in a wide range of roles across DAERA in the delivery of education, advisory, technology transfer and inspection roles to support the agri-food industry.

We are particularly looking for professional and technical people with a track record of delivery, decision making, leadership, and an ability to develop strong partnerships within their organisations and with stakeholders.

If you have the professional, technical and people skills we need and share our commitment to public service, we would love to hear from you.

Thank you for your interest

Norman Fulton
Head of Agricultural Inspectorate Profession

Background

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'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.

Further information on the business area where the current vacancies are located is provided in the following pages.

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 and 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 sponsorship of the Agri-Food and Biosciences Institute.

The College of Agriculture, Food and Rural Enterprise

CAFRE is a Division within the FFG and has three campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown).

The College contributes to DAERA's aims and goals through the delivery of education, knowledge transfer and innovation programmes to benefit the Northern Ireland agri-food industry.

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.
- Level 2 through to Honours Degree in Equine Studies.
- Level 3 through to Honours Degrees in Food Technology, Food Innovation & Nutrition and Food Business Management.
- Level 2 through to Honours Degree in Horticulture.
- Level 3 in Land-based Engineering.
- 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 elements of the Farm Business Improvement Scheme, which is funded under the RDP. Five knowledge transfer programmes are being delivered, namely Business Development Groups, Farm Family Key Skills, Farm Innovation Visits, Technology Demonstration Farms and European Innovation Partnerships.

Area Based Schemes Division

Area-based Schemes Division (ASD) exists to ensure the efficient and effective processing of subsidy and grant payments to ensure that regulatory, scheme and timing requirements are met. The Division has 300 staff and is comprised of three Units; Countryside Management Unit, Area-based Schemes Delivery Unit and Area-based Schemes Future Implementation Unit.

Countryside Management Unit carries out controls for DAERA's area based payment schemes and delivers DAERA's agri-environment scheme.

The key aims of CMU include:

- ensuring compliance and control of area based schemes.
- maintaining a GIS mapping system, the Land Parcel Identification System (LPIS).
- delivering agri-environment schemes to mitigate climate change, improve our water quality, protect our heritage, enhance our landscape and reverse the decline in farmland biodiversity.
- reviewing cross compliance, and land eligibility.
- advancing the use of new technologies to assist in the Division's work.
- Implementation of the Environmental Impact Assessment (Agriculture) Regulations (Northern Ireland) 2007.

Agricultural Policy Division

Agricultural Policy Division (APD) sits within FFG has lead responsibility for developing the future agricultural support policy framework and associated legislation for Northern Ireland, replacing the EU's Common Agricultural Policy in the context of UK devolved arrangements. This area of work seeks to deliver the four outcomes of increased productivity, environmental sustainability, improved resilience and an effective functioning supply chain. Comprised of eight branches, the Division is focused on development of agricultural policies including identification and progression of associated legislation, business cases, impact assessments and stakeholder engagement required to implement policy and delivery mechanisms for: Farm Sustainability Payment; Beef Sustainability Package; Farming with Nature; Carbon Reduction Measures; and Crisis Framework. It manages the agricultural policy linkages with other Devolved Administrations and encompasses the Department's presence in the Office of the Northern Ireland Executive in Brussels.

VETERINARY SERVICE ANIMAL HEALTH GROUP (VSAHG)

VSAHG's purpose is to develop and implement policies that aim to prevent, control and/or eradicate animal diseases affecting livestock production and trade, to ensure that meat is safe and wholesome, animal welfare requirements are observed and agri-food legislation relating to feed and food safety is implemented.

Agri-food Inspection Branch

One of the main programmes in the Epizootic Division is Agri-food Inspection Branch. Agri-food Inspection Branch (AfIB) implements a wide range of legislation relating to Animal Feed Safety and Labelling; Beef, Sheep & Pig Carcass Classification; Price Reporting; Beef Labelling; Egg and Poultry meat Marketing Standards; Fertilisers, Lime and Seeds Standards; Food and Feed Cross Compliance; Dairy, Egg and Primary Production Hygiene on behalf of

FSA; and provision of technical back-up to the Rural Payments Agency (RPA) for EU Meat and Dairy Market Support Schemes.

In addition the Branch provides technical support to DAERA Policy and the Agencies in relation to development and implementation of this legislation.

International & Divisional Governance Branch (IDGB)

IDGB is responsible for one of four programmes within International Trade Facilitation Division (ITFD). It seeks to transform how the Department approaches, develops and manages strategically important international engagement, encouraging an organisational culture of thinking internationally to deliver a stronger global focus and effective relationships post EU-exit. IDGB leads on DAERA's International Action Plan which is cross-Departmental covering the key pillars of trade, environment, knowledge, science and rural.

IDGB will also lead the VSAHG response to Green Growth, seeking to demonstrate the extent to which ITFD workstreams contribute positively, and measure the resulting impact and outcomes.

Responsibility for the governance and stewardship across ITFD also falls within the remit of IDGB. The Branch also provides technical support to the wider ITFD and VSAHG workstreams.

Forest Service – Plant Health Division (PHD)

Forest Service Plant Health Division delivers plant health and seeds certification functions on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA).

Forest Service Plant Health Division is responsible for protecting the plant health status of NI whilst facilitating trade in plants and plant products by applying a risk-based approach to Sanitary and Phytosanitary (SPS) controls. The application of these controls are critical to maintaining the plant health

status of NI, protecting our natural environment, supporting NI's rural economy and contributing to the wellbeing of society. Forest Service collaborates with the UK Plant Health Service in horizon scanning and managing risks from new and emerging pest threats moving in trade.

The key functions of PHD are to:

Safeguard the plant health status of our land-based industries, forestry and horticulture sectors through implementation and enforcement of effective plant health policies and regulatory regime and promote the protection of forests and plants from harmful pests and pathogens.

TYPICAL KEY RESPONSIBILITIES OF INSPECTOR GRADE III

The primary role of the Inspector Grade III – Agriculture Graduate Specialists is to interpret, analyse and deliver technical information to students, farmers and growers and industry personnel in a form that meets their needs.

The main duties and responsibilities of the post holders include:

- The development and delivery of education and industry training programmes provided by CAFRE, to ensure the sustainability of the agri-food industry through the implementation of DAERA policy.
- The development and delivery of Knowledge Transfer and Innovation programmes linked to research findings, to ensure the competitiveness of the agri-food industry through the adoption of technology/systems and best practice methods of sustainable production and business management.
- The provision of inspection duties and technical support on a range of issues including plant health regulations, agri-food legislation, agri-environment schemes and agri-policy formulation.
- Other duties in line with the needs of DAERA, including:
Driving a departmental vehicle - (for teaching posts based in CAFRE campuses the successful candidate(s) may be required to drive a Department minibus).

The above list is not exhaustive but provides an indication of the main duties of the posts. The emphasis on particular duties will vary over time according to business needs.

TERMS AND CONDITIONS

There are currently 9 permanent, full-time vacancies across DAERA.

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.

Location

The majority of posts will be based at CAFRE, Greenmount Campus with some posts based at DAERA locations across Northern Ireland, including Jubilee House.

Salary

Agriculture Inspector Grade III salary range is: £35,276 - £37,362 (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.

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.

In addition, the duties of the posts may involve some work outside normal office hours including evenings, weekends and public holidays and occasionally short periods of work outside Northern Ireland.

Travel

As post holders may be required to travel throughout Northern Ireland and on occasions travel within the UK, ROI and further afield, applicants must hold a full and current driving licence enabling them to drive a car in Northern Ireland and have access to a form of transport which will enable them to fulfil their responsibilities in full.

Driving Duties

For posts based at CAFRE, the successful applicants will be required to complete Driver CPC training on appointment to gain the appropriate driving licence category required to drive a Department minibus as part of their duties for transportation of students around the College estate or on industry visits / study tours. Appropriate training will be provided by CAFRE. As part of this training, successful applicants will be required to pass a Driver's Medical assessment.

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.

Holidays

Annual leave allowance of 25 days, increasing to 30 days after 5 years. Plus 12 days public and privilege holidays.

Pre-appointment Checks

For posts based in CAFRE Campuses, successful candidates will be required to satisfy a check undertaken by AccessNI in accordance with Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

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.

Successful applicants will be expected to undertake essential training as identified by the Department and proactively seek out and undertake activities associated with their continuous professional development, including availing of membership of approved professional bodies.

For CAFRE posts, successful applicants will be required to attend training in the requirements of the Special Educational Needs and Disability (Northern Ireland) Order 2005 and in Safeguarding Children and Vulnerable Adults and fully implement the requirements of both in their work.

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

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 successful applicants to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact Don Morrow (CAFRE) on 028 9442 6845 or by email at don.morrow@daera-ni.gov.uk

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net.

ELIGIBILITY CRITERIA

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

1. At least an Honours Degree (2.2 classification), or an equivalent qualification in either Agriculture, Agricultural Economics and Management, Agri-Environment, Agricultural Engineering, Agricultural Mechanisation or a closely related subject*

AND

2. A minimum of one year's relevant post-qualification experience working in the agricultural industry or related industries**

AND

3. A full and current driving licence enabling the licence holder to drive a car in Northern Ireland.

*"closely related subject" is defined as one where at least 50% of the modules are similar in content to those in the Degrees referred to above.

** The panel will accept a relevant Master's degree or higher as equivalent to one year post-qualification experience.

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.

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 information provided by candidates in response to eligibility criterion 2. 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.

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. An interview stage consisting of a presentation and a 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

Presentation

Candidates will be required to deliver a presentation lasting no longer than 6 minutes, the subject of which will be provided to candidates in the 'Invitation to Interview' letter.

The panel will stop the applicant when 6 minutes have elapsed. The panel will ask follow-up question(s) after the presentation before moving on to the competence based interview section of the assessment.

Applicants should fully prepare their presentation in advance as no preparation time will be provided on the day of interview. Applicants may only bring prepared flip chart paper and prepared notes into the interview to deliver their presentation. Applicants are not permitted to deliver the presentation electronically, nor should they provide any hand-outs or other materials to the panel.

No notes (other than flip chart paper and/or speaking notes for the presentation) or personal documentation may be brought into the interview room.

The presentation and the follow-up questions will be used for the assessment of the 'Seeing the Big Picture' competence.

Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution

on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 20

Minimum Standard: 12

Interview

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 5 competencies:

1. 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

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. 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

4. 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

Minimum Standard: 12

5. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. 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

Overall Marks Available: 120

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/presentation.

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

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

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 the majority of posts in the NICS the level of vetting is a Baseline Standard. 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 the majority of these posts is an 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 will 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 1978.

Equal Opportunity Monitoring Form

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

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

Applications from males, 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

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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.

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

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. 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 request 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**