

**Candidate  
Information  
Booklet**

**IRC306765  
Professional Technical Officer (PTO)  
Marine Maintenance Supervisor**

**Department for Infrastructure (DfI)  
Northern Ireland Civil Service**

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

***Friday 11<sup>th</sup> October 2024***

**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 therefore should provide an email address that you have 24/7 access to and check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. If you change your email address, then it is your responsibility to inform HRConnect. There may, however, still be a necessity to issue some correspondence by hard copy mail.

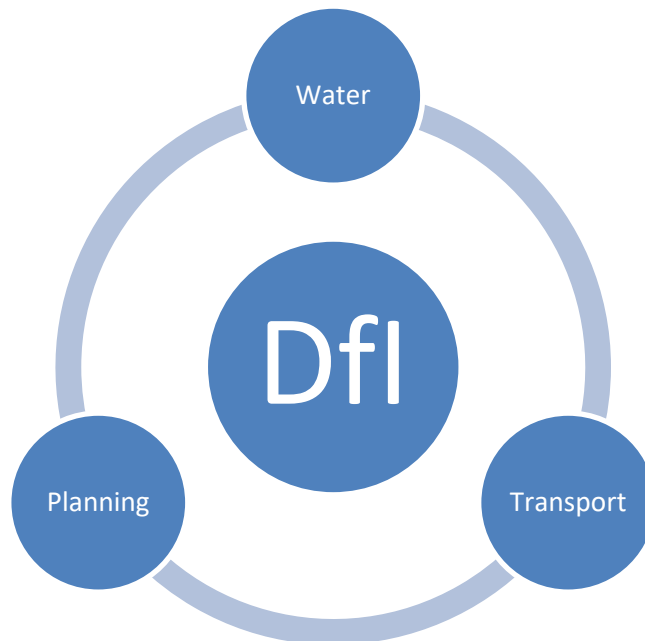
### **Contents**

	<b>Page</b>
<b>Background</b>	<b>3</b>
<b>Key Responsibilities</b>	<b>6</b>
<b>Terms and Conditions</b>	<b>8</b>
<b>Eligibility Criteria</b>	<b>11</b>
<b>Selection Process</b>	<b>13</b>
<b>Guidance for Applicants</b>	<b>16</b>

## BACKGROUND

### Department for Infrastructure (Dfi)

The Department for Infrastructure is responsible for the maintenance, development and planning of critical infrastructure in Northern Ireland. Through its focus on water, transport and planning, the Department is seeking to manage and protect over £30 bn of public assets that improve **people's** quality of life, reduce our impact on the **planet** by living sustainability and decarbonising key services, and building **prosperity** by driving inclusive productivity. The Department has a vast and wide-ranging remit. Its responsibilities are grouped into three key delivery areas: Water, Transport and Planning.



The Department for Infrastructure employs around 3,000 staff and is organised under a Departmental structure within the following Groups:

- **Transport and Road Asset Management**

- Transport Policy and Planning
- Major Projects and Active Travel
- Road Asset Development
- Road Asset Maintenance
- Road Engineering

- **Climate, Planning and Public Transport**

- Strategic Planning
- Regional Planning
- Climate Change
- Public Transport Policy
- Public Transport Operations
- Safe and Accessible Travel
- Driver and Vehicle Agency

- **Water and Departmental Delivery**

Water and Drainage Policy  
Living with Water and the Power of Water  
Rivers Development  
Rivers Operations  
Governance, EU and Ministerial Support  
Finance  
Corporate Strategy and Performance  
Corporate Support Services  
Communications, Public Affairs and Engagement

### **Climate, Planning and Public Transport Group**

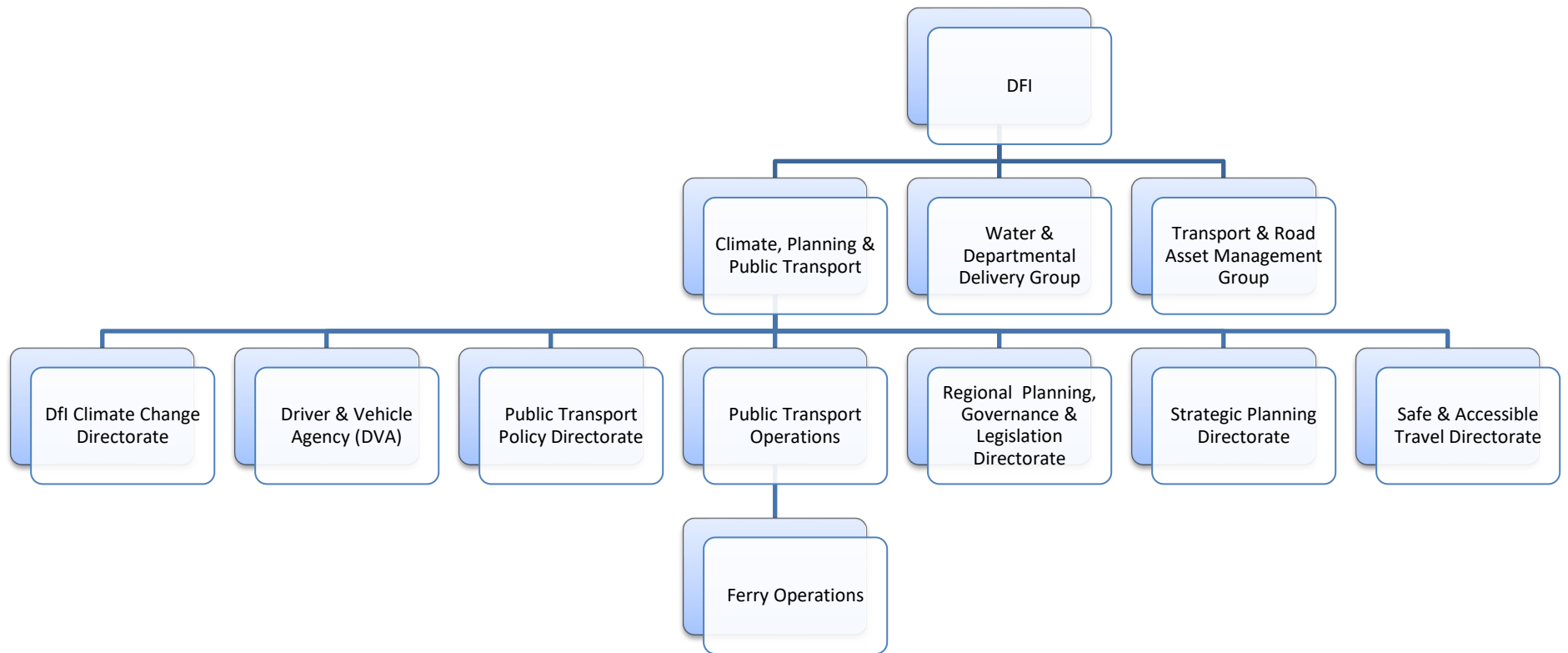
The Climate, Planning and Public Transport Group is headed by a Deputy Secretary (Grade 3) who is a member of the Departmental Board, and supported by seven Directors. The Group is responsible for:

- Leadership of DfI Climate Response and Mitigation (and Production of DfI Climate Action Plan);
- Planning Improvement Programme and Delivery;
- Updated and Relevant Planning and Transport Legislation;
- Enhanced Public Transport Network (Bus and Rail) to Support Modal Shift; and
- Modernisation of DVA (including Capital Programme).

The Group is structured into five functional Directorates: DfI Climate Change; Driver and Vehicle Agency; Public Transport Policy; Public Transport Operations; Regional Planning, Governance and Legislation; Strategic Planning and Safe and Accessible Travel.

### **Public Transport Operations Directorate is responsible for:**

- Sponsorship / Oversight of Translink;
- Effective Public Service Agreement with Translink;
- Commercial bus permits;
- Accessible and Community Transport; and
- Strangford and Rathlin Ferries.



## KEY RESPONSIBILITIES

The PTO Marine Maintenance Supervisor reports to the Ferry Manager (HPTO Grade).

Strangford Lough Ferry Service operates two similar vessels MV Portaferry II and MV Strangford II.

The overall purpose of this post is to provide assistance with the maintenance of all vessel machinery and related equipment to ensure safe and efficient operation as required under Maritime Law, Lloyds Classification Society and by Departmental regulations.

### **The main duties of the post will include:**

#### Vessel maintenance and supervision

- Operation of vessel planned maintenance system.
- Supervision of maintenance staff including Contractors as required and reporting and recording activities.
- Liaison with Crew and Management on the operation of the vessels including advice on safety issues.
- Undertaking daily checks of all ship systems including the ships electronic alarm systems and oiling and greasing machinery on a regular basis.
- Carrying out engine diagnostics through computerised Electronic Management Systems and first line diagnostics.
- Programming all on-board processors.
- Ordering materials and equipment to ensure maintenance of the vessels and maintaining workshop stores, machinery, and equipment.
- Generating computerised work sheets and maintaining records of all work undertaken on vessels.
- Researching and liaising with manufacturers, agents, and suppliers.

#### Vessel refits, certification inspections and other duties

- Preparing specifications showing details of the work required during refits.
- Ordering materials and equipment required.
- Reporting and recording refit activities.
- Liaising with MCA Marine Surveyor and Ferry Manager regarding necessary action to ensure acceptance.
- Carry out on-scene supervision during execution of the Oil Spill Response Plan and implement Oil Pollution Preparedness Plan.

**The key responsibilities listed are not exhaustive but give a good indication of the main duties of the post.**

**A list of main vessel systems with which the post holder will be required to become familiar and as necessary, receive training for, is detailed below:**

- Main Engines - Cummins QSK19 MCRS + QSK19M
- Generators - Cummins 6BT + Cummins 4BT
- Gearbox – Kumera Norgear FVE-355
- Propulsion Units – Voith 16KG VSP
- Fire Pumps – Desmi
- Bilge Pumps – Desmi
- Emergency Fire & Bilge – Desmi
- Sewage Treatment - Hamworthy ST0-ST1A + Wartsila ST1A-C-1P2C
- Anchor Winch - RAPP HYDEMA + PROUT ADH10
- Diesel Particulate Filter (DPF) systems

**This list is not exhaustive.**

## **TERMS AND CONDITIONS**

There is currently 1 permanent, full-time vacancy.

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.

The Strangford Lough Ferry Service is within Public Transport Operations in DfI Climate, Planning and Public Transport and operates a scheduled vehicle and passenger service between Strangford and Portaferry with a ferry departing from either port every 15 minutes.

The ferry operates every day of the year except Christmas Day. The first sailing is at 7:30am on weekdays, 8:00am on Saturday and 9:30am on Sunday with the final sailing at 10:45pm, every day except Saturday when it is at 11:15pm. Times of operation are subject to review.

The service is operated using 3 crews who currently work a shift pattern of two evening shifts, then two morning shifts, then two days off. Shift patterns are subject to change. Each crew consists of a Shift Manager, a Skipper, and a minimum of 2 other crew made up of Senior Pursers and Pursers. Other suitably qualified staff may provide crew cover at times. In addition to the ferry crews 2 maintenance staff, 2 night watch people, an administrative officer and the Ferry Manager are based in the Ferry Terminal in Strangford.

### **Location**

This post will be based at Strangford Ferry Terminal, 1 The Slip, Strangford.

### **Salary**

Salary will be within the range £30,721 - £31,352 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Pensions**

The NICS offers all employees an attractive pension package. You'll find further details on the Civil Service Pensions (Northern Ireland) website at [www.finance-ni.gov.uk/civilservicepensions-ni](http://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 normal conditioned hours of work are full-time (37 hours net) Monday to Friday. Most offices work flexi-time. However, the NICS offers a range of flexibilities to enable a better work-life balance for employees.

The post holder will, on occasions, due to the 'front line' nature of the role, have to work outside normal hours. This will attract the appropriate rates of pay.

The Marine Maintenance Supervisor post is wholly Strangford Lough based and not suitable for hybrid working.

## **Medical**

Prior to an appointment being offered, the successful candidate will be required to pass a ML5 sea fearers medical check.

## **Travel**

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

## **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Access NI, Basic clearance.

## **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

## **Training**

The Department provides excellent training facilities with both in house/external course and seminars' being available, as well as "on the job" training.

## **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.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Brendan Matchett on 07789757205 or email [Brendan.Matchett@Infrastructure-ni.gov.uk](mailto:Brendan.Matchett@Infrastructure-ni.gov.uk)

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. At least a BTEC National Certificate/Diploma in Mechanical and/or Electrical Engineering.

### AND

2. At least 2 years post qualification experience gained within the last 5 years of maintaining, repairing, and servicing machinery and diesel engines including Main Engines and Gearboxes and at least one of the following systems:

- Generators
- Propulsion Units
- Bilge and Fire Pumps
- Anchor Winch
- Hydraulic Systems
- Electrical Systems
- Diesel Particulate Filter systems (DPF's)

### AND

3. Access to a form of transport, which will enable them to fulfil their responsibilities.

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.

You will be required to provide documentary evidence of your qualifications at interview so please ensure you have these readily available.

**Please note:**

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection 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, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored 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.
- State clearly your personal involvement in any experience you quote. State "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.
- ONLY the details provided by you in 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. Please do not include your name in the employment history or eligibility criteria sections.
- No additional information or evidence provided in support of your experience will be considered at any time after the closing date for applications.
- The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

## SELECTION PROCESS

There are two stages to the selection process, which will include:

1. An Eligibility Sift
2. A competence based interview.

### ELIGIBILITY SIFT

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

### INTERVIEW

The interview will be used to assess the following 4 competences.

#### 1. Making Effective Decisions

This area provides the opportunity to display Professional & Technical competence through the decisions taken in solving an engineering problem or developing / managing an engineering project. 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: 30**

**Minimum standard: 18**

#### 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 deliver.

**Marks available: 20**

#### 3. Collaborating and Partnering

People skilled in this area and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help 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. Delivering Value for Money**

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

**Marks available: 20**

**Total Marks Available: 90**

**Overall Pass Mark: 54**

### **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.

**No notes or personal documentation may be brought into the interview room.**

### **INTERVIEWS**

It is intended that interviews for this post will take place in Rathkeltair House during week commencing 12<sup>th</sup> November 2024.

### **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 2.

The NICS 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 and 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 i.e., a person demonstrating a competency at level 2 should be demonstrating levels 1 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

**It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.**

## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

You can apply online at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **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](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **GUIDANCE FOR APPLICANTS**

### **INTERVIEW PREPARATION**

**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 to demonstrate the range of behaviours associated with the competences being assessed. 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.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

## GENERAL INFORMATION

### **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 on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://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](http://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.

### **Changes in personal circumstances and contact details**

Please ensure HRConnect Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up to date contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team at HRConnect.

(Note for existing NICS staff – An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in contact details.)

### **Transgender Requirements**

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

## **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

## **Documentation**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. 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.

## **Right to Work and Nationality Requirements**

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 EEA & Turkish nationals

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

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, 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

(Public Service/reserved posts insert)

- (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](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline 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](http://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;

### **Basic Disclosure Certificate**

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. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) under Useful Information.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview, 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](http://www.finance-ni.gov.uk).

**Applications from Protestants, females, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.**

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

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

### **Feedback**

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.

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