ANNEX A

FOI DOF/2025-0376

Request

Please provide information relating to the staffing, qualifications, and resourcing of personnel within OSNI and/or Land & Property Services (LPS) involved in the maintenance and governance of coordinate control networks, including GNSS infrastructure, passive control stations, height networks, and geodetic reference systems.

DoF response

I can confirm the department can provide the following information in response to your questions.

1. Staffing Levels

1.1. How many full-time equivalent (FTE) staff are currently employed within OSNI or LPS for the management of:

- *GNSS / RTK base station infrastructure*
- *Passive control stations*
- *Vertical control / height networks*
- *Coordinate reference systems and transformation models*

Please break this down by area of responsibility where possible.

This responsibility sits in the Geodetic Survey and Development Team. The individual roles identified are shared within the team and do not cover the full duties of any single member of staff. Management information is unavailable to accurately respond to the granularity requested.

See staff chart at Annex B for numbers of posts in this area.

2. Staff Qualifications and Capability

2.1. Please provide a summary of the professional qualifications, academic degrees, or professional body memberships (e.g., MRICS, CGeog, BSc/MSc in surveying, geodesy, or geomatics) held by staff responsible for geodetic and control network services.

Staff details are withheld as this information is exempt under Section 40(2) of the Freedom of Information Act because such disclosure would contravene the first principle of the Data Protection Act 2018, which requires that personal data must be processed lawfully, fairly and in a transparent manner. Disclosure would be unfair, because the sole trader would not expect that this information would be made available to others.

Section 40(2) exempts personal information from disclosure if that information relates to someone other than the applicant and if disclosure of that information would contravene one of the data protection principles in the General Data Protection Regulations (GDPR) (or certain other provisions of the Data Protection Act 2018).

Having considered all the information contained within the Lawfulness, Fairness and Transparency Test (which we are providing as a separate attachment – Annex C), the department has established that, on balance, there is no lawful basis for the disclosure of third-party personal data falling within the scope of the request of which the requester is not the data subject

2.2. Are minimum qualifications or defined competency standards required for these roles? If so, please provide relevant job descriptions or internal HR guidelines.

The current requirements for the MCO grade are set out in the Northern Ireland Civil Service Competency Framework (nics-competency-framework---accessible-pdf.pdf). See Annex D for the most recent MCO candidate information booklet.

2.3. Has any of the work relating to control networks, geodetic transformation, or coordinate QA been outsourced in the last 10 years? If so, please list the provider(s) and scope of the work.

BKG (Bundesamt für Kartographie und Geodäsie); weekly computation of positions for the ENIS and FOYL CORS (Continuously Operating Reference Station)

BEV (Federal Office of Metrology and Surveying Austria); weekly computation of positions for the ENIS and FOYL CORS

Institute of Geodesy and Cartography, Warsaw; observation, computation and adjustment of the Absolute Gravity network Ireland.

2.4. Has the option of outsourcing any part of OSNI's control network management or modernisation work been formally considered or reviewed in the past 10 years? If not, why not? If so, please provide any assessments, meeting minutes, or decisions made regarding this.

This information is withheld under Section 43 (Commercial Interests of any legal person (an individual, a company, the public authority itself or any other legal entity)).

Section 43(2) of the FOI Act is a qualified exemption and is subject to a Public Interest Test. The Public Interest Test, provided at Annex E, provides further details of the public interest considerations around disclosure of this information.

3. Budget and Resourcing

3.1. What was the annual budget allocated to the operation, maintenance, and quality assurance of geodetic control networks for each of the past five financial years?

This information is withheld under Section 43(2) (Commercial Interests of any legal person (an individual, a company, the public authority itself or any other legal entity)).

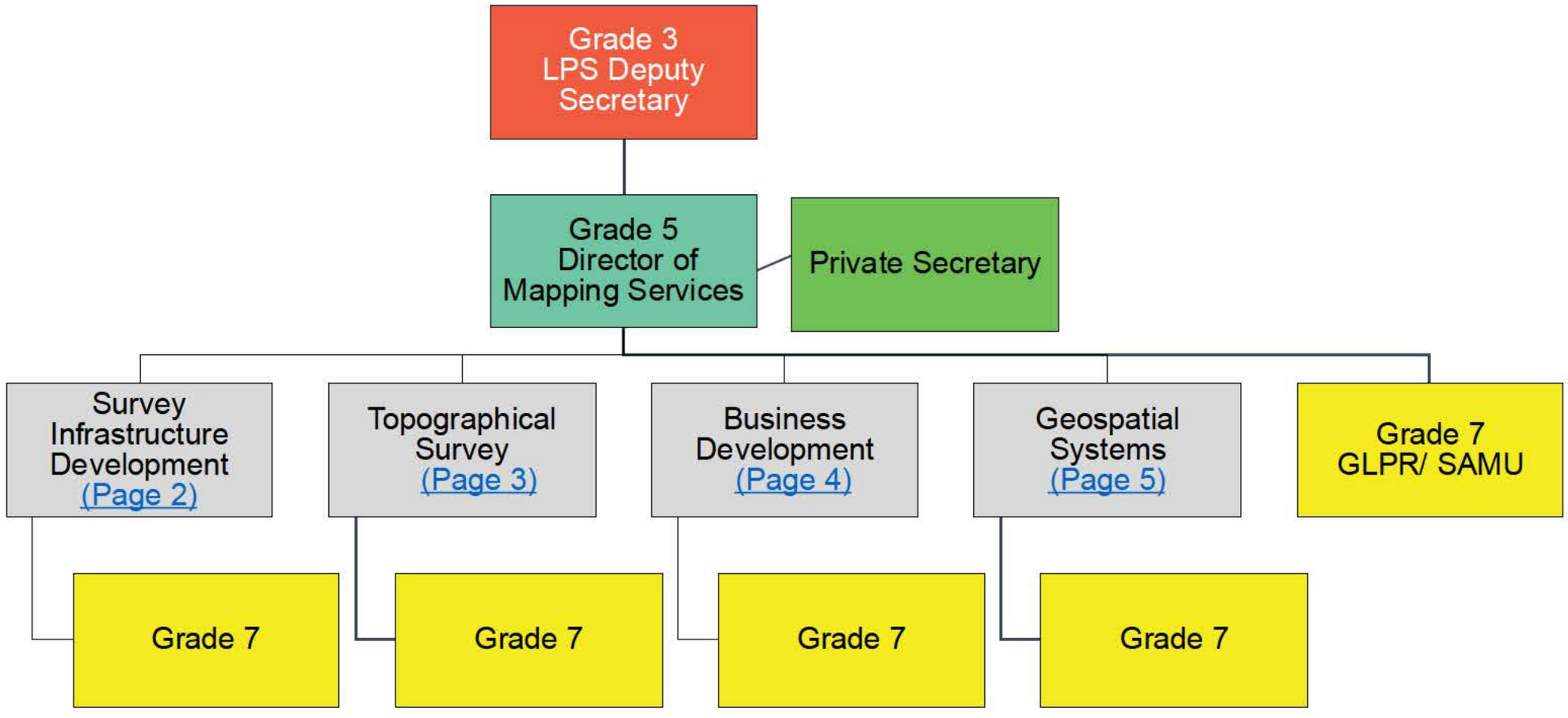
Section 43(2) of the FOI Act is a qualified exemption and is subject to a Public Interest Test. The Public Interest Test, provided at Annex E, provides further details of the public interest considerations around disclosure of this information.

3.2. Have any recruitment freezes, unfilled vacancies, or organisational reviews affected the staffing or funding of this function since 2015?

Due to natural staff churn there have been occasional delays in filling vacancies.

OSNI Organisational Chart June 2025

Land & Property Services
Seirbhísí Talún agus Maoine

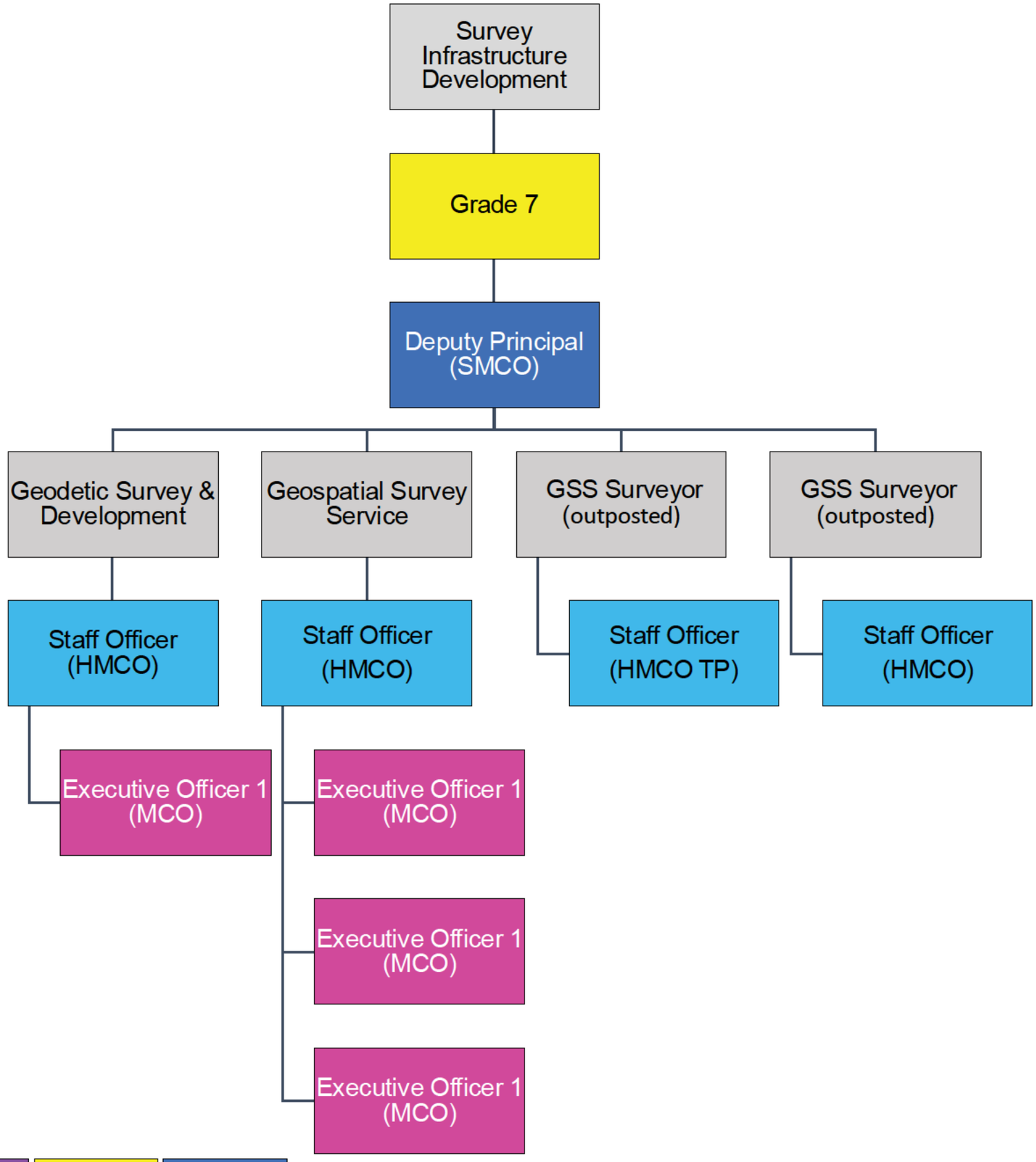


Legend:

Grade 3	Grade 5	Grade 6	Grade 7	Deputy Principal
Staff Officer	Executive Officer 1	Executive Officer 2	Administrative Officer	Administrative Assistant

OSNI Organisational Chart June 2025

Land & Property Services
Seirbhísí Talún agus Maoine



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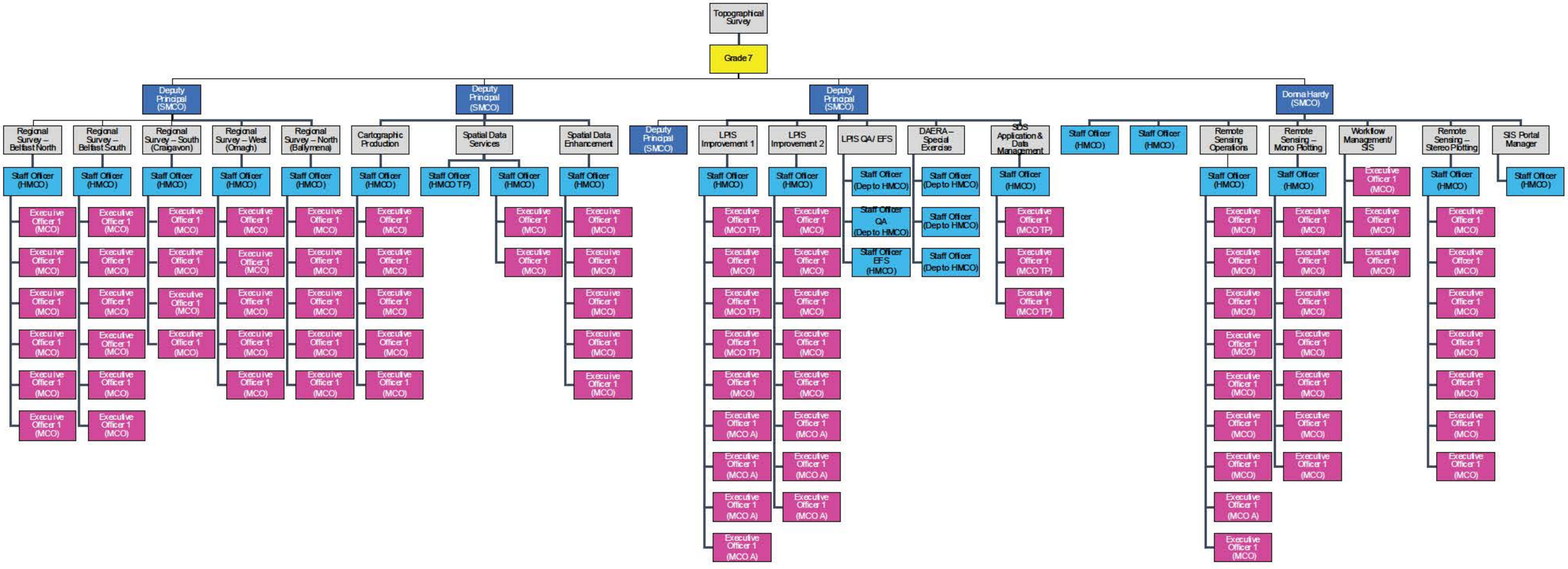

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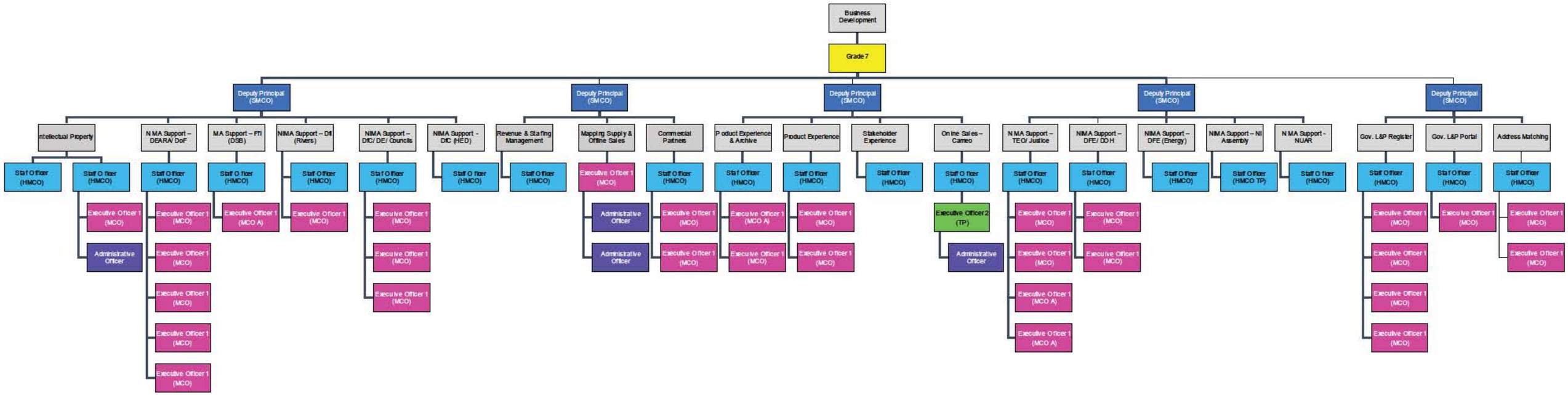

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OSNI Organisational Chart June 2025

Land & Property Services
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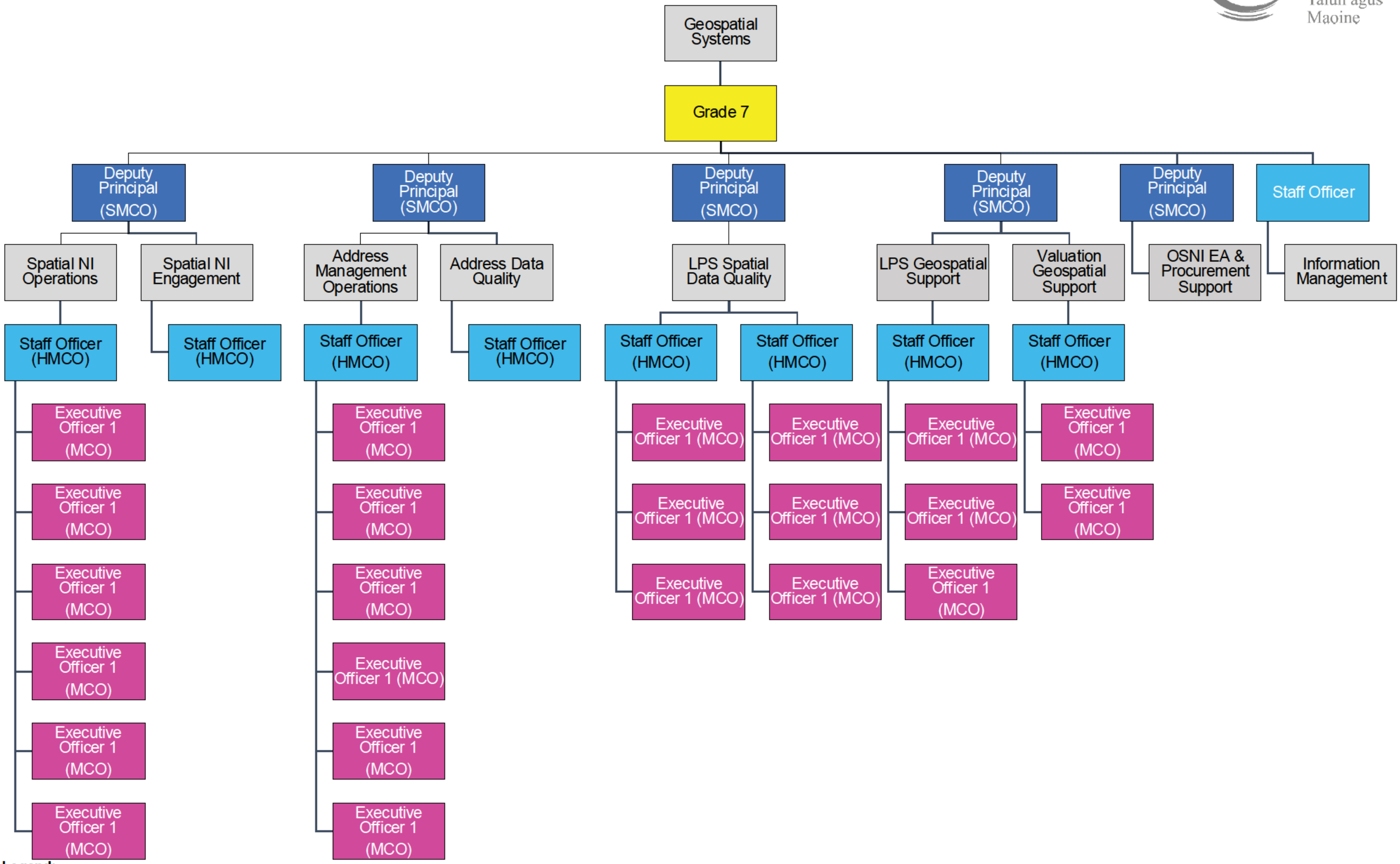

Legend:

Grade 3	Grade 5	Grade 6	Grade 7	Deputy Principal
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LAWFULNESS, FAIRNESS AND TRANSPARENCY TEST

Application of FOI exemption Section 40(2)

DOF/2025-0376 ANNEX C

A Lawfulness, Fairness and Transparency Test must be carried out by the Department of Finance when considering disclosure of third-party personal data which falls within the scope of an FOI or EIR request.

FOI / EIR request

Please provide a summary of the professional qualifications, academic degrees, or professional body memberships (e.g., MRICS, CGeog, BSc/MSc in surveying, geodesy, or geomatics) held by staff responsible for geodetic and control network services.

Consideration of the personal data falling within the scope of the request

Guidance from the Information Commissioner's office states that personal data only includes information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

Description of personal data/issue(s) under consideration:

LPS Staff professional qualifications, academic degrees, or professional body memberships.

Lawfulness

Do either of the two lawful basis below, which allow for the disclosure of personal data, apply? **No**

☐ **Consent:** This applies when the data subject(s) clear consent exists, allowing the department to disclose personal data falling within the scope of this request.

☐ **Legitimate interests:** This applies when disclosure is necessary for the department's legitimate interests or the legitimate interests of a third party that overrides the data subject(s) rights and freedoms, particularly their right to privacy.

Conclusion

Having considered all the information contained within the Lawfulness, Fairness and Transparency Test, the department has established that, on balance, there is no lawful basis for the disclosure of third-party personal data falling within the scope of the request (of which the requester is not the data subject).

HR CONNECT

Human Resources for the Northern Ireland Civil Service and the Northern Ireland Office

RE-SS 1.18a

Candidate Information Booklet

IRC313075
Mapping and Charting Officer (MCO)
Department of Finance (DoF)
Land and Property Services (LPS)
Ordnance Survey Directorate

Completed Application Forms must be submitted to HRConnect no later than 12 noon (UK time) on
Friday 2nd May 2025

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

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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FOREWORD

Thank you for your interest in this competition for a Mapping and Charting Officer (MCO) position within the Department of Finance (DoF) Land and Property Services (LPS). We are pleased to provide you with this information pack.

On behalf of the Department of Finance, LPS provides a range of integrated land and property services for a diverse range of customers and stakeholders across both the public and private sectors. This professional and technical post is within Ordnance Survey Directorate.

The post plays an important role in our core activity of collecting, processing and managing land and property information. LPS also supports the Geographic Information (GI) Strategy for Northern Ireland and the UK Geospatial Strategy by providing skilled Geographic Information staff to meet the growing needs of the Public Sector in Northern Ireland.

Please read the information provided in the candidate information booklet carefully and if you are interested in this opportunity and you have the skills and qualifications for the post, I would be delighted if you would take the next step and complete and submit the application form.

You can find out more about LPS and our work at www.finance-ni.gov.uk/land-property-services-lps.

DR Suzanne McLaughlin
Director of Ordnance Survey

BACKGROUND

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

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

The NICS is seeking to fill Mapping and Charting Officer (MCO) roles that require specific skills and experience. Applications are invited from candidates who meet the eligibility criteria, to apply for this opportunity and challenge.

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

Land & Property Services (LPS) is a division within the Department of Finance (DoF) that delivers a wide range of land and property services and products. It has a total annual budget of £65m and employs around 1,100 staff who are based in five locations across NI. The organisation has around one million interactions with citizens, customers, and other stakeholders each year.

LPS is organised into seven Directorates:

- Revenue and Benefits Directorate bills, collects and recovers rates and administers the various rate reliefs for businesses and domestic ratepayers.

- Valuation Services Directorate provides a valuation of all properties which are subject to rates and maintains the Valuation Lists, which are the basis for levying regional and district rates. The Directorate also provides a full range of valuation services to the public sector in Northern Ireland.

- Land Registry Directorate administers four distinct registers: the Land Registry, which guarantees the validity of the legal title; the Registry of Deeds, a system that records the existence and priority of deeds relating to land which is not registered in Land Registry; the Statutory Charges Registry, which enables public authorities to register statutory restrictions against land; and the Ground Rents Register, which enables registration of certificates of redemption of ground rent.

• Ordnance Survey is Northern Ireland's national mapping organisation. It creates, maintains and disseminates definitive and authoritative geospatial data.

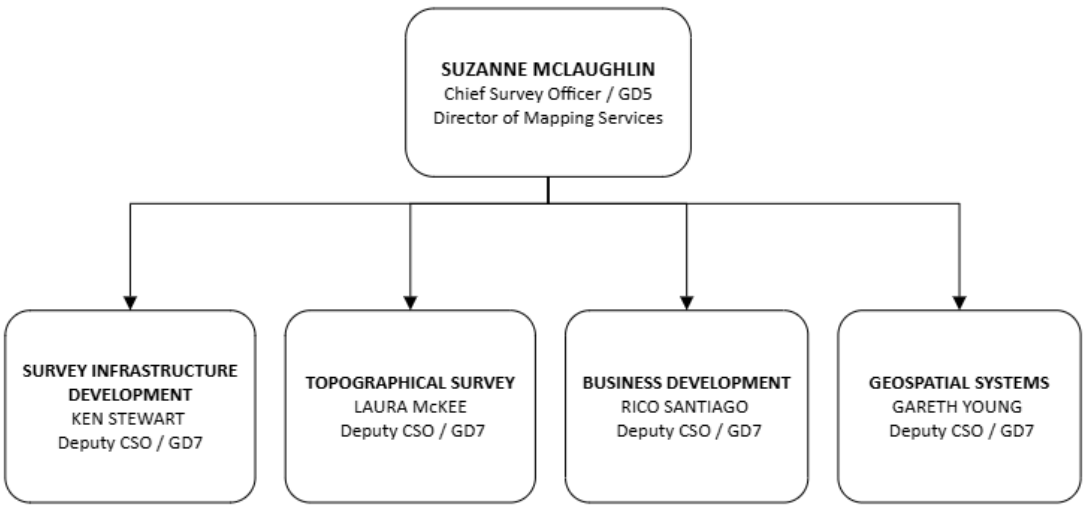
• Digital Services Directorate provides the ICT and data support services which underpin LPS' operations.

• Transformation and Organisational Development Directorate is responsible for the corporate services which support LPS' operations such as: marketing and communications; customer insight and service design; workforce planning; information management; corporate correspondence and complaints handling; accommodation; strategic and business planning; corporate governance; and statistics and analysis.

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

These permanent posts are within Ordnance Survey Directorate which comprises of approximately 200 staff based in five regional offices throughout Northern Ireland, namely: Belfast, Ballymena, Craigavon, Londonderry and Omagh. Ordnance Survey is responsible for supplying mapping and geographic information services for Northern Ireland by maintaining among other things the Ordnance Survey of Northern Ireland (OSNI) large-scale digital database. The Directorate also supports the GI Strategy for Northern Ireland and the UK Geospatial Strategy and offers GI support to a range of public sector customers.

Under the Northern Ireland Mapping Agreement (NIMA), Ordnance Survey embeds a number of MCOs to NICS Departments and other Government bodies. The office location for these posts is determined by the hosting Department/Public Body.



KEY RESPONSIBILITIES

Key Responsibilities
Officers successful in this competition at Mapping and Charting Officer grade will be responsible for carrying out a variety of the following activities:

- Understanding and manipulating Geographic Information (GI);
- Using GI systems and/or digital mapping data capture and editing tools;
- Making use of GI software, scripting, and quality assurance of data;
- Utilising spatial database technologies;
- Spatial database development and maintenance;
- Spatial data modelling;
- Planning and undertaking topographical land surveys including working with GPS, Total Station/EDM, and Mobile Survey Devices;
- Using cartographic skills to manipulate digital data;
- Digital Stereo Photogrammetry (an Acuity test will be required to work in this area);
- Creation of Digital Elevation Models, point clouds and 3D models;
- Capture of Aerial Photography and Creation of Orthophotography;
- Remote sensing;
- Creating and maintaining address gazetteers;
- Making use of geodesy, map datums and coordinate reference systems;
- Developing and maintaining GIS including web mapping technologies; and
- Sales, licensing and customer service in a mapping environment, product development and management of mapping products and services.

Specific roles and responsibilities for each post will be dependent on the business area to which the successful candidate is assigned.

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

TERMS AND CONDITIONS

There are currently a number of permanent, full-time vacancies.

The successful candidates will be employees of the Department of Finance.

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

Currently the vacancies are in the Belfast area however, from time-to-time vacancies may also arise in the Ballymena, Craigavon, Derry/Londonderry, and Omagh Ordnance Survey Regional Offices and in other Departments/Public Bodies throughout Northern Ireland arising from the NIMA Agreement. Applicants should, therefore, indicate in their application the Region(s) in which they would be prepared to work. Please note the Greater Belfast area is included as a separate region and should be considered in addition to each of the locations listed above. Candidates should note that as virtually all the posts will arise in the Greater Belfast area, candidates who do not include this in their selection will be severely limiting the opportunity for a posting. Any location not selected on the application form will mean a candidate will not be considered for that location. Candidates should only select those Region(s) they would be willing to accept a post in if offered.

If successful candidates refuse a post offered which matches their stated preferences without giving a reason acceptable to NICS HR then their name will be removed from the merit list.

MCO grade is a mobile grade. If you are serving in a mobile grade, you may be transferred to any Civil Service MCO post in Northern Ireland.

Salary

Salary will be within the range £31,643 - £32,293 (£33,542 - £34,231 with effect from 1 August 2025) 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

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: 42 hours per week which includes a 1-hour meal break (37 hours net) Monday to Friday. Most offices work flexi-time.

It is envisaged that some element of home working and/or remote working may be possible in line with the NICS Hybrid Working policy and business need.

Travel

Successful candidates may be required to travel throughout Northern Ireland and occasionally to GB and ROI on official duty. To meet the requirements of the post the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities.

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 AccessNI Basic Check.

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.

Career Development

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

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict-of-Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Conair Morrison on Conair.Morrison@finance-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

ELIGIBILITY CRITERIA

Applicants must possess, by the closing date for applications:

1. A BTEC Higher National Certificate or equivalent Level 4 qualification or higher in a relevant subject which includes a significant Land Survey or Geographical Information Systems (GIS) element, for example: Civil Engineering with Surveying, Geographical Information Systems, Geography, Physical Sciences or Computing Sciences.

OR

2a) A BTEC National Certificate or equivalent Level 3 qualification in a relevant subject which includes a significant Land Survey or Geographical Information Systems (GIS) element, for example; Civil Engineering with Surveying, Geographical Information Systems, Geography, Physical Sciences, Computing Sciences

AND

2b) At least two years' relevant experience* gained in the last six years where you have made practical use** of your qualification; OR at least two years' experience gained in the last six years in a photogrammetric production and remote sensing environment.

OR

3. Two years' working experience in the last six years, in a mapping and/or surveying organisation, in at least two of the following areas;

- Geodesy
- Land Surveying
- Geographic Information Systems
- Spatial Data Capture and Presentation
- Remote Sensing and Photogrammetry
- Spatial Data, Metadata Management Interpretation and Manipulation
- Copyright and Commercial Licence Agreements
- Address Management
- Intellectual Property Rights
- Online Sales and Customer Relations Management

***Relevant experience is defined as practical experience in at least one of the areas as listed on page 6, Key Responsibilities.**

**** Practical experience is defined as having undertaken the work yourself, this can include student placements.**

Candidates should apply for Criterion 1 **OR** 2a and 2b **OR** 3.

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, however candidates must also have the relevant experience as defined above.

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 CRITERIA

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

1. A degree or equivalent Level 6 qualification, or post graduate qualification, in a relevant subject which includes a Land Survey or Geographical Information Systems (GIS) element, for example: Civil Engineering with Surveying, Geographical Information Systems, Geography or Physical Sciences.

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.

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**

SELECTION PROCESS

There are 2 stages to the selection process, which will include:

1. An Eligibility Sift (including shortlisting if applicable)
2. A competence-based interview.

INTERVIEW

The assessment process for this competition will comprise a competence-based interview. Applicants will be expected to display the following qualities and skills at interview:

1. Changing and Improving

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

Marks available: 20

2. 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: 40 **Minimum Standard: 24**

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: 40 **Minimum Standard: 24**

4. Delivering at Pace

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

Marks available: 20

Total Marks Available: 120
Overall Pass Mark: 72

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 Lanyon Plaza during week commencing 9th June 2025.

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 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via 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**.**

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, 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.

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.

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 the Republic of Ireland; or

(iii) National of a Commonwealth country; or

(iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the European Union Settlement Scheme (EUSS); or

(v) Nationals of the EU, Switzerland, Iceland or Liechtenstein have made a valid application for settled or pre-settled status under European Union Settlement Scheme (EUSS).

(vi) Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or

(vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals

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

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of 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.

Failure to provide the requested information **WILL** result in your application being rejected.

EU Settlement Scheme EU, other EEA, Swiss citizens and family members provides guidance on EUSS and certain family members.

(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 in the Nationality Guidance section of the NICS Recruitment website.

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.

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 in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

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

Equal Opportunity Monitoring Form

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

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

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

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