

**Candidate  
Information  
Booklet  
Trawl**

**IRC320378  
Deputy Principal Statistician  
Northern Ireland Statistics and  
Research Agency (NISRA)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 12<sup>th</sup> December 2025***

## ***Northern Ireland Civil Service (NICS)***

### **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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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## CHIEF EXECUTIVE'S FOREWORD

This is a hugely exciting and important time for analysts in government. Departments are increasingly recognising the potential of data to help them to design, implement, and evaluate policy. New technology is enabling us to interrogate novel and large-scale datasets, and to introduce new automated processes. As data collection has been digitised and as data sources become increasingly inter-operable, the potential for cross-cutting statistics and research which can support the renewed priorities of the Programme for Government has moved centre-stage.

NISRA is a key part of the analytical community in the Northern Ireland Civil Service (NICS). We provide statistics on the population, economy, society and environment of Northern Ireland. As our new Corporate Plan – *Statistics, Analysis, Research and Registration Services to drive decision making in the Public Good* – sets out, we independently produce many closely-watched policy metrics, ranging from hospital waiting times, to school performance measures, from economic output and critical labour market statistics to vital life events and population data. NISRA is a place where analytical capability is used to support decision makers – whether they are in government, business, academia, the voluntary and community sector or private citizens – to effect real change.

In this context NISRA is seeking to fill a number of important Deputy Principal Statistician roles which play a key part in our organisation. They involve working with decision takers and policy makers in government to understand their objectives and to design and then deliver the key analytical outputs which they need. Successful applicants can expect to lead teams who work with detailed and sometimes sensitive data to improve understanding of the challenges government faces, with the aim of designing, implementing and then evaluating policy interventions.

Applications are invited from candidates who meet the eligibility criteria, and who want to use their knowledge, skills and experience in the pursuit of the public good in Northern Ireland. They are key roles for NISRA: I encourage you to consider the details set out on the following pages and to apply.

**Dr Philip Wales Registrar General for Northern Ireland and Chief Executive, Northern Ireland Statistics and Research Agency**

## BACKGROUND

### **About the Northern Ireland Statistics and Research Agency (NISRA)**

The Northern Ireland Statistics and Research Agency (NISRA), which incorporates the General Register Office (GRO), is an executive agency of the Department of Finance (NI). Our central purpose is to provide trusted and independent insights on life in Northern Ireland. We meet this purpose by delivering trustworthy high-quality statistics, analysis, research and registration services which provide evidence to inform policy discussions and public debate in Northern Ireland.

In delivering on this purpose, NISRA has become the principal source of statistics, analysis and research on the economy, population and society of Northern Ireland. Our outputs support decision makers in government, businesses, academia and among the general public by providing them with the best possible information on which to make important judgements. The statistics, analysis and research we produce enable us to monitor the progress we make towards the shared economic and social ambitions of the people of Northern Ireland.

In government, we produce a wide range of analytical outputs to support policy design, implementation and evaluation: helping to deliver better outcomes for the people of Northern Ireland. We independently monitor progress towards key objectives of the Programme for Government (PfG): supporting the effective operation of critical democratic accountability processes, free from political influence.

NISRA provides these services through a network of people embedded throughout the Northern Ireland Civil Service (NICS) and the public sector more broadly. Almost 500 staff work across 25 government departments, executive agencies and arm's length bodies. On joining NISRA, staff can expect to work in a number of different Departments throughout their career.

The Agency is directed by the Chief Executive with support from the Senior Management Team and the Agency Board. Our governance arrangements are set out in the [NISRA Framework document](#), and our vision is set out in our [Corporate Plan](#).

## THE THINGS WE DO

Trusted **official statistics** play a critical part in modern government. Best practice institutions monitor their key deliverables through independently produced, publicly released statistics.

NISRA's **research and analysis** uses cross-cutting datasets to deliver the key insights that policy-makers need: working across departments to deliver joined up thinking for joined up government.

The General Register Office provides key **registration services** to the general public: recording a wide range of life events through our network of Registrars. NISRA undertake the **Census** in Northern Ireland every ten years.

Alongside our official statistics and our research outputs, NISRA statisticians provide **analytical insights** from management and real time information systems: giving key insights for decision makers.

NISRA **collects data** from households and businesses in Northern Ireland and increasingly creates **new linked datasets** which address cross-cutting challenges for accredited use inside and outside of government.

Effective policy design learns from past experience. Working with teams across the NICS and the wider UK Government, NISRA supports **the design and evaluation of policy**: allowing realistic assessments of impact ahead of implementation, and evaluating outcomes afterwards.

More information about NISRA can be obtained on the Agency's website at [www.nisra.gov.uk](http://www.nisra.gov.uk)

## **JOB DESCRIPTION**

There are a number of full-time posts available.

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

### **Applications Invited From**

Trawls are open to all staff in all grades and disciplines who consider that they meet the eligibility criteria. Staff who have been advised by their Department in writing that they have been excluded from promotion/selection are excluded from the field of consideration.

### **Salary and Allowances**

£47,304 to £49,515

Salary will be within the above range. Pay progression will be as per current NICS pay policy. Starting salary on appointment will be determined by promotion, re-grading or downgrading terms. Please refer to the Pay and Grading Chapter of the Staff Handbook.

### **Location**

Successful applicants will normally be based in Greater Belfast including the Bangor area. There may be a small number of vacancies that are based in other parts of Northern Ireland.

Successful candidates must be prepared to work in any location in Northern Ireland.

### **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks 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**

The successful candidates may be required to travel throughout Northern Ireland and, on occasion, within Great Britain and the Republic of Ireland.

## **Pre-Appointment Checks**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic Check level. Some vacancies will require candidates to be cleared to Counter Terrorist Check (CTC), Security Check (SC) or Developed Vetting (DV) levels.

## **Trial Period**

On transfer as the result of a trawl, you will serve a 12-month trial in your new post. This will commence from the date of placement. At the end of the trial period both you and the employing Department or Branch will consider whether the posting should be made permanent.

If the posting is not made permanent, the officer will be transferred back to the former grade/discipline (where applicable) but will remain in their new Department (where applicable). Only where absolutely necessary will the officer be considered for a return to their former Department or, if necessary, the wider NICS.

## **Further Information**

Applicants wishing to learn more about the post before deciding to apply should contact Deirdre Houston by email at [Deirdre.Houston@nisra.gov.uk](mailto:Deirdre.Houston@nisra.gov.uk) or telephone 028 9038 8450.

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

## **KEY RESPONSIBILITIES**

**The information below, whilst not exhaustive provides a good overview of the type of work that a Deputy Principal Statistician could be expected to undertake and the main duties of the post. The emphasis on particular duties will vary over time.**

### **Acquiring data/Understanding customer needs**

- Locating data in a range of published and unpublished sources.
- Identifying and assessing suitability of data sources, selecting the right data for purpose, and managing its acquisition.
- Developing, designing, managing and advising on surveys and other data collection techniques while ensuring compliance with legal and ethical requirements.
- Promoting efficiencies in data gathering, validation and storage.
- Liaising with policy colleagues, including senior officials, in developing evidence-based policy, implementation and evaluation.
- Liaising with external research communities and providing briefing on external research and its implications for government policy.

### **Data analysis, interpretation and Research**

- Applying statistical techniques knowledgeably, distinguishing the limits of statistical findings.
- Using relevant software and keeping up-to-date with IT developments.
- Quality assuring outputs and processes to high standards.
- Drawing sound inferences from data and providing valid explanations to policy colleagues and other interested parties.
- Keeping in touch with current policies and their impact on information needs in order to be relevant to the decision making process.
- Identifying the wider implications of statistics produced and any related risks and conveying this information to customers.
- Undertaking and / or directing qualitative research to include focus groups, one-to-one interviews, literature reviews.

### **Presenting and disseminating data effectively**

- Communicating effectively with all levels of audience, choosing the most effective means of delivery to clearly explain statistical concepts and findings.
- Developing and implementing dissemination strategies via appropriate media.
- Understanding disclosure and confidentiality issues, taking account of practical implications for data used and thus

- safeguarding the security of the information held.
- Promoting appropriate data sharing.
- Infographics

### **Working with credibility and integrity**

- Implementing the Code of Practice for Official Statistics, ensuring compliance.
- Participating in National Statistics reviews and assessments.
- Keeping abreast of statistical/research developments within government departments and the wider profession.
- Promoting the use of statistics and research findings and NISRA's role to policy colleagues.
- Keeping knowledge up-to-date and expanding range of knowledge through training and other career development initiatives.

### **Team leadership and staff development**

- Delivering services through the leadership of others.
- Promoting and role modelling Agency values.
- Aligning business area/team activities with Branch plans and Agency policy and priorities.
- Managing and implementing change and enabling and supporting others to do the same.
- Encouraging and actively participating in collaborative team working within own team and across the Agency.
- Identifying and addressing personal, team or individual development needs.
- Implementing NICS Performance Management procedures effectively.

## ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, be able to demonstrate they have:

1. A minimum of 2 years' experience of working in a role where your duties required you to routinely design/develop/provide statistical analysis/research and advice to achieve important strategic objectives.

**AND**

2. A minimum of 2 years' experience of making or informing effective decisions **and** managing resources to successfully deliver business objectives.

**AND**

3. A minimum of 2 years' experience of working collaboratively with customers **and/or** stakeholders, to effectively achieve organisational objectives.

**AND**

4. Be in possession of\*:

- A) At least a second-class honours degree [2.2] that includes at least one module in statistics, data analysis or social science research methods;

**OR**

- B) At least a second-class honours degree [2.2] and a Royal Statistical Society award of at least Certificate level;

**OR**

- C) A postgraduate degree that includes at least one module in statistics, data analysis or social science research methods.

\*Applicants applying under sub-criteria A) **must** provide in their application form, details of **all** their modules taken in their degree(s). These modules may be used to determine the extent of the candidate's statistics, data analysis or social science research methods.

Applicants applying under sub-criteria B) **must** provide in their application form, details of their degree and of their Royal Statistical Society Award of at least Certificate level.

Applicants applying under sub-criteria C) **must** provide in their application form, details of their primary degree and **all** their modules taken in their postgraduate degree. These modules may be used to determine the extent of the candidate's statistics, data analysis or social science research methods.

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/will be 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 how it is equivalent, so that a well-informed decision can be made.

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

### **SHORTLISTING CRITERIA**

Following this sift stage, should it be necessary to shortlist candidates to go forward to interview, the panel will carry out an objective evaluation of the breadth and depth of information provided in response to eligibility criterion 1. This will be completed on a scored basis, with only the highest scoring applicants proceeding to interview

**The Panel will not make assumptions from the title of your qualification, your job title or role. If you do not provide sufficiently detailed, specific information of your experience, the panel may not be able to determine that you meet the eligibility requirements and your application may be rejected.**

**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. Use "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)

## ASSESSMENT PROCESS

Assessment for this competition will comprise of the following stages:

1. **An Eligibility Sift;**
2. **Online Assessment Tests\*;**
  - a. numeracy test; and
  - b. statistics and research concepts test;
3. **A Competence Based Interview**

**\*Note that candidates currently in NISRA as an Assistant Statistician will not be required to complete the online assessment tests as part of this competition**

**In addition, those candidates who are not currently working in NISRA as an Assistant Statistician but have previously taken and passed the NISRA Assistant Statistician assessment test within the last 4 years, will not be required to complete the online assessment tests as part of this competition.**

**All other candidates applying will be required to take and pass the online assessment test (see annex A)**

## PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting criteria (if applicable)*. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competence framework at Level 3 for the purposes of personal and professional development.

Deputy Principal Statistician is analogous to Deputy Principal in the NICS.

### **What is the NICS competence framework?**

The competence 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 competence at level 3 should be demonstrating levels 1 and 2 as a matter of course.

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

**It is important that all candidates familiarise themselves with the competence framework as this forms the basis of the assessment / interview criteria as outlined below.**

## INTERVIEW CRITERIA

**The selection process will include a presentation and a competence-based interview.**

### PRESENTATION

Candidates will be required to deliver a presentation lasting no longer than 7 minutes, the subject of which will be provided to candidates in the 'Invitation to Interview' letter.

The panel will stop the applicant when 7 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. Follow-up question(s) from the panel will assess candidates' ability to clearly communicate technical concepts to specialists and non-specialists.

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 short speaking 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 short 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 to assess performance against the **Leading and Communicating** competency.

### 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: 40**

**Minimum Standard: 24**

### COMPETENCE BASED INTERVIEW

The interview will test the applicants' knowledge and experience in each of the following areas below:

#### 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**

**Minimum Standard: 12**

## **2. Changing and Improving**

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

**Marks available: 20**

**Minimum Standard: 12**

## **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**

**Minimum Standard: 12**

## **4. 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 to support service delivery.

**Marks available: 20**

**Minimum Standard: 12**

**Total marks available - 120**

**Pass Mark – 72**

## **INTERVIEWS DATES**

It is intended that interviews for these posts will take place in Belfast at the end of January 2026.

## **INTERVIEW GUIDANCE FOR APPLICANTS**

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

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

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

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

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

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

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

## SELECTION PROCESS

### Making your application

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

### Guidance for Applicants

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your branch or your job.
- 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.
- 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.
- Where a qualification forms part of the eligibility/shortlisting criteria, candidates will be required to provide documentary evidence, if invited to interview.

### Application Form Submission

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

- Please refer to the Candidate Information Booklet before completing an application.
- **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.
- All applications must be submitted by the advertised closing date.
- Only the eligibility and shortlisting sections will be made available to the panel (delete as appropriate).
- 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.
- Please note - 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

## **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account 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.

## **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.

## **Further appointments from this competition**

Where a further position in the NICS is identified during the lifetime of the competition which has the same location, skills and experience requirements to that outlined in this candidate information booklet, consideration may be given to filling the position from this competition.

## **Disability Requirements**

Any candidate who because of a disability cannot complete the application form in its current format should contact HRConnect.

## **Vetting Procedures**

### 1. Baseline Personnel Security Standard

For these posts in the NICS the level of vetting may be Security Check (SC) / Counter Terrorist Check (CTC) / Developed Vetting (DV). 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 [Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.
3. Security Check (SC): as point 2 plus credit reference check.
4. Developed Vetting (DV): as point 3 plus subject interview and field investigation.

### **Order of Merit**

The selection panel will assess the information presented by the candidate at interview against each selection criterion. A score will then be allocated against each selection criterion and a total interview score derived accordingly. Following the interview process HRConnect will add the score achieved at interview to the score(s) achieved in any other assessment(s) where applicable. Those candidates who achieve the overall competition and (if appropriate) individual criterion pass mark(s) will be deemed suitable for appointment subject to the number of posts to be filled. HRConnect will then publish the list on the portal and allocate a candidate (or candidates) to a vacancy (or vacancies) in merit order. The findings of the competition cease to be valid on the day on which a new competition is advertised or 2 years from the date of publication of the initial list, whichever is earlier.

### **Feedback**

Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All other requests for feedback are welcome.

### **Contact details:**

If you have any queries regarding the competition process, please contact HRConnect by:

**Email:** [NICS@HRConnect.nigov.net](mailto:NICS@HRConnect.nigov.net)  
**Tel:** 0800 1 300 400  
**Fax:** 028 9024 1665

## **ANNEX A**

### **Online Assessment Tests**

Following the first stage of the assessment process those who are successful will be invited to undertake two aptitude tests that are designed to assess some of the skills that are required for the post of Deputy Principal Statistician.

Testing will be conducted online and HRConnect will notify you in advance and provide relevant instructions.

Familiarisation programs, including examples of test questions for the tests will be available online on the assessment site and the link to the site will be provided with the invitation to attend the tests.

**You should receive an email (sent to the email address you provided) with a link to the online assessment site by 5pm Monday 19<sup>th</sup> January 2026. You will have until 5pm Thursday 29<sup>th</sup> January 2026 to complete the test. The link will take you to a website where you will find the tests and the familiarisation materials. The online tests can be completed in your own time and at a place that suits you.**

**If you do not receive an email by 5pm Monday 19<sup>th</sup> January 2026 please e-mail [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)**

Only those applicants who meet the required pass mark in addition to the eligibility requirements may progress to interview.

### **Disability Requirements: 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.

**It is essential that you do this in advance of starting the live online tests.**

**Evidence to support your request should be sent to HRConnect at [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) as soon as possible following submission of your application.**

**Please mark your correspondence with the competition reference number IRC320378 and title it 'Supporting evidence for reasonable adjustments.'**

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. Further information can be found on the NICS Recruitment website – [Information for Disabled Applicants](#).

## Preparing for your online assessment

This assessment will be proctored. Proctoring means that your identity will be verified before starting the assessment and that you will be monitored via your webcam during the assessment.

You will need a computer, a working webcam and a reliable internet connection.

You will need to use an up-to-date **Chrome** or **Microsoft Edge** browser on your PC. **If you are using a Mac, you MUST use Chrome. Do not use Safari.**

**Do not use a tablet, phone or Chromebook.**

Once you have accessed the assessment website **you MUST do the following before you can take the live tests** – and you need to do these things well in advance of taking the live tests.

**STEP 1:** Check your webcam

**STEP 2:** Verify your identity

**STEP 3:** Study the Familiarisation and Practice material

**We recommend that you access the site and start the process straight away. All of these steps and the live tests are completed on the same assessment website.**

**NOTE** – the final deadline for completing of the live tests is **5pm Thursday 29<sup>th</sup> January 2026**

## APTITUDE TEST PROCESS

**STEP 1: Check your webcam**

**NOTE** – you will need a working webcam to enable the proctoring to take place.

The onus is on candidates to ensure they have access to a webcam, regrettably no alternatives are available.

Click the 'Webcam test' button. This will check if your webcam is working within the program. Also make sure that you are clearly visible and front on in the image and be aware that you need to remain clearly visible throughout the live assessment.

Do this well in advance of taking the live assessment and also do it immediately before taking the live assessment in case something has changed.

**STEP 2: Verify your ID**

**IMPORTANT: DO NOT SEND ANY PHOTOS OF YOURSELF OR YOUR ID BY EMAIL. YOU MUST DO THIS THROUGH THE ASSESSMENT WEBSITE.**

Before starting the ID Verification process, you should click the yellow-highlighted link at the top of the main menu page ('ID Verification and Proctoring – instructions, common issues and resolutions.pdf') and read the document. If

you encounter a problem with your ID verification or starting a live test, please consult it before emailing support.

**NOTE** – you cannot start the live tests unless your ID has been checked and approved by a verifier.

For this you will need to have a valid photo ID (Passports, driving licenses and electoral cards are acceptable photo IDs).

Using the webcam, you will need to take a webcam image of yourself and a webcam image photo ID (e.g., passport). You will be informed by email of the verification outcome using the email you provided at application. You will be asked to check that this is correct when you submit your images for verification.

We will check your ID and you will receive an email from [admin@assessmentintelligence.com](mailto:admin@assessmentintelligence.com) informing you of the outcome (**but do check your junk/spam folder and do log on to check your ID verification status if you feel you are waiting too long**).

You may be asked to re-take the photos and this is not uncommon, so please start the verification process early to ensure you have enough time to complete the process.

You can check your ID Verification Status by logging in. If you have not been notified within 24 hours of submitting images AND your online verification status is still showing as 'Submitted waiting approval', then you should **email: [support@assessmentintelligence.com](mailto:support@assessmentintelligence.com)** including your **Candidate Reference Number and 'IRC320378'** in the subject line.

We advise you to submit your webcam images as soon as possible. You should have submitted your images for identity verification ideally by **5pm Tuesday 27th January 2026** otherwise we cannot guarantee that the identity verification process will be completed in time for you to take the live tests before the final deadline.

**NOTE** – if the name on your photo ID will differ significantly from your name on your application, **you MUST inform HR Connect by emailing [Recruitment@hrconnect.nigov.net](mailto:Recruitment@hrconnect.nigov.net) including your Candidate Reference Number and 'IRC320378' in the subject line.** Your email should explain the reason and include any supporting document (e.g., marriage certificate).

**NOTE** – you **MUST** complete the identity verification process online. Under **no circumstances send any images by email to the 'support@' address** – unless we specifically request it.

**Please note**, it is your responsibility to ensure that you submit your images in good time.

### **STEP 3: Study the Familiarisation and Practice material for the online assessments**

There are Familiarisation programs for the assessments. It is **ESSENTIAL** that you use the online Familiarisation and Practice material to check that your browser and the internet connection that you intend to take the live test on are compatible with the online tests.

Note that some network firewalls, e.g., on work networks may block access to the test site or prevent images from showing. It is **ESSENTIAL** that you access the Familiarisation and Practice materials using the computer and internet connection that you intend to take the live test on well in advance of the tests.

The Familiarisation and Practice material will give you a detailed description of the tests, include full instructions for completing the tests and provide example and practice questions so that you know how to record your answers and navigate your way around the tests. You should be fully familiar with these things before taking the live tests in order to perform at your best.

## **Taking the live assessments**

- For best results we recommend completing the online assessments in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV and music. Concentration is needed throughout the assessments, so when completing each test, ensure other people are aware that they should not disturb you until you are finished. **No responsibility can be accepted for any issues arising from where you choose to sit the tests.**
- Before starting a live test you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable.
- Once you log into the test platform and complete the honesty and privacy statements you will see a menu showing (i) Webcam Test (ii) the Identity Verification, and (iii) the Familiarisation and Practice material. The links to the live assessments will appear on the menu once your identity has been verified.
- Immediately before you click the start button to begin a live assessment, there will be an image of you at the bottom of the page. This should be a front-on view of you as you take the assessment. You need to make sure that you are clearly seen in this image before starting the assessment and that you will remain visible in the image during the assessment. Another photo of you will be taken by the webcam for a last automated check before starting each assessment.
- During the assessment, you will see a small video stream from your webcam in the top left corner. Images from this stream will be monitored.
- We take great care with your webcam images and retain them for as short a time as possible. The image of your photo ID is deleted as soon as your identity has been verified.
- **The use of a mobile phone, for any purpose, is strictly forbidden throughout all sections of the online assessment and this includes use of a mobile phone calculator function, so please ensure that you have a hand-held, or your computer, calculator for any calculations that you need to make as part of the assessment.**

## **Technical issues**

**If you lose internet connection while in the live test, you should immediately close your browser.**

**You will be able to continue the test without losing time and your previous answers will have been saved (except possibly on the last page you were on before losing connection).**

**If you experience any other issue while taking the live test, you should immediately close your browser and email: [support@assessmentintelligence.com](mailto:support@assessmentintelligence.com) including your Candidate Reference Number and 'IRC320378' in the subject line.**

**If you do need to close your browser or your computer crashes and restarts, you must start up a fresh browser and paste in the test link again.**

**If your browser starts up and reloads the test again automatically, you must close it down immediately and start from a fresh browser.**

**If your browser starts up and asks if you want to restore sessions or pages, you MUST decline.**

### **Final deadline**

**IMPORTANT – you must complete all of the live tests by 5pm Thursday 29<sup>th</sup> January 2026** and we strongly advise that you complete them well in advance of the deadline. If you leave it towards the end of the assessment window and find you have a problem (e.g., with your computer or internet) you may not have time to resolve your problem and complete the tests before the deadline.

You must have submitted your images for ID Verification ideally by **5pm Tuesday 27<sup>th</sup> January 2026** and preferably well before then.