

**Candidate
Information
Booklet
Promotion**

IRC215294

DP Statistician

Department of Finance (DoF)

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

on

Friday 14th April 2017

Communication between HRConnect and you

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

IMPORTANT NOTE: All e-mail communications will be sent to the e-mail address held on your HRConnect employee record. This may differ from the one you used to log into the recruitment website. If this is the case please update the e-mail address held on your HRConnect employee record.

If you do not have an HRConnect employee record e-mails will be sent to the email address provided on your application form.

To update your email address please call HRConnect on 0800 1 300 400 or e-mail HRConnect to nics@hrconnect.nigov.net. (If e-mailing please ensure that you include your employee number).

All documentation is automatically sent to your work e-mail or office address. If you are out of the office, for example on sickness absence / annual leave, and are applying for this competition you should make arrangements with your line manager to ensure that all important documentation is accessed and forwarded to you at home.

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INTRODUCTION

This Candidate Information Booklet details the arrangements for the Non General Service Promotion Board to DP Statistician on behalf of the Department of Finance.

Applications can be made via the Internal Opportunities and Secondments page of the NICS recruitment website www.nicsrecruitment.gov.uk or by requesting an application form from HRConnect.

The closing date is 12:00 noon, Friday 14th April 2017.

It is intended that interviews will take place from Monday 12th June 2017 – Friday 7th July 2017.

For further information on the policy governing this competition please refer to the Career Opportunities and Promotions Policy. Section 5 of the policy is specific to Non- General Service Promotion Boards. This policy is referred to throughout this Candidate Information Booklet and can be accessed via the HRConnect portal.

- Click on 'HR Handbook'
- Click on 'HR Policy A-Z'
- Click on 'Career Opportunities and Promotion (1.05)'

If you do not have access to the HRConnect portal you can also access the policy on the following website:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/NICS%20HR%20Handbook%201%2005%20Career%20Opportunities%20and%20Promotion%20Policy%208.pdf>

Thank you for your interest in this competition

BACKGROUND

ABOUT NISRA

With effect from 1st April 1996 NISRA has been responsible for the provision of the Civil Registration Service; planning and undertaking a Census of Population and Housing; collecting and analysing statistics (most importantly those classified as National Statistics which are central to government policy and the performance of both local and national government) and undertaking relevant social research.

NISRA is Northern Ireland's largest producer of official statistics and government social research. Our role is to enhance understanding of Northern Ireland (and the UK) through the provision of trusted information. Our statistics and research provide evidence to assist resource allocation and policy making and we maintain data sources which are made available to accredited researchers.

NISRA's Vision is:

Trusted statistics and research for a better society.

The Agency's Mission is:

- To produce and disseminate high quality, trusted and meaningful statistics and research to inform decisions and improve understanding;

and

- To provide a high quality and cost effective civil registration service to meet users needs.

The corporate aims of NISRA are as follows:

- (i) to provide a statistical and research service to support decision making by Northern Ireland Ministers and Departments;
- (ii) to inform elected representatives and the public through the dissemination of reliable official statistics; and
- (iii) to administer the marriage laws and provide a system for the civil registration of births, marriages, civil partnerships, adoptions and deaths in Northern Ireland.

The principal functions of the Agency are:

- to be the principal advisory body on statistics and social research for Northern Ireland Departments, the Northern Ireland Office and their respective ministers;
- to provide and co-ordinate professional statistics and research services and provide advice to Northern Ireland Departments, Agencies, District Councils and Non-Departmental Public Bodies;
- to collect, analyse and make available official statistics which describe Northern Ireland's society, economy, population and public service;
- to provide high quality demographic information to enable the number and the condition of the population to be monitored and changes over time to be identified;
- to support, facilitate and contribute to the development of economic and social policies in Northern Ireland;
- to ensure that statistical and research standards are adhered to and that best methodological practice is employed in official statistics and social research;
- to provide Northern Ireland statistics required for United Kingdom, European Union and international statistical series; and
- to administer the marriage laws and provide an efficient and effective system for the registration of births, marriages, civil partnerships, adoptions and deaths in Northern Ireland.

NISRA's statistics and research services are afforded to a wide range of government Departments and Agencies to assist the policy process and delivery of their objectives and actions as well as being the main source of official statistics for the general public and businesses.

The Statistics and Registration Service Act (2007) and the Code of Practice and protocols emanating from it require the Agency to operate to the highest professional standards, demonstrably independent of political influence and open to the direct scrutiny of the UK Statistics Authority.

JOB DESCRIPTION

There are a number of DP Statistician posts (currently a minimum of 10).

Further Appointments

Further appointments may be made from this competition should other vacancies arise which have similar related duties and responsibilities.

Salary

Salary payable will be within the band maximum for the DP grade. The starting point will be the grade minimum.

Location

The successful candidates will normally be based in the Greater Belfast area.

This competition may be used to fill future vacancies within NISRA should they become available. While most of these posts will be located in the Greater Belfast area, including Bangor, applicants should be prepared to serve anywhere in Northern Ireland.

Travel

The successful candidates must have access to a form of transport, which will enable them to fulfil their responsibilities. On occasion this may also involve travel outside Northern Ireland, within the UK and the Republic of Ireland.

Further Information

Applicants wishing to learn more about the posts before deciding to apply may contact Jacquie Hyvart on 028 90348110 or by email to Jacquie.Hyvart@finance-ni.gov.uk

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

KEY RESPONSIBILITIES

The work of a DP Statistician is undertaken within the context of the ten competences that constitute the NICS Core Competency Framework which can be accessed through www.nicsrecruitment.gov.uk The application and interview process for this competition will be aligned to that Competency Framework.

The information below provides an overview of the type of work that a DP Statistician could be expected to undertake. The list is not exhaustive.

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.
- Managing resources effectively. This may include other staff, finances and project management.

The above list is not exhaustive but gives a good indication of the type of duties to be expected – these will vary from post to post.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications meet either Criterion 1
OR Criterion 2.a. AND criterion 2.b

Criterion 1. Be officers in the Assistant Statistician Grade;

OR

Criterion 2.a Be officers in the Assistant Statistician analogous grades (Annex A) from other disciplines and who are, by the closing date for self nomination, in possession of;

- (i) at least a second class honours degree, which has included at least one module in statistics and/or research methods*; **or**
- (ii) at least a second class honours degree in any discipline and a Royal Statistical Society award of at least Ordinary Certificate level**; **or**
- (iii) at least a second class honours degree in any discipline and a postgraduate qualification which has included training in statistics and/or social science research methods***;

AND

Criterion 2.b Have at least 3 years experience out of the last 6 years, of working in an area where government statistics, datasets and/or social science research methods formed a substantial component**** of the work.

*Applicants applying under Criterion 2a (i) **must** provide in their application form details of **all** the modules taken in their degree(s).

Applicants applying under criteria 2a (ii) **must provide in their application form details of their degree and of their Royal Statistical Society Award of at least Ordinary Certificate level.

***Applicants applying under criteria 2a (iii) **must** provide in their application form details of their degree and all the modules taken in their postgraduate degree. These modules may be used to determine the extent of the candidate's statistics or social science research methods knowledge.

The Panel will not make assumptions from the title of your qualification. If this information is not included in your application form the panel may not be able to determine that you meet the eligibility requirements and your application may be rejected.

******‘Substantial component’** has been defined as follows: at least 80% of the time spent working. This does not include postgraduate research.

Applications will also be considered from applicants with relevant formal qualifications/professional memberships 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). Under criterion 1(i), specify the titles of the relevant module (s) and under criterion 1(iii), specify the relevant training. 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.

Please note:

It is essential that you clearly demonstrate in your application form how and to what extent (including dates where applicable) you meet each of the eligibility criteria for the post.

You must provide sufficient details to allow the panel to assess how well you meet these requirements.

It is the responsibility of the candidate to ensure the application form is completed appropriately, candidates are therefore strongly advised to demonstrate each criterion in the section of the form that specifically addresses that criterion.

If you do not clearly demonstrate in your application form that you meet all the eligibility criteria you will not be invited to interview.

Only the details provided by you for the eligibility criteria, in Part 3 of your application form will be available to the sift panel (excluding the Six Year Rule section).

Further information on the Core Competences can be accessed through the HRConnect portal at www.nicsrecruitment.gov.uk

COMPETITION PROCESS

The assessment for this competition will comprise of the following key elements:

- Application
- Line Manager's Assessment
- Interview

Application

All staff who consider that they meet the eligibility criteria requirements may apply. CVs should not be submitted. Staff who have been excluded from promotion selection by their Department are not eligible to apply.

Only those substantively in the Assistant Statistician grade and analogous grades at the closing date for applications are eligible to apply. Those who are temporarily promoted to these grades are not eligible to apply. A list of analogous grades is attached at Annex A.

Non-permanent staff employed directly by the Northern Ireland Civil Service (NICS) on fixed term contracts or on a temporary basis are eligible to apply. However, those candidates listed as suitable for promotion but not posted before the non-permanent contract expires will be removed from the list.

Staff employed by Recruitment Agencies to Statistical Officer and analogous grades are not eligible to apply.

All staff who consider that they meet the above eligibility requirements and want to apply can complete an application form online or request a hardcopy form from HRConnect.

To apply online please go to www.nicsrecruitment.gov.uk and click on the 'Internal Opportunities and Secondments' tab. Hard copy application forms can be requested from HRConnect via e-mail nics@hrconnect.nigov.net or by writing to HRConnect, PO Box 1089, 2nd Floor, Metro Building, 6-9 Donegall Square South, Belfast, BT1 9EW.

Line Manager's Assessment

A Line Manager's Assessment (LMA) will be completed by your Line Manager and will be used as part of the overall selection process. It will be completed for all eligible candidates who apply to determine if they are eligible to progress to the interview stage and will also contribute to their final total assessment score.

Line managers will receive a notification from HRConnect asking them to complete an LMA for all eligible candidates.

The LMA is focused on the extent to which the candidate has displayed evidence of capability of performing effectively at the next higher grade. It is not about his/her effectiveness in their current grade. This distinction is fundamental to the assessment process.

For this competition, the LMA will be used to assess the 6 core competences for the post which are detailed on pages 15-16. Each competence will have an available score of 14, therefore attracting an overall maximum score of 84. Candidates must achieve an overall LMA score of 48 or above to progress to interview. Candidates who score below 48 will not progress to interview.

The LMA score will carry forward for those candidates progressing to interview and will represent 20% of the final mark, the interview comprising the other 80% of the final mark. The LMA will not form part of the panel documentation.

Staff who have been in the eligible pool and who have not been interviewed for promotion for a minimum of 6 years when a board is convened, will automatically be interviewed, subject to rule 5.8 of the Career Opportunities and Promotion Policy (the 6 year rule), if they meet the eligibility requirements and apply. An LMA must still be completed for such staff and will be used as part of the overall selection process. However, these staff do not need to have achieved a total LMA score of 48 or above to proceed to the interview stage.

Further information regarding the LMA process can be found at Annex 2 of the NICS Career Opportunities and Promotion Policy available on HRConnect.

All LMAs must be completed by **Friday 26th May 2017**

Please note that the process for sending completed LMA forms to HRConnect has recently changed. Details of how to send the LMA form to HRConnect can be found on the new LMA form on the HRConnect portal.

Guidance on completing the form can be found on HRConnect.

Go to HR Handbook > HR Policies > 1. Joining and Transferring > 1.05 Career Opportunities and Promotion Policy. The guidance is in Annex 2 through 2C.

Interview

Candidates will be interviewed by one of 2 panels consisting of 3 panel members. Panel members will not have access to application forms, performance management reports or LMA scores.

Candidates will be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 3 for the purpose of personal and professional development.

Panel members may also use supplementary questions following each lead question to clarify and fully understand answers to the lead question.

At the end of each interview the panel will assess the information presented by the candidate at interview against each selection criterion/competence. A score will then be allocated against each selection criterion/competence and a total interview score derived accordingly.

Following the interview process HRConnect will add the scores achieved at interview to the scores achieved in the LMA. Candidates who pass the interview will then be listed in merit order by their panel according to their overall score. Where candidates from the same panel achieve the same overall score, the interview score will be used to determine their rank order.

Staff who work part-time or job-share will be treated at interview in the same way as full-time staff. The availability of part-time/job-share posts will not be considered by the interview panel.

Interview Availability

It is intended that interviews will take place from the **12th June 2017 – 7th July 2017**.

HRConnect aims to give all candidates 10 working days notice of interview. Candidates will be asked on the application form for dates when they will not be available for interview. If applicants work on a part time basis they should also provide details of non-working days. When scheduling interviews HRConnect will take this information into consideration.

Reschedule requests will only be considered in very exceptional circumstances (e.g. seriously ill dependant or a death in the family). Please note that interviews will not be rescheduled solely due to work commitments. You should also note that in circumstances where a request to reschedule an interview is accepted you will be rescheduled to the next available date. This may be before your original date and, therefore, the 10 day notice may not apply.

If applicants need to request a rescheduled interview they must e-mail HRConnect with the reason for their reschedule request. In the e-mail subject line please insert the competition reference number and the words 'reschedule request'. All reschedule requests will be forwarded to Departmental HR for consideration and decision.

If, having received your invitation, you decide to withdraw from the competition, please inform HRConnect as soon as possible, ideally within 48 hours of receiving your invitation. This timeframe will assist us in the timely rescheduling of panels.

Appeals

All appeals will be processed in accordance with the current appeals process which can be found in the NICS Career Opportunities and Promotions Policy.

INTERVIEW CRITERIA

In addition to satisfying the eligibility criteria, applicants will also be expected to demonstrate the following selection criteria/competences at interview (as appropriate):

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: 56

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: 56

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: 56

4. **Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 56

5. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

Marks available: 56

6. 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: 56

Interview marks available: 336

Interview pass mark: 204

LMA Marks Available: 84

Total: 420

Overall Pass Mark (including LMA): 252

CORE COMPETENCES

DP Statistician is analogous to Deputy Principal. Further information on the Core Competences for this grade can be accessed through the HRConnect portal.

COMPETENCE BASED INTERVIEWS

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

INTERVIEWS

It is intended that interviews for this post will take place from the 12th June 2017 – 7th July 2017.

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 criteria.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either Typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat electronic application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job. (if applicable)
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in. (if applicable)
- The examples you provide should be concise and relevant to the criteria— This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your *unique* role the panel are interested in, not that of your team or division. (if applicable)

Application Form Submission

- 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 received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- Only the eligibility sections will be made available to the panel.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.

- 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.

Further Appointments From This Competition

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

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.

Disability Requirements

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

Order of Merit

Each of the two selection panels will assess the information presented by the candidates that they 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, HR Connect will add the score achieved at interview to the score(s) achieved in any other assessment(s) where applicable. Candidates will then be listed in merit order, within each panel, according to their total overall score. Where candidates achieve the same total overall score, the higher weighted element, the interview score will be used as the method to determine the ranking order amongst candidates. HR Connect will publish the list of successful candidates on the portal and allocate candidates to 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 main list, whichever is earlier.

Feedback

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

Completed application forms should be sent to the HRConnect Recruitment Team:

HRConnect
PO Box 1090
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EX

NOTE: Late applications or applications received by fax or by email will not be accepted.

Contact details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: NICS@HRConnect.nigov.net
Tel: 0800 1 300 400
Fax: 028 9024 1665

ANNEX A

Assistant Statistician - Analogous Grades – Please note this list is not exhaustive.

Staff Officer	Valuer II
Accommodation Manager	Staff Officer London
Auditor (H&SS)	Staff Officer (SSA)
Careers Service Manager	Assistant Statistician, Assistant Economist
Deputy Catering Advisor	Agricultural Economist
Information Officer	Chief Typing Manager (SSA)
Investigation Officer	Supervising Examiner (ADI/Driving Tests)
Senior Law Clerk	Chief Typing Manager
Security Surveyor	Senior Meat Inspector
ICT Level 5	Higher Scientific Officer
Senior Work Study Officer	Higher Mapping and Charting Officer
Inspector Group 4	Nurse Grade G
Medicines Enforcement Officer	Curatorial Grade E
Higher Psychologist	Research Assistant (Historic Monuments)
Librarian	Conservation Grade E
Staff Officer (CMED)	Higher Photographic Officer
Senior Instructional Officer	Inspector Group 5
HPTO (All Disciplines)	Coroners Liaison
Clerk of Works 1	
Estates Superintendent	
Senior Housing Inspector	
Fire Officer 1	
District Examiner	