

**Candidate  
Information  
Booklet**  
**Trawl**

**IRC250504**

**Deputy Principal  
Senior Health & Safety Adviser**

**Department for Communities (DfC)**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 8<sup>th</sup> October 2021***

## ***Department for Communities***

**Supporting People, Building  
Communities and Shaping Places**

### **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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## **BACKGROUND**

The Department for Communities (DfC), established in May 2016 following the restructuring of the NI Departments plays a vital role in Northern Ireland, **by supporting people, building communities and shaping places.**

DfC is the largest of the nine NICS Departments and works with 21 Arm's Length Bodies and a number of Advisory Groups. Around 8,500 people are employed by the Department, accounting for one third of NICS employees. It has an annual budget of almost £7 billion, including expenditure of £5.9 billion on social security and pension payments. The Department plays an important role in the lives of many people and communities in Northern Ireland.

### **Groups**

The Department is made up of five Business Groups:

- Engaged Communities Group;
- Housing, Urban Regeneration & Local Government Group;
- Strategic Policy & Professional Services Group;
- Work & Health Group; and
- Supporting People Group.

### **Role of the Department**

The Department's main functions include:

- A social welfare system including focused support to the most disadvantaged areas.
- Providing training and support to jobseekers and employers.
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.
- The promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support services.
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.
- Supporting Local Government to deliver effective public services.
- Maximising public benefits from the culture, arts and leisure sectors.

**The post holder will be responsible to the DfC Head of Property Management and will be responsible for drafting and implementation of Departmental policy on Health and Safety. The post holder will be the team leader for the Health and Safety Team, based in Causeway Exchange, Bedford St, Belfast.**

## **JOB DESCRIPTION**

There is currently one permanent, full time vacancy.

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**

£39,748 - £42,639

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**

The post holder will be based at Causeway Exchange, 1-7 Bedford Street, Belfast.

### **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.

### **Travel**

The post will involve substantial travel throughout Northern Ireland and occasional attendance at residential courses. It may also involve occasional travel to Great Britain. The post holder must have access to a form of transport which will allow them to carry out the duties of the post in full.

### **Training and Development**

Training will be provided as necessary. This may involve short periods away from home including residential and non-residential courses in Northern Ireland and Great Britain. The successful candidate will also be supported in further professional development for example Chartered Membership of the Institute of Occupational Safety and Health.

## **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 may telephone Section 40 (2) [REDACTED] on Section 40 (2) [REDACTED] or email Section 40 (2)

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 main duties of the post will include:-

- Managing the departmental health & safety team on a day-to-day basis, including programming team activities and allocating duties, based on grade and competencies.
- Working with and within teams, providing advice guidance and support to management and staff on a wide range of health and safety issues.
- Developing and overseeing annual work programmes for the health & safety team, including auditing, health & safety related projects, proactive monitoring and reactive monitoring of the department's H&S performance.
- Producing regular H&S updates for senior management and providing assurance to senior management in respect to the department's health & safety performance.
- Maintaining and developing the department's health & safety management system and documentation, including, reviewing policies and guidance documents. Liaising with the departments Communications team and IT specialists relating to health & safety information on the departments intranet.
- Ensuring the department complies with all current and relevant health & safety legislation.
- Leading and overseeing health & safety audits of departmental branches/premises.
- Managing health & safety related information relating to DfC, including workplace accident/incident reports, unacceptable customer behaviour incident reports, specialist risk assessments undertaken by DoF Properties Division in respect of DfC premises and litigation cases involving the department.
- Analysing accident and incident reports to identify trends.
- Advising on health & safety training needs and communication of health & safety information.
- Undertaking and overseeing workplace environmental assessments and specialist risk assessments conducted by the DfC health & safety team.
- Networking and liaising with other departments and organisations, including the Crown Fire Safety Committee, Interdepartmental H&S Forum, Northern Ireland Safety Group and the HSENI.
- Consulting with recognised Trade Union representatives in relation to H&S issues affecting the department's staff.

The above list is not exhaustive 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.

## **ELIGIBILITY CRITERIA**

Applicants must, by the closing date for applications:

1. Possess a NEBOSH National Diploma for Occupational Health and Safety Management Professionals or equivalent;

**AND**

2. Have demonstrable experience in undertaking Health and Safety audits in a diverse range of workplace settings;

**AND**

3. Have demonstrable experience of being involved in a major workplace initiative when Health and Safety Advice was a key component;

**AND**

4. Have at least 1 years practical experience, gained within the last 5 years, in the provision of health and safety advice.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

**Relevant or equivalent** qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

## **SHORTLISTING 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 Panel will carry out an objective evaluation of the breadth and depth of information provided by candidates in response to eligibility criterion 3. This will be completed on a scored basis. All applicants will be listed in merit order and the highest scoring applicants will proceed to interview.

**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 essential criteria and shortlisting 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 essential criteria and if necessary, the shortlisting criteria you will not be invited to interview.**
- **Only the details provided by you for the eligibility and shortlisting criteria, in Part 3 of your application form will be available to the sift panel.**



## 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.

Senior Health and Safety Adviser 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

As part of the selection process, candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes, the title of which will be provided to candidates in the invitation to interview letter. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

**This presentation will be used to assess the Leading and Communicating competence.**

#### Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

**Marks available: 20**

### COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

#### 1. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

**Marks available: 20**

**Minimum Standard: 12**

#### 2. 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**

**3. 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**

**4. 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**

**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: 20**

**Minimum Standard: 12**

**Total Marks Available: 120**

**Overall Pass Mark: 72**

**INTERVIEWS DATES**

It is intended that interviews for this post will take place in Belfast during week commencing 10<sup>th</sup> November 2021.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place in accordance with current Public Health Advice. If it is not possible, the use of video technology may be used as an alternative.

## 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

The successful candidate will be required to be cleared to Basic level.

#### **Basic Disclosure Certificate**

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

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

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

## **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