

**Candidate
Information
Booklet
Trawl**

**IRC264713
Principal Professional Technical Officer
(Product Safety Team)
Health & Safety Executive Northern Ireland
(HSENI)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 23rd April 2021***



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

HSENI is the lead body responsible for the promotion and enforcement of health and safety at work standards in Northern Ireland. It aims to inform, stimulate, guide and, where necessary, compel those with duties of care and others concerned with health and safety at work, to take actions leading to higher standards.

HSENI was established in April 1999 as an Executive Non-Departmental Public Body sponsored by the Department for the Economy. It is a Crown body and its staff are members of the Northern Ireland Civil Service.

HSENI plays a leading role in overseeing all aspects of health and safety promotion, information and advice, enforcement and legislation relating to work activities.

HSENI's vision is "To achieve world-class performance in workplace health and safety and therefore improve the overall economic and social well-being of our community."

HSENI's mission is "Working with others, to reduce work-related serious injury and ill-health in Northern Ireland".

To oversee its operation and to provide strategic guidance, HSENI has an up to ten member Board, which is appointed in accordance with the guidelines published by the Commissioner for Public Appointments for Northern Ireland.

HSENI currently comprises its Chief Executive, three Deputy Chief Executives and approximately 115 officials who collectively represent a broad range of administrative and professional skills, expertise and experience. HSENI works in close co-operation with the Department for the Economy as its sponsor body, the Northern Ireland Assembly, the Northern Ireland Departments, and the District Councils in developing its policies and delivering its services. We also work closely with our counterparts in Great Britain and the Republic of Ireland.

Further information on vision and mission objectives is set out in a range of HSENI publications including its corporate and operating plans and annual reports. These are available on the HSENI website: www.hseni.gov.uk

Product Safety Team (PST)

HSENI will establish a Product Safety Team (PST) which will primarily oversee and implement its obligations under the various product safety regimes in the NIP. This post will be the head of the PST and will report to a Deputy Chief Executive and will be responsible for discharging HSENI's statutory functions in respect of market surveillance activities under the relevant EU directives as set out in Annex II of the NIP and other relevant legislation.

JOB DESCRIPTION

There is currently 1 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

£49,806 - £54,588 (under review)

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

HSENI has two offices located in Belfast and Omagh. Although the post is initially based in Belfast, management will consider flexible working between the two offices if desired.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday. HSENI operate flexi-time working.

Travel

The successful candidate will be required to travel on official duty throughout Northern Ireland. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICS HR Travel and Subsistence Policy. As this role has Northern Ireland Protocol (NIP) functions travel to GB and EU countries will be required.

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.

Training

The successful applicant will be required to complete an appropriate professional health and safety qualification in investigative practice. The timing of the training will depend on the availability of courses with training providers but it is expected to take place at the earliest available opportunity.

Further Information

Applicants wishing to learn more about the post before deciding to apply may email **Section 40 (2)** on **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.

KEY RESPONSIBILITIES

Leadership and management of the Product Safety Team (PST) within HSENI

- Set up the new Product Safety Team leading the recruitment process for 1x SPTO, 2 x Compliance Officers (administrative support will be provided to the team)
- Have overall management responsibility for the PST. Direct line manager for 1 member of the team (SPTO);
- Maintain an effective performance of the team by setting clear objectives, priorities, standards & expectations both for individuals and the team as a whole;
- Ensure HSENI's PST develops and maintains the required knowledge and expertise in the relevant directives / product safety regimes;
- Ensure the PST is able to deliver HSENI's statutory functions as required under the relevant directives / product safety regimes;
- Plan and manage budgets and other resources efficiently and effectively and in compliance with NICS/HSENI policies & procedures;
- Create policy, maintain and oversee arrangements in respect of market surveillance which will ensure consistency and quality of decisions in line with HSENI's policies & procedures and to ensure that HSENI's statutory functions are met;
- Create, implement, monitor & review the PST's operational work plan.
- Effectively monitor the work of the PST ensuring compliance with operational policy, procedures and data quality;
- Manage consistency and quality of the PST's market surveillance work to ensure that HSENI's statutory functions are met;
- Develop operational plans to ensure that a work programme is developed and implemented which meets HSENI's legal requirements;
- Produce accurate timely reports required to fulfil HSENI's statutory duties under the Regulation for Accreditation and Market Surveillance (RAMS) and the upcoming Regulation on Market Surveillance & Compliance of Products (MSC);
- Liaise with UK Government bodies / EU bodies and represent or ensure a suitable representation at all meetings / committees etc.;
- Establish systems to ensure HSENI is aware of emerging issues and trends which might impact or benefit the PST, HSENI and stakeholders;

- Develop effective working relationships with relevant parties including HSE (inc. specialists and Scientific Division), BEIS, OPSS, HMRC, Border force, co-enforcers, duty holders, industry bodies etc.;
- Use a wide variety of methods to encourage and support business to achieve compliance with relevant EU directives;
- To oversee the PST's market surveillance activities including the necessary and proportionate action within those regimes to ensure compliance;
- Maintain effective performance in difficult & challenging circumstances, encouraging the PST when required; and
- Establish systems to ensure HSENI is aware of emerging issues and trends which might impact or benefit the PST, HSENI and stakeholders.

Operational fieldwork (market surveillance)

- Develop and implement HSENI policy in respect of the relevant EU directives including MSC and other relevant legislation which may impact this area.
- Oversee the quality and delivery of HSENI's PST's fieldwork;
- Deliver the statutory operational work (including market surveillance) as required by the relevant (product safety) statutory provisions which fall under the NIP;
- Assist in fieldwork to maintain the delivery of a quality service and to support the teams work activities;
- Ensure operational work of the team is carried out in line with operational procedures and policies and completed within relevant timescales;
- Work with the other teams within HSENI to achieve compliance with the product safety regimes;
- Implement operational plans to fulfil the market surveillance requirements set by the Northern Ireland Protocol; and
- Act as the primary point of contact for intelligence which flows from other enforcement agencies.

Provide information

- Identify and use a wide variety of effective methods to encourage and support business to manage product-related compliance in a sensible and proportionate way;

- Speak at events, seminars, online forums, media interviews etc.;
- Oversee the develop of guidance notes providing clarity on employer's duties in this area
- Develop capacity in the PST to provide information via a helpdesk-like function for product safety; and
- Develop systems to ensure product safety information (including FAQ) on HSENI's website is reviewed, current and correct.

Liaise with other Regulators and third parties

- Represent HSENI at all product safety market surveillance and other related forums
- Develop a product safety industry network in NI so that HSENI can liaise directly with and influence relevant industry sectors;
- Attend meetings and maintain excellent links with HSE(GB) Product Safety Unit; and
- Develop links with the Health and Safety Authority's Product Safety Unit.

European Product Safety engagement

- Attend where possible and maintain excellent links with EU and associated forums and bodies relevant to product safety (where possible) including EU work plan initiatives & MSC.
- Attend ADCOs / monitor ADCO outputs if permitted; and
- Produce accurate timely reports required to fulfil the market surveillance requirements set by the EU.

Maintain accurate records

- Undertake clerical and administrative duties associated with the role and ensure all records are entered onto the relevant system in a timely manner and kept up to date. Monitor the storage of data to support decision making, to ensure it is stored accurately, confidentially and responsibly and in accordance with HSENI policies & procedures e.g. GDPR; and
- Use HSENI's Case Management System
- Use all necessary EU databases including Information and Communication System on Market Surveillance (ICSMS) and The Rapid Alert System for Non-Food Products (RAPEX) where permitted or UK/EU agreed alternative means.

Please note the above is given as a broad range of duties and is not intended to be exhaustive.

Develop self

- Proactively manage their own career and identify learning needs with line manager, plan and carry out work-place learning opportunities; and
- Lead and inspire others, through demonstration of leadership behaviours in line with the NICS competency framework.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications have:

1. A Bachelor of Science Degree (BSc) or a Bachelor of Engineering (BEng) or equivalent

AND

2. At least 2 years' experience gained within the last 7 years demonstrating experience of interpretation **in at least one** of the following EU Directives (or related to UK or NI implementing legislation) or domestic legislation:
 - a. 2006/42/EC - Machinery Directive (MD);
 - b. 2014/35/EU - Low Voltage Directive (LVD);
 - c. Pressure Equipment Directive 2014/68/EU (PED);
 - d. Simple Pressure Vessels Directive 2014/29/EU (SPVD);
 - e. Lifts Directive 2014/33/EU (LD);
 - f. Equipment and protective systems intended for use in potentially explosive atmospheres Directive 2014/34/EU;
 - g. Personal Protective Equipment Regulation 2016/425/EU (PPER);
 - h. Gas Appliances Regulation 2016/426/EU (GAR);
 - i. Cableway Installations Regulation 2016/424/EU (CIR);
 - j. Transportable Pressure Equipment Directive 2010/35/EU (TPED);
 - k. Provision and Use of Work Equipment Regulations (Northern Ireland) 1999.

AND

3. A full Category B driving licence, valid for Northern Ireland, that will enable the candidate to carry out the duties of the post in full.

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.

Equivalent professional memberships: give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership 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 the next stage of selection, the following shortlisting criteria will be used in the order listed:

1. Have achieved a NEBOSH National General Certificate in Occupational Health and Safety (or equivalent) at the time of application.

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 4 for the purposes of personal and professional development.

Principal Professional Technical Officer (PPTO) is analogous to Grade 7 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

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 consist of a competence based interview.

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. 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: 30

Minimum standard: 18

2. 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: 30

Minimum standard: 18

3. 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: 30

Minimum standard: 18

4. 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: 30

Minimum standard: 18

5. 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: 30

6. 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: 30

Total Marks Available: 180

Overall Pass Mark: 108

INTERVIEWS DATES

It is intended that interviews for this post will take place via Webex during week commencing 24th May 2021.

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.

- 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.

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

Tel: 0800 1 300 400

Fax: 028 9024 1665