HR CONNECT

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

Source & Select – Assessment Sift Matrix	**RE-SS 1.23a**

Vacancy Name: Principal Legal Officer	**Vacancy ID: IRC293830**
Date:	**Number of Applicants (Sift):**

Eligibility Criterion 1: Be qualified as a barrister or solicitor entitled to practice in Northern Ireland or be in a position to become so entitled by the date of appointment. For some posts a practicing certificate is required which will be funded by the employing organisation. **AND**
Eligibility Criterion 2: Have at least 3 years' post qualification* experience of advising, orally and in writing, on significant legal issues; and doing so in a complex environment**. **AND**
Eligibility Criterion 3: Demonstrate evidence of at least 3 years' post qualification* experience of working as part of a team providing sound legal advice, and representation to clients.
Shortlisting Criterion 1: 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 depth and breadth of evidence provided in response to eligibility criterion 2. Should further shortlisting be required the Panel will carry out an objective evaluation of the depth and breadth of evidence provided in response to eligibility criterion 3. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview. The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.

* taken from date on which candidate qualified as a Solicitor or Barrister.
**complex environment is defined as one involving matters that:-
a) are controversial; or
b) involve political interests; or
c) involve significant matters of constitutional law, administrative law, judicial review, human rights law, litigation or public inquiries

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APPLICANT REFERENCE	CRITERION	REASON FOR FAILURE

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Sift Quality Assurance

ELIGIBILITY	YES	NO	COMMENTS (IF ANY)
Have applicant's names and irrelevant personal details been withheld from the sift panel?			
Have the agreed eligibility criteria been applied and have no other factors been used?			
Have all applicants been given the same opportunity to demonstrate how they meet the criteria?			
SHORTLISTING			
Was shortlisting carried out?			
Have the agreed shortlisting criteria been applied in order of importance and have no other factors been used?			
Has the panel recorded its decisions and reasons as to how any applicant did not meet eligibility/shortlisting criteria?			

Conflict of Interest	*Yes*	*No*
Are panel members aware of any potential conflict of interest at this stage? *Please note should any potential conflict of interest arise this must be declared to HRConnect immediately, HRConnect will issue a Conflict of Interest Declaration Form to the Panel Member to provide information regarding the Conflict of Interest and the Form should be returned to HRConnect as soon as possible.*	☐	☐

Sift Panel

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date: