

**Record of  
Competition Initiation Meeting  
for  
Northern Ireland Civil Service**

**IRC286576**

**Alternative Working Pattern Staff Officer  
(AWP SO)**

**Attendees:**

**HRConnect Rep:** [REDACTED]

**Tel:** [REDACTED]  
**Email:** [REDACTED]

**Competition Lead:** [REDACTED]

**Tel:** [REDACTED]  
**Email:** [REDACTED]

**Chairperson: Austin Gribben**

**Grade:** G7  
**Location:** DWP Ballymena, Jobs & Benefits Office, 2 Parkway, Ballymena , BT43 5ET  
**Tel:** [REDACTED]  
**Email:** [REDACTED]

**Panel Member: Maureen McLarnon**

**Grade:** DP (Acting G7)  
**Location:** DWP Ballymena, Jobs & Benefits Office, 2 Parkway, Ballymena , BT43 5ET  
**Tel:** [REDACTED]  
**Email:** [REDACTED]

**Panel Member: John Bailie**

**Grade:** DP (Acting G7)  
**Location:** Great Victoria Street, Belfast, BT2 7AD  
**Tel:** [REDACTED]  
**Email:** [REDACTED]

<b>Section 1. Advertising Considerations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the panel require advertising media other than the standard advertising used for the particular competition? If 'Yes' please indicate names of publications, websites, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**External Competition**

<b>Standard</b>	
1. Belfast Telegraph	<input checked="" type="checkbox"/>
2. Irish News	<input checked="" type="checkbox"/>
3. News Letter	<input checked="" type="checkbox"/>
4. NICS Website (External)	<input checked="" type="checkbox"/>
5. Job Centre	<input checked="" type="checkbox"/>
6. WOB	<input checked="" type="checkbox"/>

<b>Additional advertising required</b>	
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

**Internal Competition**

1. NICS Website (Internal)	<input type="checkbox"/>
2. WOB	<input type="checkbox"/>

**Invoice Details**

Name: Austin Gribben

Address: DWP Ballymena, Jobs & Benefits Office, 2 Parkway, Ballymena , BT43 5ET

E-mail address: XXXXXXXXXX

<b>Section 2. Candidate Information Booklet – Does it contain:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Job Specification:</b> ⇒ The job title; the key responsibilities; duties of the post; terms and conditions, salary and allowances, hours of work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Eligibility and Shortlisting Criteria</b> ⇒ Clearly defined, justifiable eligibility criteria? ⇒ Clearly defined, justifiable shortlisting criteria, listed in order of importance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Person Specification</b> ⇒ Core competences/behaviours considered essential for effective performance in the post ⇒ Clearly defined, justifiable, Interview Assessment Criteria (IAC)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:** Please ensure that all justifications for the eligibility/shortlisting criteria are clearly recorded below

**Points to Cover**

1. TUS consulted	Yes	
2. Security level for post	Basic	
<input type="checkbox"/> <b>Non- NICS</b>	<input type="checkbox"/> Eligibility Request form Required?	Due date:
3. Number of vacancies	12	
4. Medical details	N/A	
5. Expected no. of applicants	40+	
6. Ministerial involvement (SCS)	N/A	

**Notes and Justifications**

**IRC & Title**

- Panel Content

**Tagline**

- Insert "Northern Ireland Civil Service"

**Background**

- DWP Operational Services delivered within DFC (3<sup>rd</sup> paragraph) remove "from"

**Terms and Conditions**

- Insert "12 Vacancies"
- Allowances & Medical remove
- Vetting insert "Basic"
- Further Information contact Philip update email address by removing "gsi,"

**Eligibility Criteria**

- Panel justified EC1, 2, 3, 4 & 5 as essential to complete the role, and time bound experience is more than adequate for applicants

<b>Section 3. Assessment Details</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have assessment criteria been weighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has responsibility for drafting lead questions and indicators of performance been allocated to each panel member? <i>(if appropriate)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a pass mark (or individual pass marks) been agreed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have interview date(s), location, timings etc been agreed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please record date for submission of final questions to HRConnect.	<b>13/01/2023</b>		

### **Points to Cover**

#### ***Interviews***

1. Date	14 <sup>th</sup> Feb 2023 onwards
2. Location	Plaza Buildings, Belfast
3. Interview duration	40 Minutes
4. Interview wrap up time	20 Minutes
5. Reception duties required	Yes
6. Notice to candidates	10 Working Days
7. Reschedules offered?	Yes, case by case

#### ***Interview Criteria***

<b>Criterion</b>	<b>Weighting</b>	<b>Min. Standard</b>	<b>Panel Member</b>
1. Leading and Communicating	20	12	Austin Gribben
2. Building Capability for All	20		Austin Gribben
3. Delivering Value for Money	20		Maureen McLarnon
4. Managing a Quality Service	20	12	Maureen McLarnon
5. Delivering at Pace	20		John Bailie
6. Making Effective Decisions	20		John Bailie

Overall Pass mark: 72

#### ***Presentation***

1. Presentation required	
2. Presentation type	
3. Duration	
4. Preparation time	
5. Materials required	
6. Instructions to candidates	

#### ***Test/Assessment***

1. Dates	
2. Location	
3. Materials required	
4. Duration	
5. Pass mark	
6. Reasonable adjustments	
7. Logistics <ul style="list-style-type: none"> <li>o Marking Arrangements</li> <li>o Results due date</li> <li>o Invigilators required</li> </ul>	

<b>Section 4. Application Form</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has consideration been given to the relevance of questions asked to collect the information required for assessment of eligibility/shortlisting criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes</b>			

<b>Section 5. Panel Member Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>															
Have all panel members received the required training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Have all panel members read the NICS Recruitment Policy and Procedures Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Date panel members have been assessed as appropriately trained for the recruitment and selection process (SCS Competitions only)																		
<b>Panel Member Training</b>																		
<table border="1"> <thead> <tr> <th><b>Panel Member</b></th> <th><b>Date of Training as per PMF</b></th> <th><b>Further training required?</b></th> </tr> </thead> <tbody> <tr> <td>Austin Gribben</td> <td>31 March 2022</td> <td></td> </tr> <tr> <td>Maureen McLarnon</td> <td>31 March 2022</td> <td></td> </tr> <tr> <td>John Bailie</td> <td>2021</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				<b>Panel Member</b>	<b>Date of Training as per PMF</b>	<b>Further training required?</b>	Austin Gribben	31 March 2022		Maureen McLarnon	31 March 2022		John Bailie	2021				
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<b>Notes</b>																		

<b>Section 6. Conflict of Interest</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are competition participants aware of any conflict of interest at this stage? If yes please provide details below? <b>Please note should any potential conflict of interest arise this must be declared to HRConnect immediately.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Notes</b>			

**Section 7. Other issues discussed**

## TIMETABLE

Please note that the timetable differs depending on Competition type and not all stages may be required.

Recruitment Stage	Date
1. Competition Initiation Meeting	07/12/22
2. Approval of relevant documentation	12/12/22
3. Advert appears in press	19/12/22
4. Closing date for applications	13/01/23
5. Interview questions to be sent to HRConnect	13/01/23
6. Eligibility/Sift meeting (including Pre-board meeting)	26/01/23 at 10am
7. Written/practical test	N/A
8. Issue invitation to interview	31/01/23
9. Appeal end date (internal competitions)	N/A
10. Interviews	14/02/23 onwards
<b>Other comments:</b> Stage Authorisation required (SCS)?	

HRConnect will accommodate the above timetable where possible. Dates may be subject to revision.

### Declaration:

"I, on behalf of the Panel, can confirm that the issues above have been duly considered and that the responses given represent the consensus of the Panel. In addition I agree to conduct the selection process with due regard to the general principles of NICS recruitment i.e.

- The Equality Legislative Framework;
- The Recruitment Code of the Civil Service Commissioners for NI." (Only applicable for external competitions)

**Chairperson:**

**Date:**

**HRConnect:**

**Date:**

**Competition Lead:**

**Date:**