

Candidate Information Booklet

IRC182035

*Director of Offender Policy and Operations,
Northern Ireland Prison Service*

**Completed Application Forms must be returned to
HRConnect no later than 12 noon (UK time) on
Wednesday 6th March 2013**

Northern Ireland Prison Service

Department of Justice

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Communication between HRConnect and you

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FOREWORD



Thank you for your interest in the post of **Director of Offender Policy and Operations**.

The Northern Ireland Prison Service is an executive agency of the Department of Justice (DOJ), playing a key role in delivering the aims and objectives of the Department. The Service is a large and complex organisation, employing around 2400 staff, and having an annual resource budget of over £120 million alongside a significant capital programme.

The Service is at an exciting phase in its development, undergoing a major transformational reform programme initiated as a result of an end to end review of the Service by a team led by Dame Anne Owers, former Chief Inspector of Prisons in England. Implementation of the recommendations of the Prison Review Team will enable us to deliver more effective and focussed services, in a more efficient way.

This will be achieved through the introduction of a fit for purpose operating model, designed to ensure that public protection is enhanced through the targeted provision of services to offenders which contribute to reducing the risk of reoffending.

Leading the Offender Policy and Operations Directorate will require significant leadership and teamwork skills to deliver this challenging agenda; a strong focus on delivering results and outcomes for offenders. The successful candidate will be a key member of the Prison Service Management Board, working with colleagues across the Service and wider Department.

If you believe you have the qualities and skills to respond to these challenges, we would be very keen to hear from you. If you would like to discuss the post before submitting an application, please contact Wesley Emmett (Organisational Development Advisor, Strategic Investment Board) on 07875 066099 or via email at xxxxxx.xxxxxx@xxxxx.xxx

Sue McAllister, Director General, Northern Ireland Prison Service

ABOUT NORTHERN IRELAND PRISON SERVICE

The Northern Ireland Prison Service is an executive agency of the Department of Justice (DOJ) which is a part of the Northern Ireland Civil Service (NICS). It is responsible for the operation and delivery of services within the Northern Ireland prison system. The Service operates under the direction and control of the Justice Minister, within a statutory framework based on the Prison Act (Northern Ireland) 1953 and the Prison and Young Offenders' Centre Rules (Northern Ireland) 1995.

The Service operates across 5 sites, 3 of which are prison establishments, providing certified accommodation for nearly 1,800 prisoners:

Maghaberry Prison - a high security prison, housing adult male long-term sentenced and remand prisoners in separated and integrated conditions.

Magilligan Prison - a medium security prison, housing shorter-term sentenced adult male prisoners. This establishment also has low security accommodation for selected prisoners nearing the end of their sentence.

Hydebank Wood Prison and Young Offenders Centre - a medium to low security establishment accommodating male remand and sentenced young offenders between the ages of 18 and 21 and all female prisoners including young offenders and female immigration detainees.

We also have a staff training facility, the **Prison Service College**, at Millisle, Co. Down. It is planned that the Service's training function will form part of the joint public service college at Desertcreat near Cookstown when it is completed.

Prison Service Headquarters, the main administrative centre for the Service, is located on the Stormont Estate, Belfast.

Further details on the Northern Ireland Prison Service are available at:

<http://www.dojni.gov.uk/index/ni-prison-service.htm>

Reform of Northern Ireland Prison Service

The need for, and expectation of, transformational service-wide change and reform of Northern Ireland Prison Service has never been greater. The devolution of policing and justice on 12th April 2010 to the Northern Ireland Executive has led to significant increased local political interest in the prisons agenda and an expectation that significant improvements can and will be delivered soon. This was recognised in the 2010 Hillsborough Agreement, and in this context, following his appointment as Justice Minister in April 2010, David Ford appointed Dame Anne Owers and a team of recognised experts to:

“conduct a rolling review, in line with the agreement at Hillsborough Castle, encompassing the conditions of detention, management and oversight of all prisons.”

The Prison Review Team's interim report was produced in February 2011, with a final report being delivered in October of that year. The reports highlighted the need for fundamental end to end change across the Prison Service and set out the key elements and scale of reform and change required.

The interim and final reports of the Prison Review Team are available at: <http://www.dojni.gov.uk/owers-review-of-the-northern-ireland-prison-service>

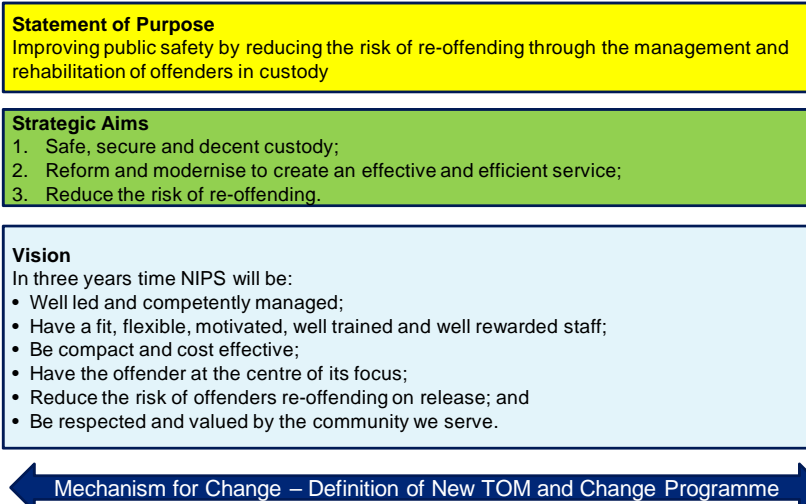
http://www.dojni.gov.uk/index/publications/review_of_the_northern_ireland_prison_service_-_interim_report.htm

Under the leadership of its Director General, Sue McAllister, and the stewardship oversight of its non-executive Advisory Board, the Prison Service is implementing a significant programme of change.

This includes responding to operational issues such as ensuring adherence to policies on “safer custody” and standards set internally and by various inspection bodies. The Criminal Justice (Northern Ireland) Order 2008 has led to a fundamental change in the management and delivery of programmes to offenders and further challenges lie ahead as the Prison Service absorbs the impact from the legislation on future prison population numbers. The Order imposes a statutory requirement upon NIPS to focus on improving public protection and reducing reoffending. This means changing the focus of what is done with offenders while they are in custody in order to achieve better outcomes in terms of public protection and a reduction in reoffending.

This transformation exists within the context of defining the role of NIPS in the wider justice system and its relationships with other stakeholders.

As a consequence, the Service has completely re-examined its vision and focus and its strategic vision for the future outlined in its 2011-15 corporate plan is:

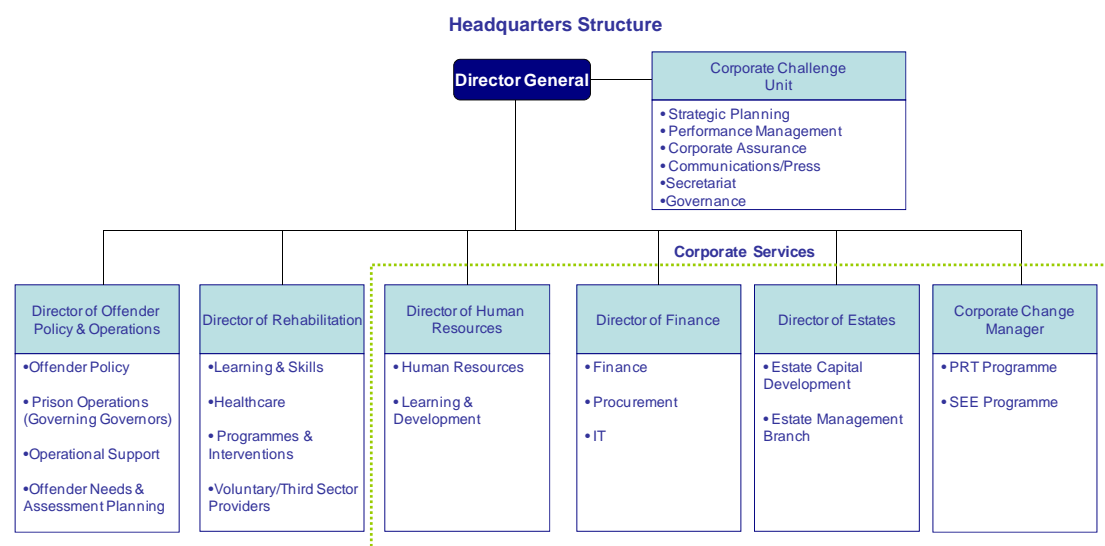


Achieving this vision will include:

- Becoming more compact and streamlined;
- Changing how services are delivered to prisoners, including the structuring of the core day and deployment of staff;
- Developing effective ways to help offenders desist from further offending;
- Creating stronger, more effective links with families, communities and partners outside NIPS;
- Creating environments and opportunities for prisoners to develop, to become responsible, to make positive contributions to others and to realise the possibility of becoming crime free;
- Redefining and professionally developing the role of the prison officer;
- Ensuring that an effective staff development programme is in place to provide staff with the right skills to do their jobs;
- Developing the prison estate to ensure that this best meets the needs of the courts and the offenders sent into our care.

Management and Organisation of Northern Ireland Prison Service

The governance and senior management structures of Northern Ireland Prison Service are changing as part of the Reform Programme to ensure that organisational structures facilitate the implementation of effective change. Recruitment into this post is a significant step in this process. Once full implementation of agreed proposals has been completed (scheduled for Summer 2013), the structure of the Senior Management Team will be as follows.



JOB DESCRIPTION

The Director of Offender Policy and Operations will report directly to the Director General and will be a member of the Executive Director Team. The post holder will be responsible for responding to and implementing a range of recommendations arising from the Prison Review Team report, an end to end review of the Criminal Justice System in Northern Ireland, and will have key responsibility for determining offender policy and managing the prisoner needs assessment process. In addition, he/she will have leadership, operational and line management responsibility for the 3 prison establishments.

Key duties and responsibilities of the post are summarised below.

Duties and Responsibilities

- **Offender policy development** – responsibility for developing, and agreeing offender policy with the Director General and the Prison Service Management Board and ensuring that agreed policies are implemented consistently across the organisation. Policies developed will provide a framework for prisoners' lives in custody and include those relating to safer custody, residential services, committal and early days in custody, discharge procedures, adjudications, Incentives and Earned Privileges, prisoner complaints etc. In fulfilling this role, the post holder must:
 - Work closely with strategic policy holders within the Department of Justice (DOJ) and other Government Departments, agreeing operational policy priorities with the Minister and the DOJ Permanent Secretary;
 - Provide strategic leadership to the planning and management of policy development and its implementation across an extensive group of policies, many of which are politically sensitive and impact directly on all prisoners;
 - Horizon scan the political and legal landscape to anticipate likely interest from Ministers or impact of legislative changes;
 - Ensure the policy team devises the most efficient and effective way of developing and implementing Ministerial policies;
 - Communicate and engage with a wide range of stakeholders in the development of policy;
 - Oversee the drafting of business cases and impact assessments arising from policy development/modification;
 - Oversee the drafting of formal Prison Rules and Operating Standards and ensure that training is provided where appropriate;
 - Oversee and approve all advice to the Minister and senior DOJ officials relating to offender policies, identifying issues that could damage the reputation of the Minister or Department and liaising with Press Office colleagues appropriately to address this;
 - Manage, co-ordinate, oversee and approve responses and defence to legal challenges brought by prisoners in relation to the full range of offender policies.

- **Prison Operations** – ensuring that NIPS custodial establishments are managed in an efficient and effective way, in line with agreed operational policies. This includes:
 - Line Managing Governing Governors of each custodial establishment and ensuring that they deliver against agreed targets (financial and non-financial) outlined in establishment business plans. The post holder will undertake formal performance evaluations of Governing Governors on an annual basis and hold performance reviews of establishment performance on a regular basis;
 - Ensuring that appropriate regimes are in place within custodial establishments to enable prisoners to be held safely and securely, in decent and humane conditions, and in line with agreed operational policies and standards;
 - Liaising with external inspection bodies (eg CJINI, HMIP, Prisoner Ombudsman) and ensuring that Governing Governors develop and implement appropriate and timely action plans in response to agreed recommendations arising from external reviews;
 - Developing security policy and ensuring that operational guidelines in the form of a security manual are developed to facilitate implementation of these guidelines;.
 - Line Management and performance appraisal of the Head of Operational Support Unit, ensuring that:
 - i. an effective and efficient Prisoner Escorting and Court Custody Service which transports prisoners to and from court in line with court directions and manages prisoners while in court is provided;
 - ii. close relationships are established with external law enforcement agencies and available security information is analysed to provide up to date security and intelligence information to the Director General, DOJ and the Minister;
 - iii. strategies are developed and maintained to address NIPS resilience to serious incident and prevent disruption to core business;
 - iv. appropriate procedures are in place for security clearance of NIPS staff, contractors and other partners to required standards.

- **Needs Assessment and Sentence Planning** – ensuring that agreed needs assessment and sentence calculation processes are implemented in all establishments. This includes:
 - Ensuring consistent application of the needs assessment process across establishments to identify the interventions required to assist prisoners with desisting offending on release;
 - Agreement and update (when applicable) of a sentence calculation policy which is commensurate with current legislation;

- Ensuring the consistent application of the agreed sentence calculation policy across all establishments.
- **Prison Review Team** - lead responsibility for taking forward the NIPS response to Prison Review Team recommendations relating to offender policy, prisoner needs assessment and prison operations. Specific recommendations cover:
 - Development of an offender management strategy and regime based on a desistance approach;
 - Personalized custody/sentence planning;
 - Offender needs analysis;
 - Alternatives to full body searching; and
 - Equality and diversity reporting.
- Contributing to the **corporate leadership** and organisational development of the Service as a member of the Management Board. This includes being seen to be a champion of the Reform Programme, providing strong leadership in the delivery of the Reform agenda.
- Chairing the **Operational Management Board** comprising the Governing Governors of the three NIPS Establishments and the Head of Operational Support Unit. The objective of this Board is to ensure that policies and procedures approved by the Prison Service Management Board are implemented and monitored.
- Principal source of **advice to the Director General and fellow Directors** (and, where appropriate to the DOJ Permanent Secretary and the Minister of Justice) in relation to operational matters.

Note a willingness to participate in the out of hours duty roster is an essential component of this post.

The postholder will also be required to travel on official duty therefore the successful applicant must have access to a form of transport which will enable them to fulfil their responsibilities.

Remuneration

Salary for the post will be within the Unified Grade 5 Band range (currently £63,360 to £77,500) within which progression will be determined by performance. However, a salary beyond the minimum may be payable in order to attract a suitable applicant. In certain circumstances a recruitment and retention allowance may also be available in addition to basic salary.

The Northern Ireland Prison Service will consider any requests for a secondment arrangement.

Location

The successful applicant will be based in NIPS Headquarters, Dundonald House, Stormont Estate, Belfast.

Travel

The post requires the applicants to travel on official duty; and the successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities.

Annual Leave

In addition to the usual public and privilege holidays (12 in total) the annual leave allowance is 30 days on appointment.

Appointment

If the successful applicant is not already a member of the NI Senior Civil Service he/she will, on appointment, become a member of the NICS Senior Civil Service and will be required to sign a Senior Civil Servant contract.

This will not apply to secondment arrangements.

Probation

Successful applicants will serve a one year probationary period during which their suitability for the post will be assessed and conduct, attendance and performance monitored. Employment will be terminated where the required standards are not met during the probationary period.

Further Information

Potential applicants who may wish to learn more about this post before deciding to apply may contact Wesley Emmett at the Strategic Investment Board. Details are provided below.

Wesley Emmett
Organisational Development Advisor
Strategic Investment Board Limited

Email: xxxxxx.xxxxxx@xxxxx.xxx

Telephone: 07875 066099

PERSON SPECIFICATION

Essential Experience

Applicants must, by the closing date for applications, be able to demonstrate the following experience:

1. Successful development and implementation of operational policy and senior management experience in a prison environment at Governor 1 level, its equivalent, or above.
2. A track record of delivery in the management of change in a complex and challenging environment, including effective analysis, presentation and resolution of complex underlying business delivery issues as they impact planning for change management.
3. Effective leadership and motivation of a team of senior professional managers and a significant number of multi-disciplinary employees, delivering improved organisational and personal performance.
4. Successfully meeting challenging financial objectives and targets and implementing effective improvements resulting in significant efficiency savings.
5. Leadership of effective relationships with key internal and external influencers and stakeholders, building a consensus of opinion supporting successful delivery of organisational change, including effective communications planning and delivery.
6. Successful preparation of written documentation regarding external scrutiny or investment decisions.

Candidates should demonstrate a successful track record in relation to the 6 specified fields. Evidence should be provided for all of the elements of each criterion in your application form giving specific length of experience, examples and dates as required. It is not sufficient simply to list your duties and responsibilities.

The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained. We therefore encourage you to provide sufficient detail to meet the essential criteria, in this part of your application form.

Eligibility Sift

Applicants should note that the above essential criteria and experience will be used by the panel to determine those who will proceed to the interview process.

The Northern Ireland Civil Service has adopted the Professional Skills for Government (PSFG) as a framework for the purpose of personal and professional development.

What is the PSG competency framework?

The Professional Skills for Government (PSFG) competency framework is a structured way of thinking about jobs and careers for Ni Senior Civil Servants (SCS). It sets out the skills you need to do your job well as a member of the SCS no matter where you work.

How does the PSG framework look?

The PSFG competency framework is divided into the following separate but supporting areas:

1. **Leadership** - Leadership qualities sit at the centre of the framework. These are to:
 - provide direction for the organisation;
 - deliver results;
 - build capacity for the organisation to address current and future challenges;
 - act with integrity.
2. **Core skills** - Every civil servant needs certain core skills to work effectively. At Senior Civil Service level the core skills are:
 - **strategic thinking** – evidence of influencing the organisation's strategy and priorities, and managing the tensions arising from conflicting organisational priorities, wider policy environment and operational constraints;
 - **people management** - evidence of developing team capability in line with the business plan and organisational vision; managing change effectively and promoting best practice;
 - **financial management** – evidence of planning, agreeing and monitoring the delivery of financial targets, and of identifying and implementing innovative ways to improve efficiency and effectiveness in the use of resources and assets;
 - **analysis and use of evidence** – evidence of ensuring that the evidence base for the strategy and work of the organisation is open to critical challenge and inspires the confidence of stakeholders;
 - **programme and project management** – evidence of responsibility for the definition and successful delivery of programme/project benefits, managing risks and communicating effectively with stakeholders;

- **communications and marketing** – evidence of aligning policy and delivery with clear communications objectives, taking into account the wider organisational communications agenda.

3. Professional skills

- Job-specific professional skills are related to the work you do. Everyone in the Civil Service requires some professional skills to do their job, whether they work in policy development, operational delivery or corporate services, or provide expert advice (for example, scientists, economists and communicators). This area of the PSG competency framework is supported by Heads of Profession, who set standards for all professions in the Civil Service.

Further Information

Further information on the Professional Skills for Government framework as it applies to this post can be obtained by accessing

<http://www.civilservice.gov.uk/about/improving/psg/skills>

This link will take you directly to the Professional Skills for Government skills identifier tool.

Step 1

Please click on Leadership – select your grade
Then click on grade 6, 7 or SCS
The leadership qualities required for this grade will then be displayed.

Please click on PSG skills identifier home.

Step 2

Please click on Core Skills – select your grade
Then click on Deputy Director (SCS pay band 1)

The core skills required for this grade will then be displayed.

Please click on PSG skills identifier home.

Step 3

Please click on Professional Skills – select your profession
Then click on Policy
Please then download the skills framework for Policy area which will appear as a PDF file.

SELECTION PROCESS

In addition to satisfying the eligibility criteria and shortlisting criteria applicants will also be expected to display the following qualities and skills at interview:

- 1. People Management** – evidence of an ability to motivate people to work together as a team in order to achieve organisational objectives.
- 2. Financial Management** – evidence of an ability to set and meet challenging financial and business performance targets against budget.
- 3. Leadership skills** – evidence of an ability to lead and direct change of a service delivery area or programme within a multi-disciplinary environment: through engaging with staff, key stakeholders and customers.
- 4. Analysis and Use of Evidence** – evidence of an ability to analyse and use evidence to inform strategic and operational decision-making.
- 5. Strategic Thinking** – evidence of an ability to provide strategic advice and direction and develop performance indicators and priorities for implementation. Strategic Thinking will also be tested through the presentation.
- 6. Programme and Project Management** – evidence of an ability to use programme and project management techniques to implement strategic policy and to achieve results within a change environment.
- 7. Communications and Marketing** – evidence of using communication and marketing skills to engage successfully with customers and stakeholders. Communication skills will also be tested through the presentation.

The interview process will comprise of two elements:

1. Presentation
2. Competence based interview.

Presentation

Applicants should note that they will be required to make a presentation lasting no longer than 7 minutes. Candidates will be advised of the presentation topic 30 minutes before interview. No personal documentation may be brought in to the pre-interview room. You will therefore be invited to attend at a time to allow you to prepare for this.

Interviews

It is intended that interviews for this post will take place in Belfast on Wednesday 27th and Thursday 28th March 2013.

The selection panel will design questions to test applicant's knowledge/experience in each of the SCS Competency areas outlined at page 14 and award marks accordingly.

Please note that travel and accommodation expenses for interviews may be payable.

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 and abilities in each competence area. You may draw examples from any area of your work / life experiences.

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org.

MAKING YOUR APPLICATION

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

- 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, unless it is specifically requested in the application form and candidate information booklet.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat 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.
- 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.
- 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.

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 employment history, eligibility and shortlisting 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.

Changes in personal circumstances

Please ensure HRConnect are informed immediately of any changes in personal circumstances.

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.

Further appointments from this competition

Where a further position in the NICS is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The merit list resulting from this competition will be valid for a period of up to one year.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to page 22.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

As women are currently known to be under represented within this grade across the NICS, applications from women would be particularly welcome.

All applications for employment are considered strictly on the basis of merit

Assessment Information

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that these documents are readily available.

Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom. The Director of Offender Policy and Operations post is classified as Non-Public Service, therefore certain nationality requirements apply. Applicants must be either:

- (i) A UK national; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

For further guidance on Nationality requirements please see Annex A.

Advice on Nationality for (i), (ii) and (iii) above may be obtained from the Home Office website, www.ind.homeoffice.gov.uk.

Vetting Procedures

1. Baseline Personnel Security Standard

For the Director of Offender Policy and Operations in the NICS the level of vetting is a Developed Vetting (DV) Standard. For this check you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.
- d) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

We will organise a Criminal Record Check on all applicants.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

- 2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.
- 3. Security Check (SC): as point 2 plus credit reference check.
- 4. Developed Vetting (DV): as point 3 plus subject interview and field investigation.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

GENERAL INFORMATION

Pensions

New entrants who join the Northern Ireland Civil Service (NICS) are eligible to join the NICS pension scheme, the (PCSPS (NI)) – NUVOS arrangement. Pension is an important part of the reward package for civil servants and, on average, employers pay more than 18% of pay towards pension costs. As well as providing you with an easy and secure way to help you provide for your retirement, the PCSPS (NI) also provides dependants and ill health benefits.

We offer all new employees the choice of either:

- Nuvos - a high quality, index-linked defined benefit pension scheme that currently has a 3.5% member contribution rate. Your employing Department also makes contributions; or
- Partnership in a stakeholder type money purchase arrangement with an employer contribution. The employer basic contribution is based on your age, and this is paid regardless of whether you choose to contribute. You do not have to contribute if you do not wish to, but if you do your employing Department will match your contributions up to an additional 3% of pay. Your employing Department will also pay a further contribution, of 0.8% of pay, to the PCSPS (NI) to cover you for Death in Service benefits.

If you previously worked for an employer covered by the PCSPS (NI) arrangements, different conditions may apply. If you already have a PCSPS (NI) pension in payment, you should be aware that the pension scheme rules prevent members from receiving more by way of pay and pension combined on re-employment than they were earning as salary before they retired. This is called “abatement”. If you want to know more about how this may affect you, please contact Civil Service Pensions at:

Waterside House,
75 Duke Street,
Londonderry,
BT47 6FP;
Tel: 028 7131 9000;
Email: xxxxxxxxxx.xxx@xxxxx.xxx.xx

If you left the NICS with an early retirement, severance or redundancy package then your existing benefits may be affected if you accept this post. If your service was enhanced (increased) when you left then you will not be able to build up benefits in the defined benefit scheme during the period that is covered by the enhancement included in your existing benefits. If you opt to join the Partnership arrangement, employer contributions will not be payable for this enhancement period but you will be able to contribute if you wish. If you are receiving a pension or annual compensation payment then this may be reduced during your re-employment. If you received a top-up payment

under the early severance temporary arrangements then your pay may be reduced during your re-employment. If you want to know more about this, please contact Civil Service Pensions.

You may be able to transfer a pension with your current or a previous employer into the PCSPS (NI). Information on Transfers In can be found in the New Entrant Pack which you should receive on taking up employment.

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF
CONDITIONS OF EMPLOYMENT**

Submission of Application Form

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

HRConnect
PO Box 1089
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EW

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

Applicants are encouraged to submit online applications wherever possible.

Contact Details:

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

Email: Recruitment@HRConnect.nigov.net
Tel: 0800 1 300 330
Fax: 028 9024 1665

EQUAL OPPORTUNITIES

Policy Statement

The Northern Ireland Civil Service Equal Opportunities Policy statement is set out below.

“The Northern Ireland Civil Service (NICS) is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated. This right is protected in many instances by legislation.

In order to provide a high quality service to the people of Northern Ireland the NICS needs to recruit, retain and promote the best available people. Our equal opportunities policy is central to this strategy. We aim to foster a culture which encourages every member of staff to develop his or her full potential and which rewards achievement. Creating a working environment where individual differences are valued and respected enables all staff to give of their best and helps us to respond more effectively to the needs of the people we serve.

The NICS seeks to maintain the confidence of the whole community. It will continue to promote equality of opportunity and fair participation within the framework of the law and will strive to achieve a workforce that is broadly representative of the society which it serves.

It is the responsibility of all staff to be aware of and to apply this policy. Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.”

Equal Opportunities Monitoring

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

Legislative Context

This section explains the reasons for gathering this information by setting out the legislative background.

Gender

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also necessary to enable the completion of the annual statutory monitoring return, as required by the Fair Employment and Treatment (NI) Order 1998. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

Age

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different age.

Community Background

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information requested in the Community Background section of the monitoring form is required in connection with the requirements of the above Order and to enable the completion of the annual statutory monitoring return to the Equality Commission for NI.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the NICS has decided to use “community background” information as a proxy for political opinion.

Disability

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without. The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

The DDA defines disability as a “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

This definition is interpreted as follows:-

Physical Impairment: this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc) caused through illness by

accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

Mental Impairment: this includes mental ill health and what is commonly known as learning disability.

Substantial: put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

Long-term adverse effect: the effect has to have lasted or be likely to last overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is of course covered if the effect is likely to last for the whole of that time.

A normal day to day activity: this is something which is carried out by most people on a fairly regular and frequent basis such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

What sort of effect must there be?

The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of risk of physical danger.

What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effect that remains while the spectacles or contact lenses are being used.

Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might not otherwise be counted as disabled. These are provisions covering:

Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur;

Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and

People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

Are any conditions not covered?

Yes, the following conditions specifically do not count as impairments:

Addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);

Seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;

Tendency to set fires, or steal, or physically or sexually abuse other persons;

Exhibitionism and voyeurism;

Severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

What if someone has recovered from a disability?

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (NI) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past if they do not in any case fall within the definition of the DDA.

Race

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group.

Sexual Orientation

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of NICS policies information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

Marital Status & Dependants

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status and between persons with dependants and persons without.

Use of Monitoring Information

Monitoring information is used to enable the NICS to assess the effectiveness of its EO policies and to determine the impact (if any) of various policies and procedures on different categories of staff. In addition to this internal focus community background and gender information on both staff and applicants is used to complete the annual statutory monitoring return to the Equality Commission.

Confidentiality of Monitoring Information

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by the Data Protection Act 1998 (DPA). Monitoring information is held on computer and is protected by a high level of security. Access to this data is restricted to those NICS staff, employees of HRConnect and Trade Union officials whose duties make it necessary for them to have it. Misuse of monitoring information is viewed as a disciplinary offence.

The confidentiality of community background information is also protected through regulations made under the Fair Employment and Treatment (NI) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained or used for the purposes of monitoring under FETO.

The release of an individual's monitoring information is permitted by legislation as part of prospective or actual proceedings under equality legislation, e.g. where another individual has made a complaint of alleged discrimination.

Many people from all backgrounds in Northern Ireland and beyond are interested in the profile of the NICS workforce and the candidates who apply for jobs. For this reason the NICS regularly publishes data in the form of statistical summaries, graphs etc. On occasions it may also be necessary to use monitoring information to answer questions from Assembly Members, MPs and MEPs or to respond to requests for information under the Freedom of Information Act. In all cases where information is made public, the format of presentation will be such that it will not be possible to identify any individual's information.

ANNEX A

Nationality

(i) 'UK National' means a person who is a British citizen (including persons from the Channel Islands and the Isle of Man), a British subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK or a British Dependent Territories citizen acquiring his/her citizenship from connection with Gibraltar.

(ii) 'Commonwealth Citizen' means any person who has the status of a Commonwealth citizen under the British Nationality Act 1981, not covered by the 'UK Nationality' definition above. This includes British Dependent Territories citizens (other than Gibraltarians), British Overseas citizens, and from 1986 those persons in the category British National (Overseas).

(iii) 'British Protected Person' means a member of any class of persons declared to be British Protected Persons by Order in Council under the British Nationality Act 1981, or by virtue of the Solomon Islands Act 1978.

(iv) 'EEA National' means a national of one of the following countries:

Austria	France	Liechtenstein	**Romania
Belgium	Germany	Lithuania	Slovakia
**Bulgaria	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	United Kingdom
Estonia	Italy	Poland	
Finland	Latvia	Portugal	

N.B. nationals from Switzerland also have the same free movement and employment rights.

'Family member of an EEA national' means:

- (i) That national's spouse*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students; family members are restricted to spouses and dependent children only.

** Non-exempt Bulgarian and Romanian nationals are required to be registered under the Worker Authorisation Scheme prior to appointment. Guidance on this can be obtained from the Home Office website www.ind.homeoffice.gov.uk.

CIVIL SERVICE COMMISSIONERS

CSC NI

CIVIL SERVICE COMMISSIONERS
FOR NORTHERN IRELAND

AN INTRODUCTION

Ensuring appointment on merit
And safeguarding ethics

WHO ARE WE?

Mr Brian Rowntree, (Chairperson)
Ms Marion Matchett, CBE
Dr Raymond Mullan, OBE
Mrs Vilma Patterson, MBE
Mr Jim Scholes

LOCATION

Our Office is in Stormont House.
The full address is:

Room 105
Stormont House
Stormont Estate
Belfast
BT4 3SH

OPENING HOURS

The Office is open from 9.00am to 5.00pm,
Monday to Friday, except Public and Bank Holidays.

How to contact us

- write to us at the address at the top of the page
- telephone us on 028 9052 2599
- fax us at 028 9052 7705
- visit us at www.nicscommissioners.org

WHAT ARE WE HERE TO DO?

Civil Service Commissioners are appointed by the Crown to uphold the principle that selection for appointment to posts in the Civil Service should be on merit on the basis of fair and open competition.

WHERE DO WE GET OUR AUTHORITY FROM?

Commissioners derived their responsibilities from prerogative Orders made by the Secretary of State. Our authority currently derives from the Civil Service Commissioners (NI) Order 1999.

HOW DO WE DO IT?

We do it by:

- making General Regulations.
- publishing and maintaining a Recruitment Code setting out the essential principles and procedures on which recruitment to the Northern Ireland Civil Service must be based. Departments and Agencies must follow this Code. A copy is available online at: www.nicscommissioners.org
- it is inevitable that occasions will arise when special circumstances lead to Departments needing to depart from the Merit Principle. The Commissioners have set out the circumstances in which they are prepared to look at requests to depart from the Merit Principle. These 'exceptions' must be notified to, and in some instances approved by, the Commissioners before an appointment can be made.
- auditing recruitment policies and practices followed by Departments and Agencies in making appointment to the Northern Ireland Civil Service. Each year, the Commissioners decide on a particular aspect of recruitment to examine in detail (an audit) and request management consultants to carry out independent investigations on their behalf. The results of these audits are published in the Commissioners' Annual Report.
- requiring Departments and Agencies to publish information about their recruitment activity.
- approving procedures for appointment, through open competition, to the Senior Civil Service in Northern Ireland.
- hearing and determining appeals under the Northern Ireland Civil Service Code of Ethics. Under the Civil Service Commissioners (NI)

Order 1999, we have been assigned the role of providing an independent appeals mechanism for Northern Ireland civil servants. The Code of Ethics sets out the constitutional framework within which civil servants work and the values they are expected to uphold. Details of the number and nature of the appeals received by the Commissioners are published each year in our Annual Report.

WHAT CAN WE DO FOR YOU?

If you have ever applied for a post in the Northern Ireland Civil Service, you can be assured that, whether or not you were successful, the Department or Agency was obliged to make that appointment in accordance with directions for good practice set out by the Commissioners.

We are concerned that civil servants are not fully aware of the appeals mechanism under the Code of Ethics. We would strongly encourage any civil servant who believes that he or she has been asked to act in a way which

- is illegal, improper or unethical;
- is in breach of constitutional convention or a professional code;
- may involve a possible maladministration; or
- is otherwise inconsistent with the Code

to report the matter in accordance with procedures laid down in the Northern Ireland Civil Service Pay and Conditions Code or Departmental guidance.

Where the matter has been reported in the appropriate manner and a civil servant believes the response does not represent a reasonable response to his or her concerns, s/he may report the matter in writing to the Civil Service Commissioners.