

Inspector of Biology (Grade 6) Education and Training Inspectorate

£73,577 to £77,904

IRC324273

Completed application forms must be
submitted to HRConnect no later than
12 noon (UK time) Tuesday 14 April 2026.

Candidate Information Booklet



CONTENTS



Pg 3
Foreword

Pg 4
The Department

Pg 6
Key Responsibilities

Pg 8
Terms and Conditions

Pg 11
Person Specification

Pg 13
Selection Process

Pg 19
How to Apply

Pg 21
Further Information

FOREWORD



Thank you for your interest in this recruitment competition to fill the post of Inspector of Biology within the Education and Training Inspectorate (ETI). The appointment will be at Grade 6 level within the Northern Ireland Civil Service (NICS).

The ETI is a unitary inspectorate, which, while part of the Department of Education (DE), works across all phases of publicly funded education and training in Northern Ireland. Its principal duty is to assist DE, the Department for the Economy (DfE) and other commissioning departments in their discharge of responsibility for education, youth provision and training in Northern Ireland.

Our vision is 'to be the voice for equity and excellence' and our mission is 'to empower improvement for all learners'. We are committed to providing an independent, high- quality inspection and policy advice service within an organisation which is dedicated to meeting the highest possible standards.

This post will be of interest to you if you want to play a unique role in improving the quality of educational provision and outcomes in Northern Ireland, so that learners can have access to

high-quality education and training experiences that meet their changing needs and will help them to thrive and make progress in their learning. It will provide you with the opportunity to step forward with your professional peers, policy makers and other advocates for learners to help make this happen.

We would like to hear from you if you believe you have the necessary skills and experience, combined with excellent leadership capability and interpersonal skills, a proven ability to work collaboratively with others and the motivation and commitment needed to empower improvement for learners.

Faustina Graham
Chief Inspector, Education and Training Inspectorate

THE DEPARTMENT **Background: Department of Education**

The DE is responsible for the central administration of education and related services. The Department's main areas of responsibility are in pre-school, primary, post primary and special education, the youth service, the promoting of community relations within and between schools, teacher education and youth work settings. Its primary statutory duty is to promote education and to ensure the effective implementation of education policy.

Background: Education and Training Inspectorate

The ETI is a unitary inspectorate which provides an independent inspection service. To deliver its vision to be the voice for equity and excellence for all learners, and its mission of empowering improvement, it monitors, evaluates and reports on the quality of education and training provision in:

- early years;
- primary, post-primary and special schools;
- education other than at school (EOTAS);
- further education (FE);
- work-based learning (WBL);
- youth; and
- initial teacher education.

The ETI undertakes individual organisation inspections as well as cross-cutting thematic evaluations and broader inspection work which contribute to policy, planning and improvement.

Inspection plays a central role in school/organisation improvement and the raising of standards. It is also an important part of the accountability arrangements to the Northern Ireland Executive, Assembly, commissioning Departments and public for the quality of education and training provision.

While ETI is formally a part of the DE, it also provides inspection services for the DfE and other commissioning Departments. Through agreed frameworks, ETI co-operates and undertakes joint working with the Criminal Justice Inspection Northern Ireland (CJI) and the Regulation and Quality Improvement Authority (RQIA).

ORGANISATION CHART FOR INSPECTORS



The Chief Inspector, Faustina Graham, is the head of the organisation and reports to the Permanent Secretary of DE.

There are currently three Assistant Chief Inspectors and one Director who, under the direction of the Chief Inspector, participate in the formulation and implementation of ETI's policies, strategies, and the business and corporate plans. Each Assistant Chief Inspector/Director leads a specific area of work within ETI. There is a team of Managing Inspectors overseeing the work of specialist inspectors. The work of ETI is supported by the Inspection Services Team which provides a range of corporate and administrative services.

KEY RESPONSIBILITIES

Duties and Responsibilities

The work involves undertaking inspection duties throughout Northern Ireland and, in addition, may also involve general responsibility for a group of schools or other organisations in a designated area in Northern Ireland. Inspectors will also be required to work as part of inspection teams outside their sector and specialist subject or phase. The specific functions of ETI in relation to the education system in general are summarised below.

Education and Training Services

- Inspectors evaluate the provision of education and training in individual establishments, local areas, and across Northern Ireland.
- They maintain and develop professional contacts both inside and outside the education and training spheres and, where appropriate, advise the Education Authority, Government Departments and other bodies or organisations concerned with education and training.
- They encourage innovation and development throughout the education and training system and seek to ensure that resources are used efficiently and effectively in support of learning.

- They encourage appropriately high levels of achievement in pre-school settings, schools, further education colleges, teacher education institutions, youth work organisations and work-based learning supplier organisations.
- They evaluate the nature, scope and effectiveness of in-service education, and of the initial education, induction and professional learning of teachers, lecturers/tutors and youth workers.

Individual Establishments

- As part of a regular schedule of inspections, or to meet particular circumstances, inspectors evaluate and report on the work of individual establishments. They also evaluate and report on aspects of education through more general survey work and through routine visits.
- Inspectors encourage teachers, lecturers/tutors, youth workers and others to engage in self-evaluation and to seek to maintain and improve the learning experiences offered and the levels of achievement.

KEY RESPONSIBILITIES

- Inspectors assess the quality of the outcomes of publicly funded programmes of adult and youth training in further education colleges, work-based learning supplier organisations and other project sponsors and may be required to evaluate the outcomes of grant-aided programmes of training in employers' premises.

These functions require both collective and individual responses from ETI. Inspectors interpret evidence and are required to provide professional oral and written reports of their findings to Departmental officials, professional and lay audiences.

The above list is not exhaustive but gives a good indication of the main duties of the role. The emphasis on particular duties may vary and develop over time according to business needs.

Government Departments

- Inspectors inform and advise Departments on current policies in education and training and on the implementation of those policies in pre-school settings, schools, education other than at school centres, further education colleges, teacher education institutions, the youth service, work-based learning supplier organisations and other project sponsors, as well as on the standard of education and training in general in Northern Ireland.
- Inspectors provide advice as required and contribute to the development of future policies and/or education and training plans for Northern Ireland, particularly through the identification and dissemination of best practice, evaluation of trends, and in the identification of needs.

TERMS AND CONDITIONS

This post is a permanent full-time appointment to the NICS. There is currently one permanent, full-time vacancy.

Further appointments may be made from this competition should NICS positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Location

The post holder will be based at home, but their duties will require them to travel on most weekdays throughout Northern Ireland and, on occasions, beyond.

Salary

Salary will be within the range £73,577 to £77,904 within which pay progression will be performance related.

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply.

Allowances

All claims for travel and subsistence will be paid in line with the NICS Travel and Subsistence Policy.

Pensions

The NICS offers all employees an attractive pension package. You will find further details on the Civil Service Pensions (Northern Ireland) website at <https://www.finance-ni.gov.uk/topics/civil-service-pensions-ni>

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 after five years of service.

Hours of Work

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks), Monday to Friday. The successful candidate will be required to work anywhere in Northern Ireland and, if necessary, work outside of normal office hours. Certain inspection activity may entail working after 6.00pm. Inspectors may stay away from home depending on the location of the organisation being inspected. Inspectors are eligible for overnight accommodation and allowances in line with the distance/hours involved and HR guidelines.

TERMS AND CONDITIONS

Travel

The post-holder will be required to travel on official duty throughout Northern Ireland, and on occasions, within the United Kingdom, the Republic of Ireland and elsewhere.

As this post requires travel on official duty to locations and sites throughout Northern Ireland which may not be fully accessible by public transport, the successful candidate must hold a current valid driving licence and have access to a vehicle which will enable them to meet the requirements of the post in full.

Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The successful candidate will be required to undertake an Enhanced Check and Barred List Check (Disclosure and Barring Service).

Probation

Confirmation of the appointment will be dependent upon the satisfactory completion of a probationary period of one year. If performance, conduct or attendance during this period is not satisfactory, the appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions.

Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. Northern Ireland Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them into conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

TERMS AND CONDITIONS

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply should email eti@education-ni.gov.uk.

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net.

PERSON SPECIFICATION

Eligibility Criteria

Applicants will be required to demonstrate in their application form, by the closing date, that they meet the following criteria:

1. An honours degree in biology or a biology related subject of which biology forms a minimum of 50% of the subject studied, which must be at second class or above or a related discipline.*

AND

2. A teacher education qualification in biology which meets the requirement for recognition to teach in grant-aided schools or further education colleges in Northern Ireland.*

AND

3. At least ten years' experience of teaching biology or a related subject to GCSE and A level, or equivalent, of which at least five years must be in a promoted post** either as Head of Biology/Science within a school, or as a Biology/Science curriculum manager in the further and higher education sector.

AND

4. At least three years' experience within the last five years of leading self-evaluation, including using data effectively, and evaluating provision and motivating teams to effect demonstrable improvement.

AND

5. At least three years' experience within the last five years of using excellent people and communication skills to lead your own professional learning and that of others, building collaborative networks and effective internal and external strategic partnerships with a wide range of stakeholders to deliver positive outcomes.

AND

6. Have a full valid driving licence which permits the licence holder to drive in Northern Ireland in order to fulfil their duties 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.

**If you believe the post you held was/is at an equivalent level or above, the onus is on you to provide the panel with details of that post so that a decision can be made as to whether this is the case. The equivalency of the post is related to experience in leadership and management of curriculum only.

You will be required to provide documentary evidence of your qualifications on the day of the assessment so please ensure you have these readily available.

PERSON SPECIFICATION

Shortlisting Criteria

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to assessment, the following shortlisting criteria will be used:

1. Successfully completed or working towards an accredited postgraduate course related to the post.
2. Knowledge and experience of supporting learners with special educational needs.

SELECTION PROCESS

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. Further information on the GIS can be found at <https://irecruit-ext.hrconnect.nigov.net/pages/content.aspx?Page=Information-for-Disabled-Aplicants->

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable

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.

SELECTION PROCESS

Guidance for all candidates:

You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.

It is not sufficient to simply 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.

If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

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.

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.

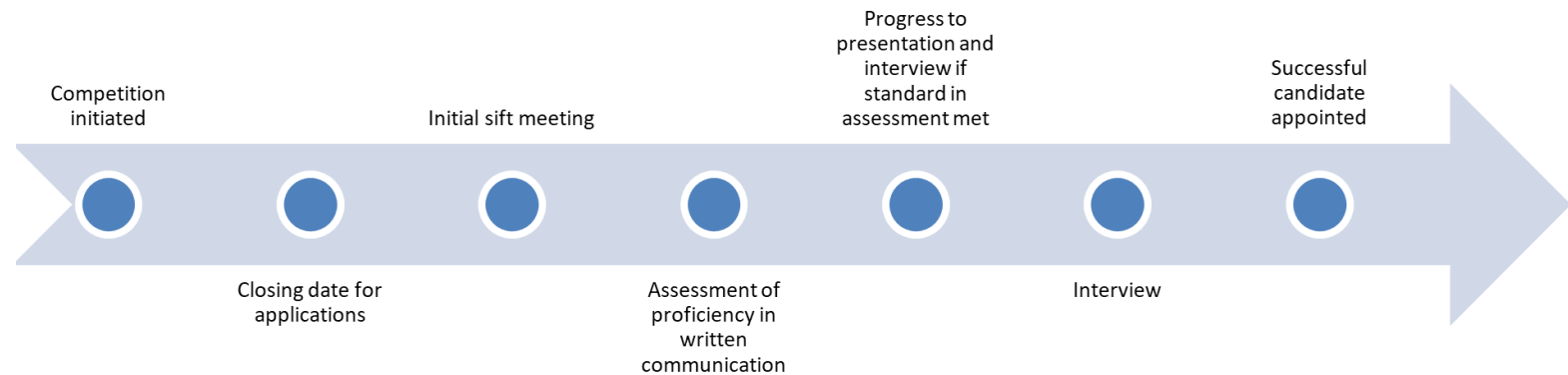
ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.

No additional information or evidence provided in support of your experience will be considered at any time after the closing date for applications.

The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk.

SELECTION PROCESS

The selection process is set out below:



ASSESSMENT

The ability to communicate proficiently in English is essential for this post. The selection process will require those candidates who satisfy the eligibility/shortlisting criteria to undertake assessments which will assess their proficiency in written communication in English.

The written assessment will be used to assess the **Leading** and **Communicating** competency.

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. At senior levels, it is about establishing a strong direction and

a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

There will be two written tasks. For the first task, candidates will be required to proofread and edit an extract from a report. For the second written task, candidates will be required to summarise a large body of text into a specified format for a specified audience.

Marks Available: 30

Pass Mark: 18

It is intended that the assessment for this post will take place in **Rathgael House** in the week commencing **4 May 2026**.

Applicants who meet the minimum standard of this assessment will be invited to a competency-based interview.

SELECTION PROCESS

COMPETENCY-BASED INTERVIEW

PRESENTATION

As part of the interview process, candidates will be required to make a presentation relevant to the responsibilities of the post. The presentation should last no longer than seven minutes and will be followed by questions from the panel. Candidates will be advised of the presentation topic when invited for interview.

Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted. All presentation documents/notes will be left in the interview room.

The presentation provides an opportunity to test the following competency:

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 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. At senior levels, it is about understanding the political context and taking account of wider impacts,

including the broader legislative agenda, to develop long-term implementation strategies that maximise opportunities to add value for the citizen, support sustainable economic growth and help to deliver the Northern Ireland Executive's priorities.

Marks available: 20 Minimum standard: 12

INTERVIEW

Selection panels will design questions to test the applicant's knowledge and experience in each of the areas below and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

Applicants will be expected to display the following qualities and skills at interview:

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. At senior levels, leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Marks available: 20 Minimum standard: 12

SELECTION PROCESS

2. 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. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Marks available: 20 Minimum standard: 12

3. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

Marks available: 20 Minimum standard: 12

4. Changing and Improving

People who are effective in this area are responsive, innovative and seek out

opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Marks available: 20 Minimum standard: 12

5. 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. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Marks available: 20 Minimum standard: 12

Total Marks Available: 120

Overall Pass Mark: 72

SELECTION PROCESS

INTERVIEWS

It is intended that interviews for this post will take place in **Rathgael House** in the week commencing **18 May 2026**.

NICS COMPETENCY FRAMEWORK

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria and shortlisting criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the NICS competency framework at Level 4 for the purposes of personal and professional development.

The NICS competency 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 competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The NICS competency framework can be accessed via www.nicsrecruitment.org.uk.

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of the selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

HOW TO APPLY

APPLICATION FORM

You can apply online at
www.nicsrecruitment.org.uk.

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. 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. 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.

Please note:

- 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.
- All applications must be submitted by the advertised closing date and time.
- 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. Explain terms clearly for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- 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.
- 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.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hours.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, 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.

HOW TO APPLY

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NI Direct:
<https://www.nidirect.gov.uk/contacts/jobs-and-benefits-offices>.

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations, contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077.

INTERVIEW PREPARATION

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 competency the question is designed to test.

A competence-based interview does however require you to:

- focus exclusively, in your responses, on your ability to fulfil the competencies required for effective performance in the role; and
- provide specific examples of your experience in relation to the required competency 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 to demonstrate the range of behaviours associated with the competencies being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities for each competency. You may draw examples from any area of your work/life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

FURTHER INFORMATION

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.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk.

Offers of Employment

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

Changes in personal circumstances and contact details

Please ensure HRConnect Recruitment Team is informed immediately of any changes in personal circumstances. It is important that HRConnect Recruitment Team has up-to-date

contact details for you. If your email address changes then it is your responsibility to inform the Recruitment Team on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net.

(Note for existing NICS staff - An update to your employee records will not result in your applicant profile being updated. You must still inform HRConnect Recruitment Team of a change in contact details.)

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 the HRConnect Recruitment Team. Details of this will only be used for this purpose and do not form any part of the selection process.

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However, you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

FURTHER INFORMATION

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, 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.

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of the Republic of Ireland; or
- (iii) National of a Commonwealth country; or
- (iv) Nationals of the EU, Switzerland, Iceland or Liechtenstein with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#); or
- (v) Nationals of the EU, Switzerland, Iceland or Liechtenstein who have made a valid application for settled or pre-settled status under [European Union Settlement Scheme \(EUSS\)](#); or
- (vi) Relevant European Economic Area or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EU, EEA, Swiss & Turkish nationals.

FURTHER INFORMATION

ALL candidates are required to state their nationality and the category they are applying under in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

For candidates applying under categories iii - vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of your 'Share code' in the 'Share code' field which will be used to validate your Right to Work in the UK. You can find further detail on obtaining your 'Share code' [here](#).

Failure to provide the requested information **WILL** result in your application being rejected.

[European Union Settlement Scheme \(EUSS\)](#) provides guidance on EUSS and certain family members.

Where a candidate has a Right to Work status which has a time limitation, ongoing checks will be in place to ensure the Right to Work is maintained.

Further guidance on nationality requirements is available in the [Nationality Guidance](#) section of the NICS Recruitment website.

FURTHER INFORMATION

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is Enhanced. 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) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is:

Enhanced Disclosure Certificate and Barred List Check

The successful candidate will be required to undertake an Enhanced Check and Barred List Check (Disclosure and Barring Service).

The candidate will be subject to the following barred list check:

- people who are unsuitable for working with children.

People on this list are barred from regulated activity with children. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

Security Policy for AccessNI Disclosure Information is available at www.nicsrecruitment.org.uk under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni.

FURTHER INFORMATION

Failure to complete the AccessNI application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

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

Equal Opportunity Monitoring Form

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

Applications from males, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcome for this post.

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

Feedback

The NICS 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 criterion. All requests for feedback are welcome.

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

