



Administrative Officer (AO)

Belfast Area

Completed expression of interest forms must be submitted no later than 12 noon (UK time) on Wednesday 29 April 2026.



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COMMUNICATION BETWEEN NORTHERN IRELAND CIVIL SERVICE AND YOU

We will issue as many competition communications as possible by email. Please provide a valid email address for this purpose. Please check your email account and junk folder to make sure you don't miss any important messages from us.

Completed expression of interest forms must be submitted no later than 12 noon (UK time) on Wednesday 29 April 2026.

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WELCOME

We are delighted you are interested in joining the Northern Ireland Civil Service (NICS). This is a fantastic opportunity.

Whether you are directly serving our customers, assessing benefits claims, processing other types of applications, providing administrative support to teams, or delivering services or projects across the NICS, you will be part of an organisation that touches the lives of citizens in NI and across the UK every day.

This competition will be used to fill a number of current vacancies. It may also be used to fill further vacancies which may arise during the lifetime of this recruitment exercise. Training will be made available to successful candidates on appointment.

All NI Civil Servants are appointed on merit on the basis of fair and open competition.

For this competition, merit lists will also reflect working pattern preferences.

The closing date for expression of interest forms is **12 noon (UK time) on Wednesday 29 April 2026.**

Late applications will not be accepted.

Please read carefully through the information contained within this Candidate Information Booklet and retain it for reference throughout the selection process.

We wish to ensure all applicants have the opportunity to perform to the best of their ability. We will consider all requests for reasonable adjustments in accordance with our obligations under Disability Discrimination Act (DDA) 1995 to complete any of the assessments.

If you have any questions, or require any documentation in an alternative format e.g. braille, easy read, large print, audio etc. you should contact nicssrecruitment@talentdog.com

We wish you every success in your application.

ABOUT THE NICS



The NICS comprises nine Departments that support the Northern Ireland Executive and Ministers. We do this by developing and implementing government policies and legislation and delivering key public services in areas such as health, public finances, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment, and transport.

In addition, the Public Prosecution Service is staffed by civil servants.

You can find more information on the government arrangements here, including the [functions of the Departments](#) on the Northern Ireland Executive website. *(Clicking on this link will open a new window/tab)*

All NI civil servants are appointed on merit on the basis of fair and open competition. They are expected to carry out their role with dedication and a commitment to the NI Civil Service's core values of integrity, honesty, objectivity and impartiality.

ABOUT THE ROLE AND KEY RESPONSIBILITIES

Administrative Officer roles are key positions, many of which involve working on the front line, delivering public services to our customers.

The specific duties you undertake will vary depending on which NICS Department you are posted to. You will be expected to deliver services using modern technology. Administrative Officers, particularly those in customer facing roles, have to be able to cope with pressures faced in a busy front line work environment. You will need to be a good communicator, a good team player and be able to work accurately, while managing your time efficiently.

We're looking for people who can:

- Communicate well both orally (face to face or by telephone) and in writing with a range of diverse people, customers and claimants, providing advice and explaining policies, procedures and decisions taken;
- Handle tricky and difficult situations with people/customers, including potentially challenging customer situations by telephone, face to face, in writing, and/or using other digital methods;
- Research, understand and interpret information which may sometimes be complex, to support decisions/recommendations and to provide timely explanations to people/customers; and

- Use a range of computer systems to action tasks, payments and deal with telephone queries.

As an Administrative Officer you might be:

- Providing customer service in a telephony or customer facing environment to a diverse range of customers both internal and external, including participating in telephone and/or public office rota duties where the post demands;
- Gathering, checking, assessing and interpreting information to make decisions/recommendations against clearly defined criteria, regulations, procedures and deadlines. For example, benefit claims/rebate applications, processing waste permits, bankruptcy orders, land registration applications, collecting rates, pursuing debt and recovering rates through appropriate legal processes and assisting line management at Court;
- Making decisions regarding benefit or other types of entitlements by examining the facts/information available;
- Assessing claims/applications and dealing with customer enquiries via face to face, telephone, written or electronic means;
- Participating in a team in a target driven, customer facing environment to support the delivery of customer service, quality and performance;

ABOUT THE ROLE AND KEY RESPONSIBILITIES

- Maintaining relevant recording systems, databases and spreadsheets. Searching and interrogating those systems to produce information to assist decision makers;
- Processing straightforward financial transactions including the lodgement of monies and processing invoices in adherence with Departmental and Account NI procedures;
- Providing general administrative support where required, for example, ordering stationery, organising meetings and taking minutes, booking venues and hospitality, making travel arrangements. Duties may also include management of the branch calendar, diaries, or on-call rotas;
- Handling and communicating personal data in accordance with departmental policies; and
- May at times have a mentoring role for a small number of Administrative Assistant /Administrative Officer staff.



The majority of roles currently available will align with the key responsibilities outlined above. As part of the selection process, candidates will be asked to complete a questionnaire to assess how well your experience and preferences align with the role requirements. Further details on the selection process are detailed on pages 15 and 16.

TERMS AND CONDITIONS

Salary

The salary for these posts will be within the range £26,449 - £28,094 (under review). Your starting salary will be at the minimum of the scale. If you are currently a civil servant, normal pay on promotion / re-grading arrangements will apply.

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance is 25 days, increasing to 30 days after 5 years.

Security Vetting

The majority of AO posts within the NICS require Baseline Standard. However, some posts in the NICS involve staff having access to sensitive personal information either about citizens or employees. For this reason, employees in these roles are required to obtain a higher level of vetting. You will be required to provide additional personal information for the higher vetting levels. For example, Enhanced AccessNI clearance will be required for areas working in Regulated Activity or a Counter Terrorist Check may be required for some AO posts.

If you wish to be considered for a post with a higher level clearance above baseline standard (even if you



already hold a higher clearance) please indicate this by ticking YES on your application form.

TERMS AND CONDITIONS

Hours of Work

The normal hours of work are 37 hours per week (Monday to Friday), excluding meal breaks. Most offices work flexi-time.

A variety of working patterns are available. You should indicate on the form if you wish to be considered for posts with a Standard Working Pattern, Alternative Working Pattern or both.

Standard Working Pattern

Most offices work flexi-time between the hours of 8am and 6pm.

Alternative Working Pattern

Some posts require successful candidates to work a range of specific working patterns between the hours of 8am and 8pm on any day between Monday and Friday and in some business areas 9am to 5pm on one Saturday in four. Once appointed, should this working pattern need to change you will be given 13 weeks' notice.

DAERA Portal Operations Working Pattern

The normal conditioned hours of work are full-time: (37 hours net) to be worked as part of a shift arrangement which will include regular night duty and will include weekends and public/privilege holidays. It is expected that the four-week shift pattern will provide coverage for 3 shifts every 24 hours i.e. early, late and overnight shift with rest days. Time spent travelling to and from your post is not included as part of your shift.

DAERA Ports are in the following locations: Belfast & Larne.

Candidates will only be offered a post here if they select the appropriate location (and working pattern).

If successful, you will only be considered for a post within one of your selected working patterns, subject to availability. If appointed, your name will then be removed from the list of successful applicants for your other selected working patterns. This pattern will be stated in your letter of offer.

TERMS AND CONDITIONS

NI Courts and Tribunals Service

Some AO posts will be based within the Northern Ireland Courts and Tribunals Service (NICTS). The NICTS is an Agency of the Department of Justice of Northern Ireland and plays a vital role in actively contributing to the departments mission to create a fair, just and safe community where we respect the law and each other by working in partnership with other criminal justice partners to deliver efficient and effective court services and support an independent judiciary.

The majority of the NICTS posts operate a flexi-time scheme, usually between the hours of 8am and 6pm. This allows you to have an element of flexibility over your working hours. It involves flexible start and finish times around 'core working hours' (when attendance is required) and within the limitations of the 'bandwidth' (the earliest and latest times between which hours can be worked) and allows you more choice over your working hours, subject to the operational requirements.

Please note: Many Northern Ireland Civil Service posts are suitable for hybrid working, although some business areas may require daily office attendance. These may include roles that are court based, public facing, or based within secure establishments. Requirements will vary depending on the operational needs of the business area.

NI Prison Service

Some AO posts will be based within the Northern Ireland Prison Service (NIPS). The NIPS is an agency within the Department of Justice. It is responsible for the operation and delivery of services within the Northern Ireland prison system.

There may be posts within NIPS that are not suitable for hybrid working. You should indicate on the application form if you wish to be considered for posts within NICTS and/or NIPS.

Candidates who apply for posts within NICTS and NIPS will be required to obtain a higher level of security vetting – see page 7 in relation to Security Vetting.

TERMS AND CONDITIONS

Pensions

The NICS offers all employees an attractive pension package. You'll find further details on the [Principal Civil Service Pensions Scheme \(Northern Ireland\) website](#)

Location

The NICS has offices across Northern Ireland, however, this opportunity will fill vacancies in **Area 1 ONLY.**

You should ensure you can, and are willing to, travel to any of the locations covered by Area 1.

Area	City/Town
Area 1: Belfast	Belfast
	Lisburn
	Bangor
	Antrim
	Downpatrick
	Larne



TERMS AND CONDITIONS

Hybrid Working

It is envisaged that some element of home working and/or remote working may be possible, in line with the NICS Hybrid Working Policy and subject to business need following a specific training period.

Please note: Many Northern Ireland Civil Service posts are suitable for hybrid working, although some business areas may require daily office attendance. These may include roles that are court based, public facing, or based within secure establishments. Requirements will vary depending on the operational needs of the business area.

Probation

Confirmation of appointment is dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

The NICS offers attractive career prospects across a wide variety of roles and professions. NI Civil Servants have access to a wide range of job opportunities, including secondments with external organisations, and are encouraged and supported in proactively managing their career.



DIVERSITY AND INCLUSION

The Northern Ireland Civil Service is an Equal Opportunities Employer.

The NICS values and welcomes diversity and is committed to creating a truly inclusive workplace. Diversity and inclusion is reflected in and embedded across the entire range of NICS employment policies and practices, such as: Transitioning at Work Policy, Dignity at Work Policy, Maternity Leave, Paternity Leave, Special Leave, Adoption Leave, Reasonable Adjustment Guidance and Alternative Working Policy.

The following groups are under-represented at this grade in the Northern Ireland Civil Service. We therefore particularly welcome applications from:

- Protestants and men;
- People under the age of 35;
- People with a disability; and
- People from minority ethnic communities.

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



DIVERSITY AND INCLUSION

The Civil Service People Strategy 2025-2030 sets out our ambition for a collaborative and skilled civil service focused on outcomes and delivering for all with clear direction and focus across three key themes:

- (i) **Skills and Capacity:** Equipping our workforce to meet current and future demands;
- (ii) **Experience and Environment:** Creating a supportive work environment; and
- (iii) **Leadership and Inclusion:** Fostering strong leadership, inclusivity, and diversity.

As a large employer and with a responsibility for delivering services to citizens, equality, diversity and inclusion are important to us. The strategy contains a commitment to foster a culture of strong leadership, inclusivity, and diversity to drive better outcomes for our workforce and the public we serve.

To achieve our vision for an inclusive workplace culture where everyone can be free to be themselves and where everyone has the same opportunity to reach their full potential, we have an active Diversity Champions Network who work closely with our staff networks to deliver actions to promote diversity and inclusion.

Learn more about the actions we are taking to ensure we have supportive, welcoming and inclusive workplaces for all our staff by clicking on this link: [Diversity and Inclusion](#)

Disability Requirements and Reasonable Adjustment Requests

We will consider all requests for reasonable adjustments during this recruitment process.

Please contact: nicsrecruitment@talentdog.com

Selection Process

OVERVIEW OF SELECTION PROCESS

THE SELECTION PROCESS IS AS FOLLOWS:

1. Complete an initial Online Expression of Interest Form
2. Complete the Role Questionnaire
3. Complete an Online Formal Application Form;
4. Invitation to Interview;
5. Merit List;

1. ONLINE EXPRESSION OF INTEREST FORM

- If you are interested in applying, make sure you meet the eligibility requirements.
- Complete your online Expression of Interest form making sure you supply a valid email address.

2. ONLINE ROLE QUESTIONNAIRE

- As part of the Expression of Interest stage, you are required to complete an AO Role Questionnaire. You must answer all questions, indicating how closely each statement reflects your experience and behaviours, and how important different aspects of work are to you. This helps us understand how well your experience and preferences align with the key requirements of an AO role.
- Your answers will be scored, so the questionnaire is not just used to register interest. Each question contributes to your overall score. The scoring system and weightings have been developed with input from NICS subject matter experts and occupational

psychologists to ensure the process is fair, consistent, and reflects the needs of the AO role.

- The questionnaire assesses how closely your experience, behaviours, and work preferences match the main areas of the AO role, based on the NICS Competency Framework:
 - Setting Direction
 - Engaging with People
 - Delivering Results
- There are no right or wrong answers; however, different answers will result in different scores depending on how closely they align with role requirements.
- You will be ranked on your total score based on how your responses align with the key responsibilities for the specific requirements outlined in pages 5 and 6. Only those with the highest scores at this time will progress to the next stage of the recruitment process.
- Candidates who are not invited to attend the next stage of this competition may be invited to future assessment events for other posts that may come available during the life time of the competition
- Selection panels will not review or score questionnaire responses.

OVERVIEW OF SELECTION PROCESS

3. ONLINE FORMAL APPLICATION FORM

- We will complete a formal screening of your Expression of Interest form to ensure your application is valid. Expressions of Interest deemed invalid will be withdrawn from the competition.
- Candidates who progress following screening will receive an email containing a link to the Online Formal Application Form, sent to the email address provided. Online Formal Application Forms must be submitted by **12 Noon on Friday 8 May 2026**.
- You will be asked for some preferences (including working hours/patterns).

4. INVITATION TO INTERVIEW

Selected candidates will then be invited to attend a regional recruitment open day in Belfast during **week commencing 25 May 2026**. The format of the day will include an opportunity to speak directly with representatives from each of the Departments currently recruiting as part of this campaign as well as completing a short panel interview.

5. MERIT LIST

- Candidates who meet the required standard and pass mark for the Interview Stage will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first.
- Candidates will be taken through pre appointment formalities.
- It is intended that the order of merit will remain active for a period of 2 years. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where practical reasons for doing so arise.



OVERVIEW OF SELECTION PROCESS

DISABILITY REQUIREMENTS AND REASONABLE ADJUSTMENT REQUESTS

We aim to ensure that all applicants have the opportunity to perform to the best of their ability. If you require any reasonable adjustment, please indicate this in the box provided on the Online Formal Application Form. You should include details of your disability and the specific adjustment you need. We will consider all requests for reasonable adjustments for any stage of this recruitment process.

[Further information on reasonable adjustments](#)

You will need to provide relevant evidence to support your request for a reasonable adjustment – for example, an Occupational Psychologist report or a GP's medical statement.

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 a guaranteed number of 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 on the NICS Recruitment website – Information for Disabled Applicants.

In this competition, eligibility for interview under GIS will be determined following completion of the AO Role Questionnaire. All candidates, including those applying under GIS, must complete the Role Questionnaire, and responses will be scored and used to rank candidates. Where the number of candidates achieving the required score, or high scores, is large, it may be necessary to limit the overall number of interviews offered. In these circumstances, candidates who demonstrate the strongest alignment with the minimum essential eligibility criteria for the role, as evidenced by the highest Role Questionnaire scores, will be invited to interview. In line with GIS policy, positive action will be taken to ensure that the proportion of GIS candidates invited to interview reflects the proportion of GIS applicants who achieve the required standard at this stage of the process.

OVERVIEW OF SELECTION PROCESS

INTERVIEW

The interview will be a competency-based interview.

You are **not allowed** to bring notes or other personal documentation into the interview.

The core competencies we will assess are:

MAKING EFFECTIVE DECISIONS

Effectiveness in this area is about being objective using sound judgement and evidence and knowledge to provide accurate, expert and professional advice. For Administrative Officers, this might include some or all of the following:

- Making and recording effective decisions following the appropriate decision-making criteria, framework or guidance;
- Asking questions when unsure what to do;
- Undertaking appropriate analysis to support decisions or recommendations;
- Investigating and responding to gaps, errors and irregularities in information;
- Speaking up to clarify decisions and query those constructively; and
- Thinking through the implications of own decisions.

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. For Administrative Officers, this might include some or all of the following:

- Communicating in a way that meets and anticipates the customer's requirements and gives a favourable impression of the NICS;
- Actively seeking information from customers to understand their needs and expectations;
- Acting to prevent problems and reporting issues where necessary;
- Gaining the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job;
- Encouraging customers to access relevant information or support that will help them understand and use services more effectively;
- Taking ownership of issues, focusing on providing the right solution and keeping customers and delivery partners up to date with progress.

OVERVIEW OF SELECTION PROCESS

COLLABORATING AND PARTNERING

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people. For Administrative Officers, this might include some or all of the following:

- Proactively contributing to the work of the whole team;
- Getting to know fellow team members/colleagues and understanding their viewpoints and;
- Seeking help when needed in order to complete own work effectively;
- Being open to taking on different roles;
- Trying to see issues from others' perspectives and checking understanding; and
- Listening to the views of others and showing sensitivity towards others.



Guidance for Applicants

GUIDANCE FOR APPLICANTS

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 NIDirect.

The Careers Service provides an impartial, all-age careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths. You can contact one of the Careers Service's professionally qualified Careers Advisors at Careers Service.

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.)



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INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind 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? And the Result – what happened? What was the outcome? What did you learn?

You may be asked to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences 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 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. We will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed and in accordance with your preferred working pattern and location preference.

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

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merit list will only be extended where cogent practical reasons for doing so arise.

NICS HR PRIVACY NOTICE

NICS HR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICS HR, in line with the NICS HR 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.

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 nicsrecruitment@talentdog.com. Details of this will only be used for this purpose and will not form any part of the selection process.

DISABILITY REQUIREMENTS

We ask on the application form if due to disability you require any reasonable adjustments. Details of any disability are used only 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 nicsrecruitment@talentdog.com where your requirements will be discussed in strictest confidence.

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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 the invitation to attend for assessment. You should ensure that the required documents are readily available.

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 that **ALL** applicants for external recruitment will be subject to a Nationality validation check. Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals.

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

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information WILL result in your application being rejected.

Category iv – Please provide 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.

Category v - Please provide 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. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service.

Category vi - Please provide 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. Please provide confirmation in the nationality response box that you

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hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide 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. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation.

'Family member of the relevant EEA or Turkish nationals' 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.

(Public Service/reserved posts insert)

- (i) A UK national; or
- (ii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

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 via www.nicsrecruitment.org.uk.

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SECURITY

Baseline Personnel Security Standard

For the majority of AO posts in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- Your passport OR;
- 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);
- 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 www.gov.uk.

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

You should not be put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is

made.

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

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after the interview/test, and will be asked to complete the AccessNI application form. A request to complete this form should not be seen as a guarantee of an offer of appointment.

Some posts in the NICS involve staff having access to sensitive personal information either about citizens or employees. For this reason, employees in these roles are required to obtain a higher level of vetting. If you are prepared to undertake a higher level clearance, you will be required to provide additional personal information for the higher vetting levels.

Failure to complete the 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. For a small number of posts the Counter Terrorist Check may also be required. This includes that at point 1 above plus a check of Security Service records.

GENERAL GUIDANCE FOR APPLICANTS

EQUAL OPPORTUNITY MONITORING FORM

Please note that 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 Department of Finance website www.finance-ni.gov.uk.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

As Protestants and men are currently known to be under-represented in this grade in the NICS, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in the NICS, applications from these groups would be particularly welcome.

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

FEEDBACK

The Northern Ireland Civil Service is committed to ensuring 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.

