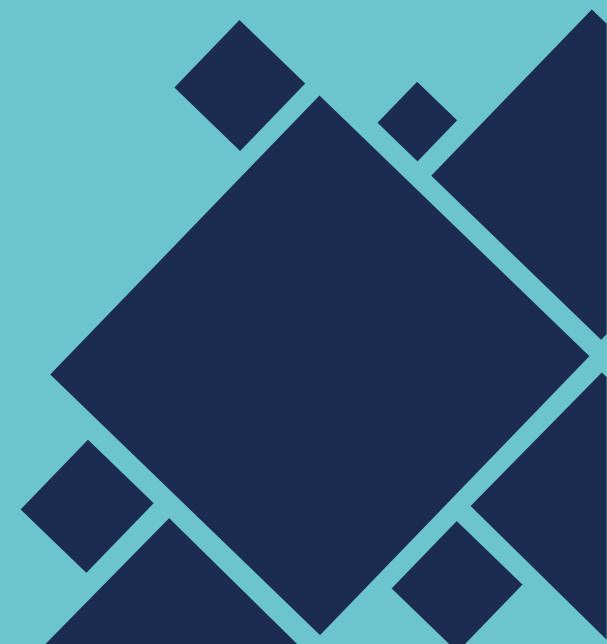


Accounting Technician (EO1)

Completed expression of interest forms must be submitted no later than **12 noon (UK time) on 9 October 2026**.

Please retain a copy of this booklet for your reference throughout the selection process.

Candidate Information Booklet



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General Information

FOREWORD

A MESSAGE FROM THE HEAD OF PROFESSION

Are you a career minded individual who has an Accounting Technician qualification and sound technical abilities?

Do you possess these qualities?

- Strong technical knowledge and expertise with a commitment to keep up-to-date with accountancy developments;
- Effective decision-making skills, particularly with increasing demands on public expenditure;
- Good problem-solving skills;
- Confident leadership skills;
- Can work under pressure and prioritise tasks to meet deadlines;
- The ability to lead a team and work within a team environment;
- Can communicate effectively and positively with a wide range of internal and external customers.

The Northern Ireland Civil Service is committed to delivering the highest standards of financial reporting and accountability. In addition, like nearly every organisation, whether public, private or voluntary, it is faced with spending constraints over the coming years and meeting this challenge will require the support of the best financial professionals.

Excellent training and career development opportunities plus an attractive benefits package make for a rewarding career with one of Northern Ireland's largest employers. It provides opportunities to work in a diverse and wide range of areas including health, public finances, social development, education, regeneration, environment, culture, agriculture, economic development and transport.

We are looking for Accounting Technicians who are highly motivated and can deliver results in a challenging and dynamic environment.

Thank you for your interest in these Accounting Technician posts. On reading this information booklet, if you feel that you have the desire, skills, ability, experience and drive, I would be delighted if you would take the time to complete and submit your expression of interest for this role.

If you are successful, you will join a team of accountancy professionals responsible for delivering key advice and support in one of the departments or its agencies.

DEBORAH BROWN
NICS Head of Finance Profession

FOREWORD



FURTHER INFORMATION

Applicants wishing to learn more about the posts before deciding to apply may email HoFP@finance-ni.gov.uk

If you have any questions about the competition process, please contact nicsrecruitment@talentdog.com

COMMUNICATIONS 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/spam folder to make sure you don't miss any important messages from us.

KEY INFORMATION

The Northern Ireland Civil Service (NICS) is looking for Accounting Technicians. Good financial management is a high priority for all government departments and financial expertise is one of the key skills. Working in a government department/agency you will be offered interesting and inspiring work that will test your technical, management and people skills.

KEY BENEFITS

- An opportunity to earn £33,542 - £34,231 (under review). Accounting Technician is analogous to the EO1 Grade and starting salary will always be at the minimum of the scale.
- 25 days annual leave, rising to 30 days after five years' service.
- 12 bank and public holidays each year.
- Opportunity for career progression.
- Access to an attractive pension scheme, with current Employer contributions set at 34.25%.
- A good work/life balance.

See pages 11-14 for the complete Terms and Conditions.

To start the competition process, you are invited to complete an expression of interest. See pages 20-30 for more information.

Selection will be over 5 stages, with only those deemed most suitable at each stage passing on to the succeeding phase.

- **Stage 1** – Complete an online expression of interest form.

- **Stage 2** – Complete an online Formal Application form.
- **Stage 3** – Online Aptitude Tests – Should the number of applications be high; we reserve the right to use an online aptitude test to determine the number of candidates brought through to interview. If required, this will be completed by **all** applicants – see pages 21-24 for more details.
- **Stage 4** – Eligibility Sift – Following the online aptitude tests (if used), the top scoring applicants will be assessed against the Eligibility Criteria (outlined on page 18). Only those candidates who meet the Eligibility Criteria outlined will progress to the next stage of the competition.
- **Stage 5** – Interview – The final stage will consist of a competency-based interview – see pages 25-27 for more details.

THE INTERVIEW

If you pass the eligibility sift you will be invited to interview. You will be asked questions and expected to answer with previous examples of work or situations you have been involved in. Don't be afraid to use examples from any previous experience you may have, including school, university, youth organisations, charitable work and previous employment. This is an accountancy post so expect questions that have a financial emphasis.

Your interview will last approximately 30 minutes, and you will have five lead questions on five NICS core competencies with an overall minimum pass mark.

Please read pages 25-27 for more detailed information.

Background

BACKGROUND

THE NORTHERN IRELAND CIVIL SERVICE

Strong financial management is critical to the achievement of optimum efficiency and value for money in the public sector.

Northern Ireland government departments and agencies produce annual commercial-style accounts based on International Financial Reporting Standards (IFRS), tailored for the specific accounting needs of government bodies.

Departments must plan, manage and account for public expenditure utilising financial reporting and management information systems. In addition, the implementation of wider developments in corporate governance and risk management has created an increasing focus within government on the area of systems and internal controls. In the current economic climate there is greater public scrutiny, making financial information more widely available.

There are currently nine main Government departments and nine agencies in Northern Ireland, all with specific remits, and accountancy professionals are employed in each to help make the best use of their skills.

The Northern Ireland (NI) departments are:

- The Executive Office
- Department of Agriculture, Environment & Rural Affairs
- Department for Communities
- Department of Education
- Department for the Economy
- Department of Finance
- Department for Infrastructure
- Department of Health
- Department of Justice

Non-ministerial government department:

- Public Prosecution Service

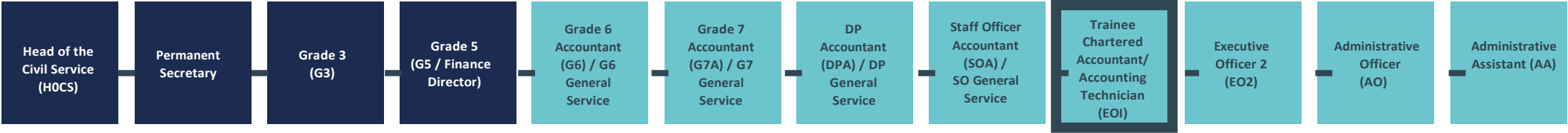
Further information on the NI departments can be obtained on the NI Direct website: <https://www.nidirect.gov.uk/articles/northern-ireland-executive>

The NI agencies are:

- Driver Vehicle Agency
- Forest Service
- NI Courts and Tribunals Service
- Youth Justice Agency
- Forensic Science NI
- NI Prison Service
- Legal Services Agency
- NI Environment Agency
- NI Statistics and Research Agency

ORGANISATION
CHART

Only indicative, can vary across departments.



■ Senior Civil Service (SCS)

Learning, Training and Development

PERSONAL DEVELOPMENT

DEVELOPING AS AN ACCOUNTING TECHNICIAN

You will be given guidance and support to help you do your work and to develop a fuller awareness of the accountancy environment and how this meets the requirements of customers within the NICS.

In addition, you will be required to continue your professional development as an Accounting Technician in order to be up to speed at all times with current and draft Accounting Standards.

STARTING WORK

At the beginning of your career as an Accounting Technician in the NICS, you will agree specific objectives with your line manager and identify subsequent development needs as part of your Personal Development Plan (PDP). The setting of these clear objectives will help you, your manager, and your team to align your actions to the strategic priorities and values of your department/agency.

LEARNING, TRAINING AND DEVELOPMENT ACTIVITIES

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being an Accounting Technician is learning on the job and building up knowledge and skills. Successful candidates will also have the opportunity to partake in a range of NICS learning and development activities, which can include tutor-led, mentored and computer based training. Successful candidates will be required to participate in a full NICS induction process and be expected to maintain/extend their accountancy expertise.

MEASURING HOW FAR YOU HAVE COME

In order to track progress each member of staff will have a PDP which will be discussed and agreed between yourself and your line manager. You and your line manager will regularly assess your achievements against the targets in your annual PDP to evaluate your individual contribution.

Terms and Conditions

TERMS AND CONDITIONS

NUMBER OF POSTS

There are currently at least 10 full-time vacancies to be filled from this competition immediately.

In addition, further appointments may be made from the competition should NICS Accounting Technician positions become vacant.

SALARY

Accounting Technician is analogous to the EO1 Grade.

Salary will be within the range £33,542 - £34,231 (under review) within which pay progression will be performance related.

Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

HOLIDAYS

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

HOURS OF WORK

While the standard hours of work are full-time: 37 hours per week, Monday to Friday, alternative working patterns may be available for some posts, including part time, job share or compressed hours.

The NICS operates, subject to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day within core periods. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public and privilege holiday entitlement.

The NICS recognises the value of work/life balance for its staff. Requests for alternative working patterns will be considered, with decisions based on business needs.

A hybrid style of working, which blends working at home (and remotely) with working in the office will be considered in the context of the NICS 'Hybrid Working' policy, including business need.

LOCATION

Posts will be based in the NICS throughout Northern Ireland. Accounting Technicians will be expected to attend the office in line with business needs.

TERMS AND CONDITIONS

TRAVEL

The successful applicant may be required to travel throughout Northern Ireland. Applicants must therefore have access to a form of transport that will permit them to meet the requirements of the post in full.

PENSIONS

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:
<https://www.finance-ni.gov.uk/landing-pages/civilservice-pensions-ni>

CAREER PROGRESSION

NI 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. Career development is an integral part of the performance management system with PDPs identifying learning and development needs with a view to enhancing skills and capabilities.

PROBATIONARY PERIOD

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

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for these posts is Basic AccessNI, however, applicants should be prepared to undergo checks for a higher vetting level if required.

TERMS AND CONDITIONS

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.

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 posts currently on offer before deciding to apply may email HoFP@finance-ni.gov.uk

If you have any questions about the competition process, or require any documentation in an alternative format you should email nicsrecruitment@talentdog.com



Key Responsibilities

KEY RESPONSIBILITIES

While the precise duties and responsibilities of individual posts will vary, indicative activities are listed below:

- Analysis of financial data;
- Assist with in-year budget management and monitoring, monthly budget profiling, variance analysis and reporting including the preparation of in-year management accounting information, including accruals, debtors, creditors, provisions etc;
- Assist with the production of monthly and/or quarterly management accounting information;
- Assist with the preparation of departmental or agency Annual Reports and Accounts in accordance with HM Treasury and Department of Finance guidance incorporating GAAP/IFRS;
- Ensuring data and reconciliations are accurate and complete;
- Dealing with internal and external auditors including the Northern Ireland Audit Office;
- Assist with the development and review of financial IT systems;
- Providing advice and guidance on the use and interpretation of financial information, accounting requirements and best practice;

- Assist with drafting and implementation of financial policies, procedures and controls;
- Assist with the preparation of client reports; presenting information to colleagues/clients, supporting financial summaries and reviews; provide guidance on financial matters to support cost centre managers;
- Use of activity based costing and benchmarking techniques;
- Promote good corporate governance across the organisation, improving the quality of information/data provided;
- Assist with the financial processing function including General Ledgers/Purchase Ordering;
- To pro-actively participate in your own development plan as agreed with your line manager;
- Assist with general administrative tasks; and
- Management of staff and other resources.

Please note:

As the remit of the NICS is very diverse, the above list is not meant to be exhaustive but aims to give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs and as directed by Line management.

Eligibility Criteria

ELIGIBILITY CRITERIA

Applicants must, by the closing date for expressions of interest:

Be a fully qualified Accounting Technician from one of the following professional Accountancy bodies (or equivalent):

1. Accounting Technicians Ireland (ATI);
2. Association of Accounting Technicians (AAT);
3. ACCA's Certified Accounting Technician (CAT).

RELEVANT OR EQUIVALENT QUALIFICATIONS

Applicants must demonstrate on their expression of interest how the qualifications they have provided are equivalent, in level, to those qualifications requested above. They should give the details of the awarding body and the date awarded (the date awarded is the date on which you were admitted 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.

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 at [Information for Disabled Applicants.](#)

In assessing whether applicants meet the minimum essential eligibility criteria, they may be required to undertake a test/assessment. All applicants must achieve the required minimum score in order to be invited to interview.

Should a large number of candidates achieve the required score, we may limit the overall numbers of interviews offered and those applicants who demonstrate they best meet the minimum essential eligibility criteria for the job (i.e. the highest scoring) will be invited to interview. In this scenario, we will take positive action to ensure that the number of GIS applicants invited to interview will be in proportion to those who pass the test/assessment.

If you wish to apply under the GIS, you must declare this on your Expression of Interest. 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.

ELIGIBILITY

CRITERIA

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 and 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 nicsrecruitment@talentdog.com

Please note: ONLY the details provided by you in your expression of interest (the employment history, eligibility) 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.

Selection Process

SELECTION PROCESS

The selection process is as follows:

1. Complete an Expression of Interest Form;
2. Complete an Online Formal Application Form;
3. Online aptitude test (if required);
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 FORMAL APPLICATION FORM

- We will complete a formal screening of your application form to ensure your application is valid and you meet the eligibility criteria. Applications deemed invalid will be withdrawn from the competition.
- Candidates who progress following screening will receive an email with a link to an Online Formal Application Form (sent to the email address you provided). Online Formal Application Forms to be completed by **12 noon (UK time) on Friday 21 October 2026.**

3. ONLINE APTITUDE TEST – ALL ELIGIBLE APPLICANTS (If required)

- **Should the number of applicants be large, we reserve the right to use an online aptitude test to determine the number of candidates brought through to interview. Candidates will be informed if this test will be used and the following will then be relevant:**
- You will receive an email (sent to the email address you provided) with a link to the online tests by **Thursday 29th October 2026**. You will have until **5pm on Thursday 5th November 2026** to complete the tests. The link gives you access to the ID verification process, the familiarisation materials and the live test. **Please ensure you check your email account including junk folder.** If you do not receive an email by **5pm on Thursday 29th October 2026**, please email nicsrecruitment@talentdog.com inserting 'Accounting Technician test link not received' in the subject line.
- This link will take you to a website where you will have to complete a series of tests.
- The online tests can be done in your own time and at a place that suits you.
- You cannot stop an individual test once started but you can take the three tests at different times.
- You must pass all three tests to be eligible to move to the next stage in the selection process.
- The tests should be completed by **5pm on Thursday 5th November 2026.**

SELECTION PROCESS

ONLINE APTITUDE TEST – ELIGIBLE APPLICANTS

This assessment will be proctored. Proctoring means that your identity will be verified before starting the assessment and you will be monitored via your webcam during the assessment. To enable this and complete the online test, you will require a computer which has a reliable internet connection and a working webcam. You will need to have an up-to-date Chrome or Microsoft Edge browser on a PC. If you are using a Mac, please use Chrome. If you need to use Safari on your Mac, please email Support@assessmentintelligence.com for instructions. Full instructions will be provided in your invite letter.

Verifying your identity – for this you will need to have a valid photo ID (passports, driving licenses and electoral cards are acceptable). Once you receive the link, using a webcam you will need to take a photo of your photo ID and also a photo of yourself. When your photo ID has been approved by a human verifier you will receive an email from ProctorSupport@assessmentintelligence.com informing you of this. You will be asked to enter your email after taking the photos so that we can inform you of the verification by email. We should have your ID images checked within 24 hours of submission, so if you feel it has taken too long and you have also checked your status on the site, you should email support@assessmentintelligence.com including your candidate reference number and 'Accounting Technician' in the subject line.

It is important that you read your invite as soon as you get it. It is also important you access the test site as soon as you can, so you have plenty of time to resolve any technical issues and complete the tests ahead of the deadline. There is important information on completing the verification of your identity and on checking your computer and network on the test site. For further information on how we process this information, NICSHR's Privacy Notice

is available online via the link: [NICSHR Privacy Notice - Online Assessments.](#)

The first stage of the selection process will comprise of a balanced portfolio of online assessments to determine suitability for this type of EO1 role. There will be three separate tests to complete

- 1. Critical Reasoning**
- 2. Data Analysis and Decision-Making**
- 3. Management Decisions**

1. Critical Reasoning - This test has three sections. In one of the sections, you will be given sets of six words arranged in a row. Many of these words will have several meanings. Your task is to identify whether any of the six words have a similar meaning and, if they do, to choose the TWO words that are the closest in meaning in each question. There are 15 sets of words.

In the other sections you will be presented with short passages of text followed by a number of statements. Your task is to identify whether these statements follow from what has been stated in the text. There are seven passages and a total of 28 statements. You will have 40 minutes in total to work through the three sections.

2. Data Analysis and Decision Making - This test has two parts. In the first part you will be asked to carry out a range of calculations, instructions will be given on the process you should use to do this.

SELECTION PROCESS

In the second part you will be presented with data in various forms such as tables and graphs and are required to answer questions on this data. In total you will be asked to complete 28 multiple choice questions and will have 40 minutes to do so. You can use a calculator in the test.

3. Management Decisions - In this test you will be provided with a number of scenarios/situations which are fictional but based on the work of EO1s in the NICS. You will then be asked how you would deal with each situation and be shown a list of five different responses. Your task will be to rate, using a four-point rating scale, how appropriate each response is for the situation described.

There are 15 scenarios to complete, and you will have 40 minutes to complete them.

You do not need to complete all three tests at the same time or even on the same day. Individual tests do however need to be taken in a single sitting therefore you should ensure that when completing each test, you have sufficient time for the test itself plus additional time for reading and understanding the relevant instructions for each test.

For best results we recommend completing the online assessments in a test-like environment. Any possible distractions should be turned off, for example mobile phones, TV and music. Concentration is needed throughout the assessments, so when completing each test ensure other people are aware that they should not disturb you until you are finished. No responsibility can be accepted for any issues arising from where you choose to sit the tests.

Before starting a test, you should close all other browsers and browser tabs. You should not take the test on a computer that is remotely connected to a work network as the link may be unstable.

If you lose internet connection while in the live test, you should immediately close your browser. When your internet connection is restored and you are confident it will be reliable, you should log back into the live test.

Your previous answers will have been saved (except possibly on the last page you were on before losing connection) and you will not lose any time.

FAMILIARISATION AND PRACTICE

Familiarisation materials for all three tests are available through the link you will receive in your invite and will remain available until the end of the live test period.

The familiarisation material will give you a detailed description of the tests, include full instructions for completing the tests and provide example questions so that you know how to record your answers and navigate your way around the tests. You should be fully familiar with these things before taking the live tests in order to perform at your best.

SELECTION PROCESS

Note that some network firewalls, e.g. on work networks may block access to the test site or prevent images from showing. It is **ESSENTIAL** that you access the familiarisation materials using the computer and internet connection that you intend to take the live test on well in advance of the tests.

There are no practice materials other than those found in the familiarisation materials that you can find via your invite link.

If you have any technical problems accessing the familiarisation or live tests, you should email: support@assessmentintelligence.com including your Candidate Reference Number and 'Accounting Technician' in the subject line.

4. INTERVIEW

Candidates who meet the eligibility and who perform best at the test (if used) will be invited to attend a regional recruitment open day in **The Europa Hotel, Belfast, week commencing 16 November 2026**. The format of the day will include an opportunity to speak directly with representatives from the Department currently recruiting as part of this campaign as well as completing a short interview.

5. MERIT LIST

Candidates who meet the required standard and pass mark at the interview stage will be placed on a list in order of merit, with the highest scoring candidate ranked first.

It is intended that the order of merit will remain active for a period of 1 year. 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.

NICS COMPETENCY FRAMEWORK

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, which lead to successful performance. The Framework outlines ten competences, 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 2 should be demonstrating level 1 as a matter of course.

Competence is about what people actually do; it is about how you apply or demonstrate the knowledge and skills whilst carrying out your tasks. Demonstrated competence is observable and measurable.

The selection process will assess candidates against the [NICS competency framework](#) at level 2. Accounting Technician is analogous to EOI in the NICS. It is important that all candidates familiarise themselves with the [competency framework](#) as this forms the basis of the interview criteria as outlined on the next page.

Candidates should refer to the effective behaviours at level 2 in preparing for their application/interview.

Further information on what is expected for this grade can be accessed through [NICS Recruitment](#).

SELECTION PROCESS

INTERVIEW CRITERIA

In addition to satisfying the eligibility criteria, the following competencies will be tested at interview. Applicants will be expected to display the following qualities and skills at interview.

1. 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.

Marks available: 20

2. 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.

Marks available: 20

3. 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.

Marks available: 20

4. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Marks available: 20

SELECTION PROCESS

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.

Marks available: 20

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

TOTAL MARKS AVAILABLE: 100

OVERALL PASS MARK: 60



SELECTION PROCESS

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 fulfil the competencies 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 competencies. 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.

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

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

SELECTION PROCESS

SELECTION PROCESS

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.

MERIT LIST

Those candidates who meet the required standard(s) and pass mark at 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. We 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.

OFFERS OF EMPLOYMENT

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

NICSHR PRIVACY NOTICE

NICSHR are committed to protecting your privacy, the NICSHR privacy notice is available via [NICS Recruitment](#).

HELP WITH MAKING YOUR APPLICATION

You may obtain advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: www.nidirect.gov.uk/contacts/jobs-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.

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn. Please see our candidate guidance, via the link below for more information on appropriate and inappropriate use.

[Artificial Intelligence & Recruitment Guidance](#)

APPLICATION GUIDANCE

CHANGES IN PERSONAL CIRCUMSTANCES

Please ensure we are informed immediately of any changes in personal circumstances. If your email address changes, it is your responsibility to inform us. Please email nicsrecruitment@talentdog.com

(Note for existing NICS staff – An update to your employee record will not result in your applicant profile being updated. You must still inform us 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 nicsrecruitment@talentdog.com. Details of this will only be used for this purpose and do not form any part of the selection process.

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 nicsrecruitment@talentdog.com

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

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

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Identification documents to satisfy the Nationality and Security requirements of the post will be required.

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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

We 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 have made a valid application for settled or pre-settled status under [European Union Settlement Scheme \(EUSS\)](#).

(vi) Relevant EEA 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.

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.

[EU Settlement Scheme EU, other EEA, Swiss citizens and family members](#) provides guidance on EUSS and certain family members.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

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.

VETTING PROCEDURES

For this post in the NICS the level of vetting is Basic AccessNI, however, applicants should be prepared to undergo checks for a higher vetting level at a later date, if required.

For this check you will be required to provide the following:

(a) EITHER

(i) Your passport OR

(ii) 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).

AND

(b) 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 [Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](#).

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:

Basic Disclosure Certificate

You should not 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. Further information regarding policy on the recruitment of ex- offenders and the vetting process is available at: [https:// www.nicsrecruitment.org.uk](https://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at: <https://www.nicsrecruitment.org.uk> under Useful Information.

The AccessNI code of practice can be accessed via [https:// www.nidirect.gov.uk/accessni](https://www.nidirect.gov.uk/accessni).

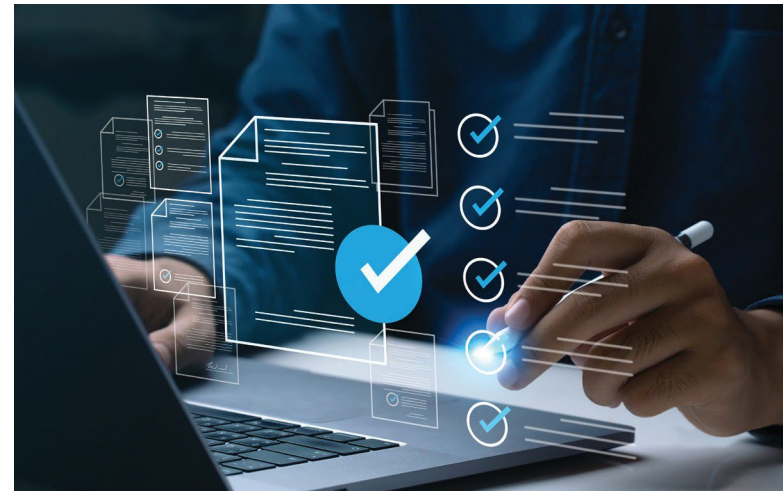
For more information regarding AccessNI checks, please see: www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

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

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.



General Information

GENERAL INFORMATION

EQUAL OPPORTUNITY MONITORING FORM

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

The Northern Ireland Civil Service is an Equal Opportunities Employer. For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website: <https://www.finance-ni.gov.uk/articles/qualopportunities-information-candidates>.

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

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

ASSESSMENT INFORMATION

All candidates invited to attend for assessment should bring sufficient documentation to satisfy the eligibility 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.

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' Recruitment Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility as well as at interview. Feedback in respect of eligibility 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

Completed expression of interest forms should be submitted no later than 12 noon (UK time) on **Friday 9th October 2026**.

NOTE: Late applications will not be accepted.

CONTACT DETAILS

If you have any queries regarding the competition process, please email nicsrecruitment@talentdog.com



Northern Ireland

Civil Service

