



Assistant Valuer

Land & Property
Services

Department of
Finance

Completed Expression of Interest forms must be submitted
no later than 5pm (UK time) on Monday 14 September 2026.

Candidate Information Booklet



Land &
Property
Services
Seirbhísí
Talún &
Maoine



CONTENTS



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 5pm (UK time) on Monday 14 September 2026.

Pg 03

Welcome

Pg 04

About the NICS

Pg 05

**About the Role
and Key Responsibilities**

Pg 08

Terms and Conditions

Pg 11

Diversity & Inclusion

Pg 13

Selection Process

Pg 18

General Guidance for Applicants

WELCOME

We are delighted you are interested in this Assistant Valuer competition.

This is a fantastic opportunity to join the Northern Ireland Civil Service (NICS).

This competition will be used to fill a number of current vacancies across the network within Land and Property Services (LPS). 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.

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 the 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 nicsrecruitment@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 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

LPS is a division of the Department of Finance (DoF) that delivers a wide range of land and property services and products. It has a total annual budget of approximately £67 million and employs around 1,200 staff who are based in five locations across the Northern Ireland. The organisation has over one million interactions with citizens, customers and other stakeholders each year.

LPS provides a range of integrated land and property services for a diverse range of customers and key stakeholders across both the public and private sectors.

It is a diverse organisation that undertakes a range of functions on behalf of the Northern Ireland Executive in support of its commitment to economic and social development in Northern Ireland. Our vision is to deliver excellence and innovation in the provision of all our services.

Assistant Valuer posts sit within the Valuation Services Division. This business area is responsible for maintaining the valuation lists, which provide the basis for domestic and non-domestic rating assessments, and for providing a comprehensive valuation and estate management service to the public sector in Northern Ireland. These services play a vital part in supporting the government and contributing to the economy of Northern Ireland.

More information about LPS and the work of the organisation is contained at www.finance-ni.gov.uk/lps

Key Benefits

- An opportunity to earn £33,542 - £34,231 (under review). 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.

Excellent training and career development opportunities plus an attractive benefits package, including flexible working arrangements will enable you to enjoy a good work/life balance and a rewarding career.

ABOUT THE ROLE AND KEY RESPONSIBILITIES

LPS is organised into seven Divisions:

- Revenue and Benefits Division bills, collects and recovers rates and administers the various rate reliefs for businesses and domestic ratepayers.
- Valuation Services Division provides a valuation of all properties which are subject to rates and maintains the Valuation Lists, which are the basis for levying regional and district rates. The Division also provides a full range of valuation services to the public sector in Northern Ireland.
- Land Registers Division administers four distinct registers: the Land Registry, which guarantees the validity of the legal title; the Registry of Deeds, a system that records the existence and priority of deeds relating to land which is not registered in Land Registry; the Statutory Charges Registry, which enables public authorities to register statutory restrictions against land; and the Ground Rents Register, which enables registration of certificates of redemption of ground rent.
- Ordnance Survey is Northern Ireland's national mapping organisation. It creates, maintains and disseminates definitive and authoritative geospatial data.
- Digital, Contracts and Accommodation Services Division provides the ICT and data support services which underpin LPS' operations.
- Transformation and Corporate Services Division is responsible for the corporate services which support LPS' operations such as: internal communications; customer insight and service design; workforce planning; information management; corporate correspondence and complaints handling; accommodation; strategic and business planning; corporate governance; and statistics and analysis.
- Rating Policy Division provides policy advice in respect of the rating system and ensures that policy is supported by the necessary legislation.

Assistant Valuer posts sit within Valuation Services Division. We currently have vacancies in our five regional valuation offices throughout Northern Ireland, namely: Ballymena, Belfast, Craigavon, Londonderry and Omagh. Our headquarters is located in Lanyon Plaza, Lanyon Place, Belfast

ABOUT THE ROLE AND KEY RESPONSIBILITIES

Candidates successful in this competition at Assistant Valuer grade will be responsible for a variety of the following activities:

- Referencing property measurements, characteristics and ownership details for complex domestic properties for rating purposes and straight-forward non-domestic properties and preparing valuations using available comparisons and valuation models;
- Maintaining file records and computer databases to a required standard. This includes writing reports and keeping records, drawing electronic sketches and surveys, uploading photographs and documents, verifying the completeness of information held, maintaining data quality;
- Identifying and verifying property sales information and updating sales and sales inspection databases;
- Liaising with council building controls, the Northern Ireland Housing Executive (NIHE), housing association and other public bodies, solicitors, estate agents and other areas of LPS to ensure listings are up to date and properties are correctly identified and addressed;
- The inspection and referencing of schemes where compensation claims are expected;

- Research and investigation into sales and lettings comparisons for domestic and non-domestic land and property, planning history, previous uses, environmental considerations, land ownership and the availability of alternative properties;
- The preparation of maps and photographs and other documents that will be incorporated in Expert Witness Statements and used in evidence by valuers in Tribunals and Court proceedings;
- Carrying out, under the supervision of a valuer, the inspection, measurement and valuation of property for a range of valuation purposes, and preparing valuation reports for approval by a valuer.

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

There is also a shared general responsibility to demonstrate appropriate behaviours and commitment to LPS core values.

Applicants wishing to learn more about the role before deciding to apply may contact Brian O’Kane (Senior Valuer) on telephone 07584 385977 or via email Brian.OKane@finance-ni.gov.uk

TERMS AND CONDITIONS

Location

Successful candidates must be willing to work in any of the following offices throughout Northern Ireland: Ballymena, Belfast, Craigavon, Derry/Londonderry and Omagh.

The successful candidates must also be prepared to travel throughout Northern Ireland and have access to suitable transport i.e. car, motorcycle (with a valid UK driving licence) to enable them to do so. On occasion, they may be required to travel further afield to meet the requirements of the post.

Hybrid Working

LPS currently operates a hybrid working environment which is subject to agreement and training requirements of staff. Much of the initial training requirement will be office based, and following training a minimum of 2 days per week attendance in the office is required. In line with NICS Hybrid Working Policy, workplace and remote arrangements will be agreed and co-ordinated in accordance with an approved Workstyle Agreement.

Hybrid working is subject to suitable broadband connections at the candidate's home.

Salary

The salary for these posts will be within the range £33,542 - £34,231. 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.

Pensions

The NICS offers all employees an attractive pension package. You will find further details on the Civil Service Pensions (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

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' service.

Security Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. For all Assistant Valuer positions the successful candidates will require security clearance to Baseline Standard.

TERMS AND CONDITIONS

Hours of Work

The standard hours of work are full-time: 37 hours per week, Monday to Friday. Most offices operate, 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.

The NICS offers a range of flexibilities to enable a better work/life balance for employees.

Travel

These posts require the applicant to travel on official duty throughout Northern Ireland. Sometimes travel will be beyond public transport routes or when public transport is not available and, therefore, you **must** have access to a form of transport i.e. car, motorcycle (with a valid UK driving licence) which will enable you to fulfil your responsibilities.

Mobility

Assistant Valuer is a mobile grade. Candidates may therefore be required to move between offices within Valuation Services Division.

Probation

Confirmation of appointment is dependant upon 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.

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.

TERMS AND CONDITIONS

Career Development

Successful Assistant Valuers will have the opportunity to progress via NICS career opportunity and promotion arrangements to higher grades. Career development is an integral part of the performance management system with Personal Development Plans identifying learning and development needs with a view to enhancing skills and capabilities.

Throughout your career you will be concentrating on the achievement of these objectives and will be given the necessary support to grow within the Valuation profession. This will enable you to apply for promotions and progress as opportunities arise.

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

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.

Training

Appropriate training will be provided to allow the post holders to undertake the full range of duties.

Progression

Assistant Valuers who are appointed from 1 April 2014 who have or obtain MRICS in any of the following pathways or their pre-cursors i.e. Valuation, Commercial Property, Residential Property Practice, Residential Survey and Valuation, Rural, Planning and Development, Property Finance and Investment, or Tax Allowances will have straight through grading to Valuer II subject to:

- Completion of at least one year's satisfactory performance at Assistant Valuer Grade; and provided they have been assessed in the Valuation competency at a minimum of Level 2: and;
- There being available posts at Valuer II grade. Where there are not enough posts/available work at Valuer II grade the guidance in the HR Handbook 1.05 Career Opportunities and Promotion, Straight-Through Grading Section 14 Para 14.6 will apply.

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;
- Females
- 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.

Disability Requirements and Reasonable Adjustment Requests

We will consider all requests for reasonable adjustments during this recruitment process. Please contact nicosrecruitment@talentdog.com

Selection Process

SELECTION PROCESS

THE SELECTION PROCESS IS AS FOLLOWS:

1. Complete an Online Formal Application Form;
2. Invitation to Interview; and
3. Merit List.

1. ONLINE FORMAL APPLICATION FORM

If you are interested in applying, make sure you meet the eligibility requirements.

ELIGIBILITY CRITERIA

Applicants must, by the closing date:

1. Confirm that you have successfully achieved a BTEC National Certificate/Diploma or equivalent in Building Studies or Construction and the Built Environment or an equivalent property related qualification.

AND

2. Confirm you have a total of at least one years' experience gained in the last five years, of surveying or valuing, designing, building or managing property within a property-focused organisation. **This will be thoroughly tested at interview.**

AND

3. Confirm that you have a valid UK driving license and access to a form of transport (ie car or motorbike) which will allow you to fulfil the full range of duties of an Assistant Valuer.

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 and Equivalent: Applicants must demonstrate 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.

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

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.

SELECTION PROCESS

2. INVITATION TO INTERVIEW

Candidates who meet the eligibility criteria and have completed the Online Application Form will be invited to attend an interview in Belfast during **Monday 19th – Wednesday 21st October 2026.**

3. 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. NICS will allocate candidates to vacancies in the order listed.

Candidates will be taken through pre appointment formalities.

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.

DISABILITY REQUIREMENTS AND REASONABLE ADJUSTMENT REQUESTS

We wish to ensure all applicants have the opportunity to perform to the best of their ability. If you require any form of reasonable adjustment, please note 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.

SELECTION PROCESS

INTERVIEW

The selection process will include a competency-based interview.

The core competencies we will assess are:

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.

Marks available: 40

2. 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: 40

3. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 40

4. 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 appropriately and effectively to support service delivery.

Marks available: 40

TOTAL MARKS AVAILABLE: 160

OVERALL PASS MARK: 96

SELECTION PROCESS

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

Interviews are scheduled to last approx. **30 minutes**. There will be four lead questions on the NICS core competencies and an overall minimum pass mark.

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

It is intended that interviews for this post will take place in **Belfast on Monday 19th – Wednesday 21st October 2026**.

As this competition is being run to a very tight schedule, candidates should make themselves available for interview during the period specified above. Requests for reconvened interview time/date will only be considered in exceptional circumstances and on the dates above.

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at **level 2**.

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 Northern Ireland Civil Service 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 selection process.

General Guidance for Applicants

GENERAL GUIDANCE FOR APPLICANTS

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 fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview, you may wish to think about having a clear structure for each of your examples, such as:

- **Situation** – briefly outline the situation;
- **Task** – what was your objective; what were you trying to achieve;
- **Action** – what did you actually do; what was your unique contribution;
- **Result** – what happened; what was the outcome; what did

you learn.

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. Your examples must demonstrate a total of 1 years' experience gained in the last 5 years as stated in Eligibility Criteria 2.

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.

GENERAL GUIDANCE FOR APPLICANTS

MERIT LIST

Those candidates who meet the required standard(s) and pass mark will be listed in order of merit with the highest scoring applicant 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.

NICS HR PRIVACY NOTICE

NICSHR are committed to protecting your privacy. 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 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 nicsrecruitment@talentdog.com where your requirements will be discussed in strictest confidence.

GENERAL GUIDANCE FOR APPLICANTS

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. 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 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 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.

GENERAL GUIDANCE FOR APPLICANTS

[EU Settlement Scheme EU, other EEA, Swiss citizens and family members](#) 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.

SECURITY

1. Baseline Personnel Security Standard

For the Assistant Valuer 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 [Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](#)

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:

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. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at www.nicsrecruitment.org.uk in Recruitment Policy and Procedures manual.

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.

GENERAL GUIDANCE FOR APPLICANTS

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after the interview, 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.

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

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

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 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**

