

Principal Psychologist (Forensic)

Northern Ireland Prison Service

Department of Justice

Completed Expression of Interest Forms must be submitted no later than **12 noon (UK time) on Wednesday 16 September 2026**.

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

Candidate Information Booklet



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.

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Pg 3

Welcome

Pg 4

Background

Pg 7

Key Benefits

Pg 8

Key Responsibilities

Pg 11

Diversity & Inclusion

Pg 14

Selection Process

Pg 18

Terms and Conditions

Pg 23

Guidance for Applicants

WELCOME

Thank you for your interest in becoming a Principal Psychologist in the Northern Ireland Prison Service (NIPS).

Prison is a complex working environment and the role of a Principal Psychologist is both challenging and rewarding. Challenging, in terms of the individuals who will be in your care; rewarding, because every day you will have the opportunity to make a difference as you challenge and support them to change and to play your part in building a safer community.

We are looking for individuals from all parts of our community who are motivated, courageous, respectful, resilient and compassionate; people who want to work as part of a professional team in a dynamic environment. If you believe you have what it takes to be a Principal Psychologist, then I would encourage you to apply.

Successful candidates will have the opportunity to develop new skills as you work with a range of other statutory and voluntary organisations during a career that will be varied, demanding and enjoyable.

The role of a Principal Psychologist is about providing individuals with opportunities to reduce their risk of reoffending and for individuals to meet their needs and goals through pro-social means. Through the work of psychology services individuals are kept safe and secure while working to reduce the likelihood of them reoffending through rehabilitation, resettlement and ultimately their reintegration back into our community.

NIPS is a competent, confident and compassionate organisation - if you want a challenging and rewarding job working in a unique environment, then join us and make a real difference.

Mark Holmes
Governor in Charge of Rehabilitation
NIPS

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 nicrecruitment@talentdog.com

BACKGROUND

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 civil servants are appointed on merit and 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: integrity, honesty, objectivity and impartiality.



BACKGROUND

NIPS is an executive agency of the Department of Justice (DoJ) and plays a vital role in helping to build a safer community in Northern Ireland. Its core purpose is to keep people safe and secure while they are in prison. They work with individuals so they can address their offending behaviour and play a positive role when they are released.

NIPS core Statement of Purpose is: ***Building a safer community by challenging and supporting people in our care to change.***

NIPS operates under the direction and control of the DoJ, within a statutory framework based on the Prison Act (Northern Ireland) 1953 and the Prison and Young Offenders Centre Rules (Northern Ireland) 1995.

NIPS comprises the three main prison establishments and the Prisoner Escort and Court Custody Services (PECCS).

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

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

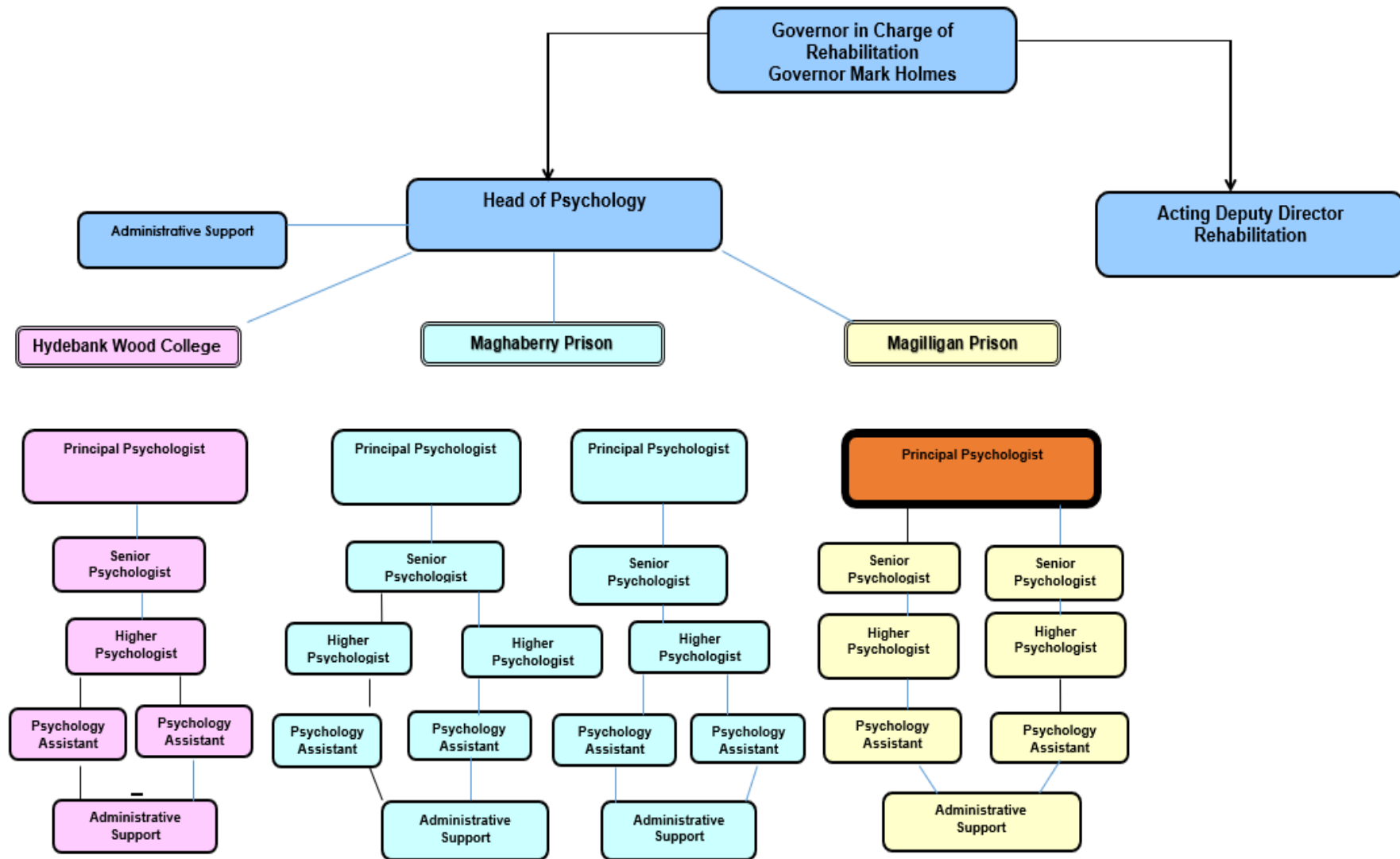
Hydebank Wood College and Female Prison – a medium to low security establishment accommodating

remand and sentenced young men between the ages of 18 and 21 and all female prisoners.

Prisoner Escort and Court Custody Services (PECCS)

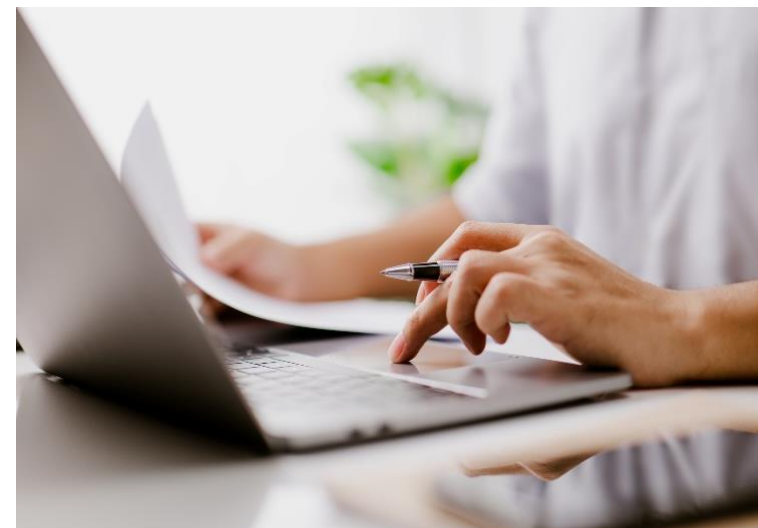
– PECCS staff have responsibility for the safe operation of the cell holding areas in each Courthouse throughout Northern Ireland and for producing prisoners in court rooms when required. Additionally, PECCS are a prisoner transport and escorting service for adult males, adult females, young people and children within the Criminal Justice System. Driver/Escort staff use cellular vehicles which hold and deploy, mainly, from Maghaberry Prison.

The main administrative centre for NIPS, Prison Service Headquarters, is located on the Stormont Estate, Belfast, and Prison Service College (PSC) is currently located at Hydebank Wood.



KEY BENEFITS

- A rewarding career delivering impact with one of Northern Ireland's largest employers.
- A salary of £61,673 - £64,469 per annum (under review) and, in addition, an allowance of £1,288 per annum.
- An attractive pension package providing a range of valuable benefits and current employer contributions of 34.25%. For further details visit [Civil Service Pensions \(NI\) | Department of Finance](#)
- 25 days annual leave, rising to 30 days after 5 years' service, and 12 public and privilege holidays each year.
- Opportunity for career development and progression.
- Flexible ways of working depending on the individual role.
- Job stability – we offer secure employment.
- For further information on the pay and benefits offer go to our website at: [Working in the Northern Ireland Civil Service | Department of Finance](#)



Key Responsibilities

KEY RESPONSIBILITIES

The purpose of NIPS is improving public safety by reducing the risk of re-offending through the management and rehabilitation of those in our care. Psychology Services contribute to this by providing those in our care with opportunities to develop their understanding of their offending behaviour and developing skills and strategies to achieve their needs and goals through pro-social and non-offending (harmful) ways. This involves engaging those in our care in assessment and intervention work, informing and advising the parole commissioners regarding individual's suitability for early release on supervised licences and in the development of plans to manage risks and promote strengths.

The key duties and responsibilities of Principal Psychologists are to identify the assessment and intervention/treatment needs and agree with Prisoner Development Unit (PDU) and Psychology colleagues how to most effectively meet these needs. Principal Psychologists have responsibility to supervise, lead and support staff within their department teams. This will be undertaken through identifying priorities, allocating resources and supporting delivery of work activity.

Main duties include, but are not limited to:

- Be responsible for supporting the Head of Psychology in the delivery of the Psychology service business plan, resource allocation and delivery of Psychological Services within the allocated establishment.
- Be a pro-active and visible psychology leader, coach and mentor to staff within the department.
- Attend meetings within Psychology, PDU and Directorate of Rehabilitation, or as required to ensure Psychology is advising and contributing to agreed objectives across establishments.
- Contribute to the development of PDU plans for provision of service delivery based on identification of population assessed needs and priorities, for the needs of prisoners, for example, interventions, parole work and reports and Protection Arrangements Northern Ireland (PPANI) related outputs.
- Monitor and analyse the performance of the department against agreed business needs and targets set for your designated establishment.
- Work closely with other Principal Psychologists with regards to staff training, support and intervention needs.
- Support and supervise staff in the completion of work allocated, complex risk and need assessments and intervention work.
- Undertake as necessary, a range of structured assessment and risk assessment protocols such as HCR-20v3, RSVP, SARAv3 to inform regarding individual's risks and treatment needs.
- Provide and quality assure information and professional opinion, written and oral to the parole process to enable parole commissioners to make informed decisions regarding individuals suitability for release on licence.
- Provide and quality assure information and opinion in relation to the Public Protection Arrangements review of cases to determine risk category and risk management plans for public protection cases.

KEY RESPONSIBILITIES

- Provide advice and professional opinion to Governors in relation to the specialist psychological needs in managing complex cases and risk scenarios within the prison establishment.
- Collate, prepare and review responses in relation to legal communications such as solicitor's letters, requests under Data Protection or Freedom of Information, or responses to Pre Action Protocols (PAP's) or Judicial Reviews (JR)
- Work alongside external partnership organisations, such as other justice organisations, health trusts, universities and the voluntary and community sector ensuring a multi-disciplinary and evidence-based approach to risk and rehabilitation of individuals within the justice system.

This list is not exhaustive, and the successful candidate will be required to carry out other duties as allocated by management.

Further Information

Applicants wishing to learn more about the role before deciding to apply may contact Tracey Murray at Tracey.Murray@justice-ni.gov.uk

Diversity & Inclusion

DIVERSITY & 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:

- 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 & 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 nicerecruitment@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. Be registered with the Health and Care Professions Council (HCPC) as a practitioner psychologist (forensic psychology)

AND

2. Have at least 3 years relevant post qualification experience employed in a forensic/health environment with experience of conducting risk and needs assessment and delivery of psychological interventions.

AND

3. Have experience of having responsibility for the prioritisation and allocation of resources in the delivery of psychological services.

Applications will also be considered from applicants with relevant formal professional membership considered by the selection panel to be of an equivalent or higher standard to those stated.

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

You will be required to provide documentary evidence of your professional membership 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. Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 20

Minimum Standard: 12

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: 20

Minimum standard: 14

3. 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

Minimum standard: 12

4. 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

Minimum standard: 12

5. 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

Minimum standard: 12

6. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 20

Minimum standard: 12

Total Marks Available: 120

Overall Pass Mark: 74

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.

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 4**.

Principal Psychologist is analogous to **Grade 7**.

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 the selection process.

Terms and Conditions

TERMS AND CONDITIONS

There is currently **1** permanent, full-time vacancy.

This competition may also be used to fill further vacancies which may arise during the lifetime of this recruitment exercise.

LOCATION

The current vacancy is based in Magilligan Prison, Limavady. However, successful candidates must be prepared to serve in any Prison Establishment and to travel throughout Northern Ireland.

It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working Policy, subject to business need. The post holder will be required to be in the office a minimum of 3 days per week.

SALARY

Salary will be within the range **£61,673 - £64,469** (under review).

Starting salary will be at the minimum of the scale. If the successful candidate is an existing NICS civil servant, starting pay on transfer to a new substantive grade will apply.

ALLOWANCES

In addition, a Prison Environmental Allowance of £1,288 per annum is currently payable to this post.

PENSIONS

We offer all employees an attractive pension package providing a range of valuable benefits both for the member and their dependants, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependants' benefits and scope to top up pension through buying added pension.

More details can be obtained from the website www.finance-ni.gov.uk/civilservicepensions-ni or if you are unable to access the website please contact Civil Service Pensions at:

Waterside House, 75 Duke Street, Londonderry, BT47 6FP. Tel: 02871 319000
Email: cspensions@finance-ni.gov.uk

HOLIDAYS

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

HOURS OF WORK

The normal conditioned hours of work are full-time 37 hours net per week, Monday to Friday. Most offices work flexi-time.

Occasional attendance outside of normal conditioned hours may be required.

TERMS AND CONDITIONS

TRAVEL

Access to a form of transport will be required to fulfil the responsibilities of this post. This includes travel to remote and rural locations, often inaccessible by public transport. It is therefore essential that applicants have access to a form of transport which will permit them to meet the requirements of the post in full, in line with the NICSHR Travel and Subsistence Policy.

Travel throughout Northern Ireland will be required on a regular basis and travel nationally and internationally may also be required.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Counter terrorist Check (CTC) and an Enhanced AccessNI check which includes checks against the Adults and Children's barred lists.

PROBATION

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of one year. If performance, conduct or attendance during this period is not satisfactory, the appointment may be terminated. Existing NICS staff who have successfully completed a probationary period will not be required to serve a further probationary period.

TRAINING

The successful candidates will be expected to undertake appropriate training in line with business needs and policies and comply with Continuous Professional Development requirements.

CAREER DEVELOPMENT

NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants are encouraged and supported in proactively managing their career.

CONFLICT OF INTEREST

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings, which affect the department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not,

TERMS AND CONDITIONS

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 each successful candidate to complete a Conflict-of-Interest declaration on appointment.

Guidance for Applicants

GUIDANCE FOR APPLICANTS

INTERVIEW PREPARATION

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

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

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;

- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

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.

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.

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.

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.

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 Principal Psychologist post in the NICS the level of vetting is a Counter Terrorist Check and an Enhanced Access NI (Adults and Children's Barred List).

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: **Enhanced Disclosure Certificate**

Barred List Checks

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

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

The Adult's and Children's Barred Lists will be checked.

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

GUIDANCE FOR APPLICANTS

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.

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

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

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

GUIDANCE FOR APPLICANTS

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.**

