

Internal Auditor Staff Officer

Completed Expression of Interest Forms must be submitted no later than **5pm (UK time) on Tuesday 15 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.

Completed Expression of Interest Forms must be submitted no later than 5pm (UK time) on Tuesday 15 September 2026.

Pg 3
Foreword

Pg 4
Background

Pg 7
Key Responsibilities

Pg 9
Terms and Conditions

Pg 13
Equality & Diversity

Pg 15
Selection Process

Pg 21
Guidance for Applicants

FOREWORD



Thank you for your interest in the position of Internal Auditor (Staff Officer)

The spending constraints faced by the Northern Ireland public sector over the coming years present a challenging environment. This year, Northern Ireland Civil Service (NICS) departments are responsible for over £16.5 billion of Non Ring-Fenced Resource DEL expenditure on public services in Northern Ireland. This money is managed and spent by a wide range of public organisations, which include the departments, their agencies, non-departmental public bodies and other arm's length bodies. The Permanent Secretary of each department, who is designated as the Accounting Officer, is personally responsible to the Northern Ireland Assembly for ensuring that the money is spent appropriately and that value for money is achieved in the delivery of services. In this very important role, they look to their Internal Auditors to provide them with assurance that internal controls are in place and that money is being spent with regularity and propriety and that value for money is being obtained.

It is therefore important that Internal Auditors recruited to the NICS are sufficiently qualified and competent to objectively provide the assurance required.

As an Internal Auditor within NICS Internal Audit Services(IAS), you will be given the opportunity to audit a wide range of systems in a variety of environments, doing so in line the Global Internal Audit with Standards (GIAS). The NICS are committed to developing their professional Internal Audit services and you will also be supported and encouraged to pursue your continuous professional development.

The NICS recognises that our people are our greatest asset and our terms and conditions reflect this. The terms and conditions offered to Civil Servants are aimed towards an effective work/life balance. Benefits include a generous leave entitlement, flexible working hours, hybrid working and opportunities for advancement.

If you are excited about this opportunity and if you have the experience we are looking for, I do hope that you will apply for this post.

Tracey McCavigan

Group Head of NICS Internal Audit Services

Department of Finance

Background

BACKGROUND

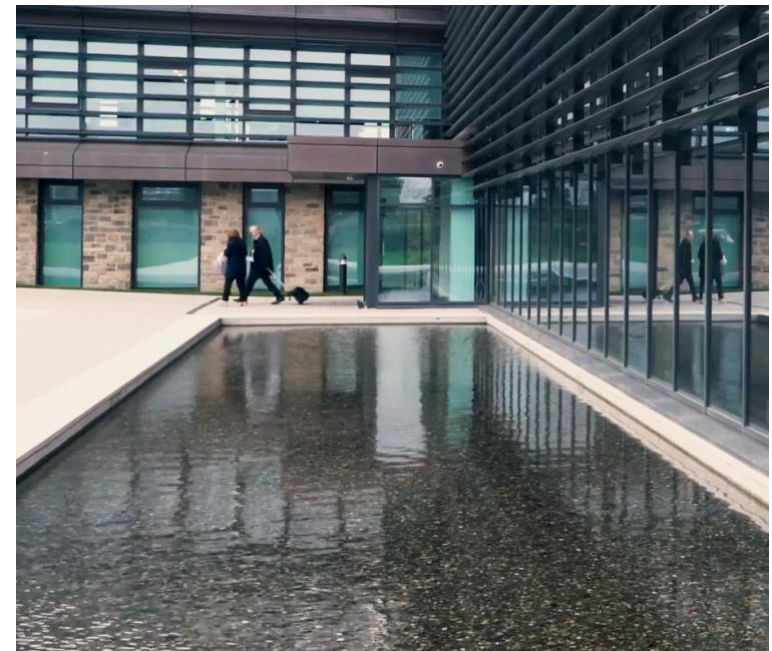
The NICS IAS is a professional internal audit and investigation service which is part of the Department of Finance (DoF). It provides a service to all NICS Departments and a range of agencies and other arms length bodies.

Internal Audit within central government primarily provides Accounting Officers (heads of departments and agencies) in an economical, efficient and effective manner, with an objective evaluation of and opinion on, the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

The NICS IAS has both professional and administrative staff. It is organised into teams that provide assurance, consulting and investigative services to particular departments, agencies and arms length bodies.

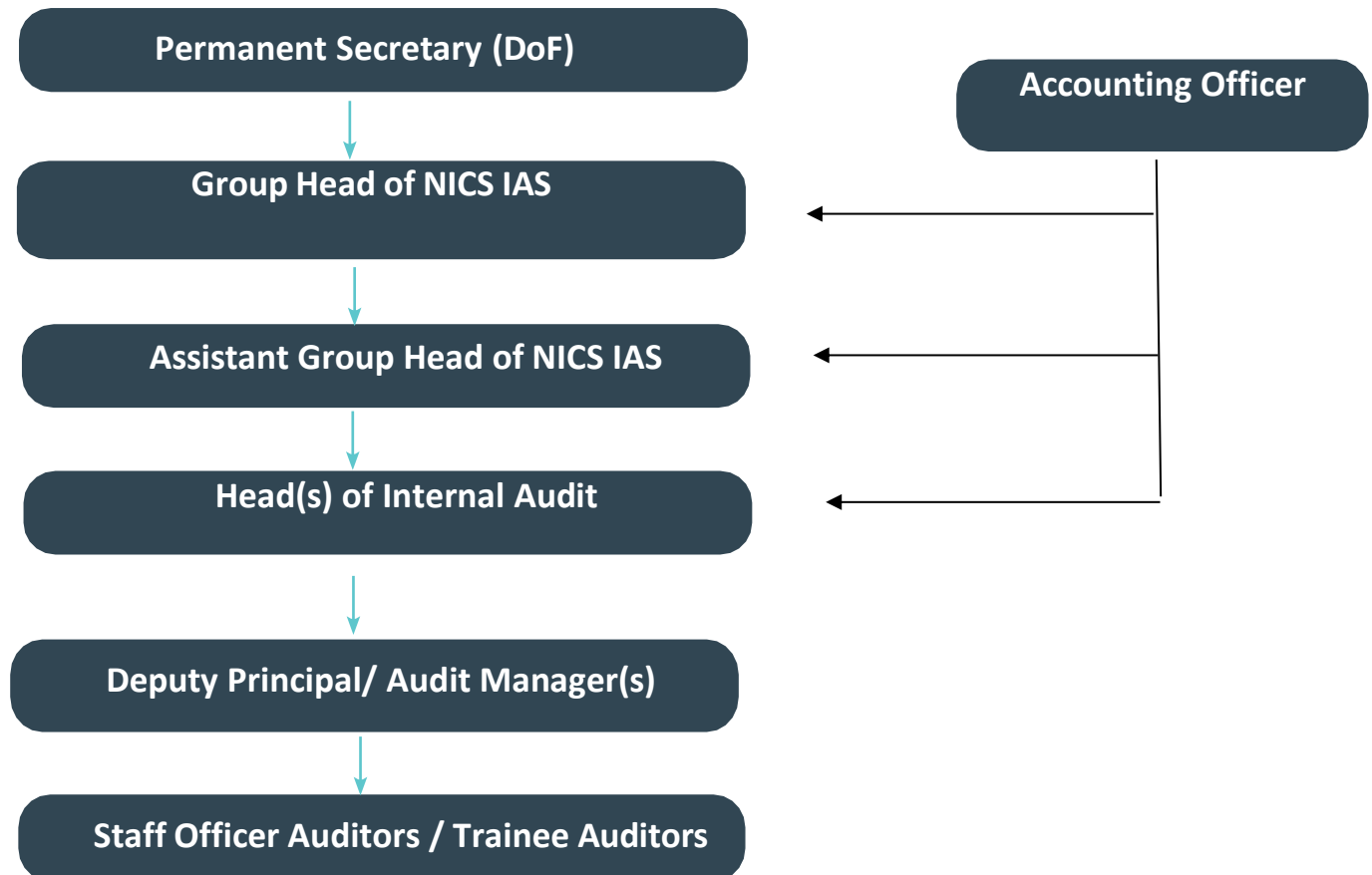
Successful candidates will be allocated to a specific team. However, they may be required to work across different locations and within any of the bodies to which the NICS IAS provides a service.

All Internal Audit teams are required to comply with the Institute of Internal Auditors' Global Internal Audit Standards (GIAS) and the UK Public Sector Application Note.



BACKGROUND

ORGANISATION CHART



Key Responsibilities

KEY RESPONSIBILITIES

The successful candidate will report to the Audit Manager or Head of Internal Audit and the main duties and responsibilities will include:

- Planning a programme of internal audit engagements, identifying and assessing key risks and agreeing a Terms of Reference for each audit assignment.
- Recording, evaluating and testing risk management and internal control processes using appropriate audit skills, techniques and judgement.
- Agreeing audit findings, conclusions and recommendations with management.
- Formally reporting findings and opinions to audit clients.
- Assisting the Audit Manager and the Head of Internal Audit in the provision of a consulting service (including advice and guidance) to help management improve risk management, control and governance, including system development work.
- Any other relevant duties as required of the post.

This 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.

Terms and Conditions

TERMS AND CONDITIONS

There are currently a number of permanent full-time posts.

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

LOCATION

The NICS IAS currently has offices in Belfast City Centre, Bangor, Derry/Londonderry and the Stormont Estate. Successful candidates will be required to work across different locations across Northern Ireland and within any of the bodies to which the NICS IAS provides a service; this may include prison and police establishments.

SALARY

Salary will be within the range £41,272 - £42,570 (under review). Pay progression within the scale 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.

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 www.finance-ni.gov.uk/civilservicepensions-ni

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.

WORKING PATTERN

Successful candidates will work five days a week as part of the departmental audit unit. The standard hours of work are full time: 37 hours net per week, Monday to Friday.

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.

TERMS AND CONDITIONS

It is envisaged that some element of home working and / or remote working may be possible in line with the NICS Hybrid Working policy and business need.

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.

TRAVEL

As applicants are required to travel on official duty, successful candidates must have access to a form of transport, which will enable them to fulfil their responsibilities.

On occasion overnight stays may be required. The posts may also entail occasional travel outside Northern Ireland, usually to Great Britain.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required to be appointed to this post is Basic Check. However, as successful candidates will be required to work within any of the bodies to which the NICS IAS provides a service including prison and police establishments, you **must be willing to** apply for a higher level of vetting (Counter Terrorist Check or Security Check).

PROBATIONARY PERIOD

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

TERMS AND CONDITIONS

CAREER DEVELOPMENT

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. 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.

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 Internal Auditor 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 a full induction and training programme and be expected to maintain/extend their professional expertise.

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 Interests 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 post before deciding to apply may telephone Dermot Millar on 028 90520079 or email Dermot.Millar@daera-ni.gov.uk

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:

- Protestants;
- 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 nicsrecruitment@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. Hold one of the following qualifications and have current membership of the relevant Institute:
 - The Chartered Institute of Internal Auditors (CIA, PIIA or CMIIA);
 - The Chartered Institute of Public Finance and Accountancy (CIPFA) Diploma in Public Audit (DPA) or Advanced Diploma in Public Audit (ADPA).
 - A recognised Consultative Committee of Accountancy Bodies, Chartered Institute of Management Accountants or overseas equivalent accountancy qualifications.

AND

2. Have a total of at least two years' practical experience of applying risk/systems based internal audit principles in line with Public Sector Internal Audit Standards / Global Internal Audit Standards.

This will be thoroughly tested at interview.

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

RELEVANT OR EQUIVALENT QUALIFICATIONS

Give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

SELECTION PROCESS

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.

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.

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 on **Monday 19th, Tuesday 20th and 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. 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

Minimum Standard: 12

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

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

SELECTION PROCESS

5. 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: 20

TOTAL MARKS AVAILABLE: 100

OVERALL PASS MARK: 60

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**.

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

Interviews will be held in Belfast on Monday 19th, Tuesday 20th and 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.

Candidates will only be considered successful at interview where they have reached the required minimum in the stipulated Criterion and the overall pass mark.

SELECTION PROCESS

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at **level 3**.

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.



Guidance for Applicants

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 at least two years' practical experience of applying risk/systems based internal audit principles in line with Public Sector Internal Audit Standards / GIAS.

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 is 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](#).

GENERAL GUIDANCE FOR APPLICANTS

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.

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 majority of SO Internal Auditor posts in the NICS the level of vetting is a Baseline. However, as successful candidates will be required to work within any of the bodies to which the Group Service provides a service including prison and police establishments, you **must be willing to** apply for a higher level of vetting (Counter Terrorist Check or Security Check).

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

GUIDANCE FOR APPLICANTS

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.

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. Please note 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 above plus a check of Security Service records.
3. Security Check (SC): as point 2 plus credit reference check.

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, 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

