



Mapping and Charting Officer (MCO)

Completed expression of interest forms must
be submitted no later than 12 Noon
(UK time) on **Monday 14th September 2026.**

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 **12 Noon (UK time) on Monday 14th September 2026.**

Pg 03
Welcome

Pg 04
About the NICS

Pg 09
About the Role
and Key Responsibilities

Pg 11
Terms and Conditions

Pg 16
Diversity & Inclusion

Pg 18
Selection Process

Pg 25
Guidance for Applicants

WELCOME

We are delighted you are interested in joining the Northern Ireland Civil Service (NICS).

This is a fantastic opportunity.

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

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

The closing date is **12 Noon (UK time) on Monday 14th September 2026.**

Late applications will not be accepted.

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

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

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

We wish you every success in your application.

ABOUT THE NICS



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

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

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

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

DEPARTMENT OF FINANCE (DoF)

The Department of Finance (DoF) provides the NI Departments and other public bodies with money, staff, professional services and business support systems, helping them to deliver excellent, value for money public services. This is done by:

- Managing public money – effectively allocating resources to where they are most needed to support the delivery of public services;
- Supporting people – recruiting, developing and supporting the best people for the NICS and providing opportunities for individuals to reach their full potential;
- Transforming and innovating - improving effectiveness across the public sector by transforming the way we work;
- Providing evidence and insights – supporting evidence-based policy and informing public debate through high-quality, trusted, meaningful data, evidence and research; and
- Delivering public services collecting rates revenue to provide funding towards public services such as health, education and infrastructure, as well as council services.

More details on the role of, and services provided by DoF, can be found at www.finance-ni.gov.uk.

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



LAND AND PROPERTY SERVICES

Land & Property Services (LPS) is the largest business area within the Department of Finance. It is a complex multi-faceted organisation providing a unique capability across the UK and Ireland to deliver end-to-end land and property services. Unlike other jurisdictions where functions are dispersed across different organisations and between central and local government, LPS has responsibility for mapping, registering and valuing land and property, administering a property tax, and collecting the revenue.

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 Registry 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 Division is Northern Ireland's national mapping organisation. It creates, maintains, and disseminates definitive and authoritative geospatial data.
- Digital, Contract and Accommodation Services Division provides the ICT, data support and accommodation services which underpin LPS' operations.
- Transformation and Corporate Support Division delivers corporate governance, finance, HR, communications, planning and assurance alongside leading organisational transformation programmes and change initiatives.
- Rating Policy Division provides policy advice in respect of the rating system and ensures that policy is supported by the necessary legislation.

It has a total annual budget of approximately £65 million and employs around 1,200 staff who are based in six locations across Northern Ireland. The organisation has over one million interactions with citizens, customers, and other stakeholders each year.

Find out more about LPS and our work at [Land & Property Services \(LPS\) | Department of Finance](#)

ORDNANCE SURVEY NORTHERN IRELAND

Ordnance Survey of Northern Ireland (OSNI) is the authoritative provider of mapping, geospatial and address information for Northern Ireland. OSNI creates, maintains and supplies high-quality geographic and property datasets that underpin public services, support economic development and inform decision-making across government, local authorities and the private sector.

This post sits within Ordnance Survey Division (OSNI), which comprises approximately 200 staff based in five regional offices throughout Northern Ireland, namely: Ballymena, Belfast, Craigavon, Derry/Londonderry and Omagh.

Ordnance Survey's vision is "To provide core, authoritative geographic information to underpin the integration of data across LPS and to improve the accessibility and interoperability of spatial data across Northern Ireland."

Find out more about OSNI and our work at [Ordnance Survey of Northern Ireland](#).

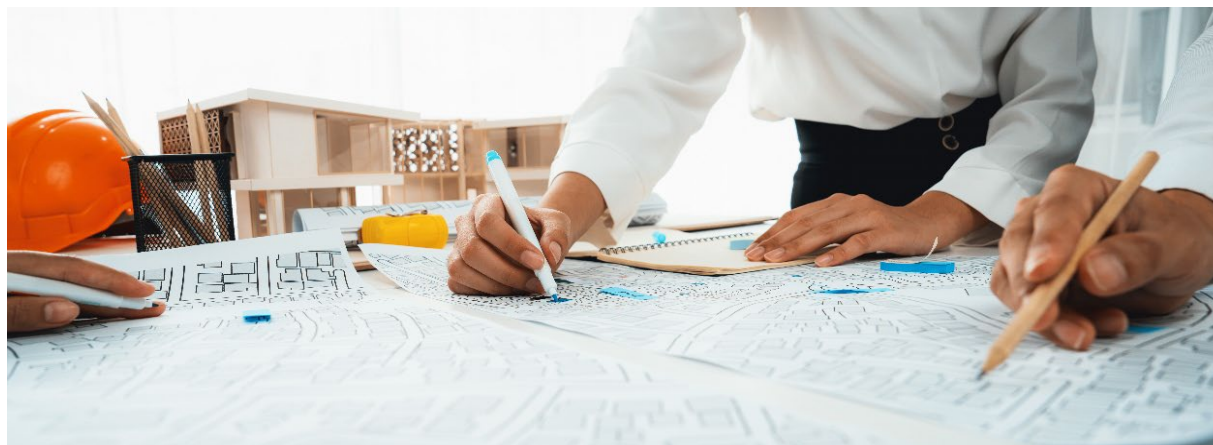
Ordnance Survey Division currently has a number of full-time permanent vacancies at Mapping and Charting Officer (MCO).

The successful candidates will be an employee of the Department of Finance.

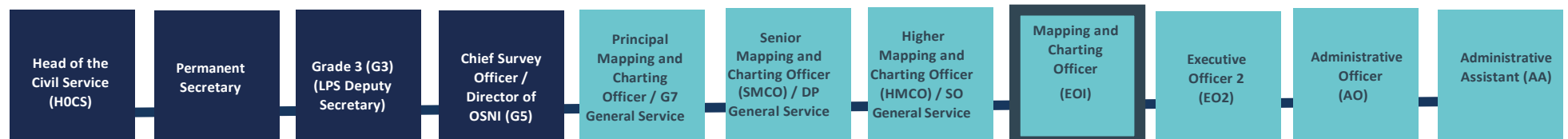
Further appointments may be made from this competition should NICS positions become vacant which have the same eligibility criteria and have similar duties and responsibilities.

APPLICATIONS INVITED FROM

All candidates who consider that they meet the eligibility criteria outlined on pg. 19 of this Candidate Information Booklet.



ORGANISATIONAL CHART



 Senior Civil Service (SCS)

The Job Role



ABOUT THE ROLE AND KEY RESPONSIBILITIES

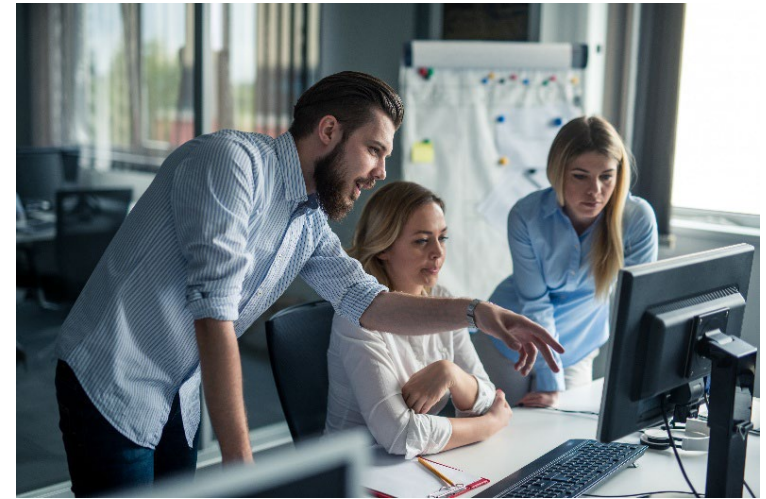
The Mapping and Charting Officer role sits within the Ordnance Survey Directorate and contributes to the delivery of authoritative geospatial data and mapping services for Northern Ireland.

The role involves applying technical skills in geographic information, digital mapping, spatial databases, GIS and surveying to capture, maintain, analyse and present high-quality geospatial data to OSNI standards. Mapping and Charting Officers support the Northern Ireland Mapping Agreement, GI Strategy for Northern Ireland and the UK Geospatial Strategy, working collaboratively with colleagues and customer organisations to ensure outputs meet required quality, accuracy, timescale and statutory requirements, while contributing to continuous improvement of mapping products and services.

Roles and Responsibilities:

The main duties and responsibilities include:

- Understanding and manipulating Geographic Information (GI);
- Using GI systems and/or digital mapping data capture and editing tools;
- Making use of GI software, scripting, and quality assurance of data;
- Utilising spatial database technologies;
- Spatial database development and maintenance;
- Spatial data modelling;
- Planning and undertaking topographical land surveys, including working with GPS, Total Station/EDM, and Mobile Survey Devices;
- Using cartographic skills to manipulate digital data;
- Digital Stereo Photogrammetry (an Acuity test will be required to work in this area);



ABOUT THE ROLE AND KEY RESPONSIBILITIES

- Creation of Digital Elevation Models, point clouds and 3D models;
- Capture of Aerial Photography and Creation of Orthophotography;
- Remote sensing;
- Creating and maintaining address gazetteers;
- Making use of geodesy, map datums and coordinate reference systems;
- Developing and maintaining GIS including web mapping technologies;
- Sales, licensing and customer service in a mapping environment, product development and management of mapping products and services.



Specific roles and responsibilities for each post will be dependent on business area to which the successful candidate is assigned.

The above list is not comprehensive 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

Salary

The salary for these posts will be within the range **£33,542 - £34,231** (under review). Your starting salary will be at the minimum of the scale. If you are currently a civil servant, normal pay on promotion / re-grading arrangements will apply.

Holidays

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

Security Vetting

An appointment will be dependent on the individual satisfying the vetting requirements for the post. For all Mapping and Charting Officer positions the successful candidates will require security clearance to Baseline Standard. However, some posts in the NICS involve staff having access to sensitive personal information either



about citizens or employees. For this reason, employees in these roles are required to obtain a higher level of vetting. You will be required to provide additional personal information for the higher vetting levels. Depending on the role there may be a number of positions that also require clearance to Security Clearance (SC) level.

TERMS AND CONDITIONS

1. Baseline Personnel Security Standard

Basic Disclosure Certificate.
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 Talentdog, normally
after interview/test, and will be asked to complete the
AccessNI application form. Please note that a request to
complete this form should not be seen as a guarantee of
an offer of appointment.

Failure to complete the application form and return it
within the specified time will be regarded as 'no longer
interested in the position' and your application will be
withdrawn.

Criminal Record information is subject to the provisions of
the Rehabilitation of Offenders (NI) Order 1978.

2. Counter Terrorist Check (CTC)

As point 1 plus check of Security Service records.

3. Security Check (SC)

As point 2 plus credit reference check.

TERMS AND CONDITIONS

Hours of Work

The normal hours of work are 37 hours per week (Monday to Friday), excluding meal breaks. Most offices work flexi-time between the hours of 8am and 6pm.

Hybrid Working

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

Please note: Many Northern Ireland Civil Service posts are suitable for hybrid working, although some business areas may require daily office attendance. The NICS hybrid working policy includes a requirement to attend the workplace at least 40% of contracted working hours per week.

Pensions

The NICS offers all employees an attractive pension package.

You'll find further details on the

[Principal Civil Service Pensions Scheme \(Northern Ireland\) website](#)

Location

Currently, the majority of vacancies are expected to arise in the Greater Belfast area. However, from time to time, vacancies may also arise in the Ballymena, Craigavon, Derry/Londonderry and Omagh Ordnance Survey Regional Offices, as well as in other Departments / Public Bodies throughout Northern Ireland.

Appointments will be made strictly in order of merit. While most posts are likely to be located in the Greater Belfast area, candidates should note that MCO grade is a mobile grade and you may be offered or transferred to any Civil Service MCO post in Northern Ireland. Candidates who are offered a post will be informed of the location at the point of offer.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities in full.

TERMS AND CONDITIONS

Probation

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

Career Development

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

Further Information

Applicants wishing to learn more about the post before deciding to apply may contact **Kathryn Weir** by email **Kathryn.Weir@finance-ni.gov.uk**

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



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:

- 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.

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

Disability Requirements and Reasonable Adjustment Requests

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

Please contact: nicosrecruitment@talentdog.com

Selection Process



ELIGIBILITY CRITERIA

Applicants must possess, by the closing date, for applications:

An undergraduate degree (or equivalent qualification) in a relevant subject which includes a significant land surveying or Geographical Information Systems (GIS) component, such as Civil Engineering with Surveying, Geographical Information Systems, Geography, or Physical Sciences.

Please note:

Candidates will be asked to upload evidence of their official university transcript showing their qualification(s) and the modules studied.

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.



OVERVIEW OF SELECTION PROCESS

THE SELECTION PROCESS IS AS FOLLOWS:

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

1. ONLINE EXPRESSION OF INTEREST FORM

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

2. ONLINE FORMAL APPLICATION FORM

- We will complete a formal screening of your Expression of Interest form to ensure your application is valid. Expressions of Interest deemed invalid will be withdrawn from the competition.
- Candidates who progress following screening will receive an email containing a link to the Online Formal Application Form, sent to the email address provided. Online Formal Application Forms must be submitted by **Friday 25 September 2026**.

3. INVITATION TO INTERVIEW

Selected candidates will then be invited to attend a short interview in Assembly Buildings, Belfast, between **19-21 October 2026**.

4. MERIT LIST

- Candidates who meet the required standard and pass mark for the Interview Stage will be deemed suitable for appointment and will be placed on a list in order of merit, with the highest scoring candidate ranked first.
- Candidates will be taken through pre appointment formalities.
- It is intended that the order of merit will remain active for a period of 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.

OVERVIEW OF SELECTION PROCESS

DISABILITY REQUIREMENTS AND REASONABLE ADJUSTMENT REQUESTS

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

[Further information on reasonable adjustments](#)

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



OVERVIEW OF SELECTION PROCESS

INTERVIEW

The interview will be a competency-based interview.

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

Each of the below competencies will test candidates geospatial/mapping experience and suitability for the role. The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly. Please note that you will be expected to demonstrate your geographical knowledge and experience when answering questions.

The core competencies we will assess are:

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. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

Marks available: 20

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 (Minimum Standard: 24)

Where candidates receive the same overall score, their score in this competency will be used to determine their ranking.

BUILDING CAPABILITY FOR ALL

This is about taking responsibility for the quality of own work and seeking opportunities for improvement through continuous learning. Taking ownership of individual and team development needs, proactively supporting the development plans of others and taking account of the diverse contributions of team members and delegate work to improve capabilities of all.

Marks available: 40

OVERVIEW OF SELECTION PROCESS

DELIVERING AT PACE

This is about checking own and team performance against outcomes, making improvement suggestions or taking corrective action when problems are identified. Being interested and positive about what you and the team are trying to achieve. Taking ownership of problems in own area of responsibility and remaining positive and focused on achieving outcomes despite setbacks.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

It is intended that interviews for this post will take place in **Belfast between 19-21 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

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competence framework at Level 2 for the purposes of personal and professional development.

Mapping and Charting (MCO) Grade is analogous to Executive Officer 1 (EO1) Grade in the NICS.

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 2 should be demonstrating level 1 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



GENERAL GUIDANCE FOR APPLICANTS

HELP WITH MAKING YOUR APPLICATION

You can get advice or assistance with making an application from your local **Jobs and Benefits Office** - contact details are available on NIDirect.

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

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact **Northern Ireland Union of Supported Employment (NIUSE)**, an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, (email info@niuse.org.uk, tel. 0044 (0)28 71 377709.)



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

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

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

You may be asked to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work/life experiences.

THE MERIT PRINCIPLE

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at www.nicscommissioners.org. We will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed and in accordance with your preferred working pattern and location preference.

However, you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

GENERAL GUIDANCE FOR APPLICANTS

NICS HR PRIVACY NOTICE

NICS HR are committed to protecting your privacy. Talentdog manage job applications on behalf of NICS HR, in line with the NICS HR privacy notice available via www.nicsrecruitment.org.uk

OFFERS OF EMPLOYMENT

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

TRANSGENDER REQUIREMENTS

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact nicsrecruitment@talentdog.com. Details of this will only be used for this purpose and will not form any part of the selection process.

DISABILITY REQUIREMENTS

We ask on the application form if due to disability you require any reasonable adjustments. Details of any disability are used only for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact nicsrecruitment@talentdog.com where your requirements will be discussed in strictest confidence.

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.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

We must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note that **ALL** applicants for external recruitment will be subject to a Nationality validation check. Applicants must be either:

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

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

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

Category iv – Please provide your **‘Share code’** in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#).

Category v - Please provide your **‘Share code’** in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#). You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service.

Category vi - Please provide your **‘Share code’** in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your ‘share code’ [here](#). Please provide confirmation in the nationality response box that you

GENERAL GUIDANCE FOR APPLICANTS

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

Category vii - Please provide your **'Share code'** in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your 'share code' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation.

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse*; or
 - (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
 - (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse
- *Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only.

(Public Service/reserved posts insert)

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

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

GENERAL GUIDANCE FOR APPLICANTS

SECURITY

Baseline Personnel Security Standard

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

- Your passport OR;
- A document verifying your permanent National Insurance Number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version);
- A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

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

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

made.

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

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

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

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. For a small number of posts the Counter Terrorist Check may also be required. This includes that at point 1 above plus a check of Security Service records.

GENERAL GUIDANCE FOR APPLICANTS

EQUAL OPPORTUNITY MONITORING FORM

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

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the Department of Finance website www.finance-ni.gov.uk.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

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

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

FEEDBACK

The Northern Ireland Civil Service is committed to ensuring the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview.

Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

