



Northern Ireland

Civil Service

Industrial 1, River Worker

Department for
Infrastructure
(DfI)

Candidate Information Booklet

Completed expression of interest forms to be
Submitted no later than **12 noon (UK time) on
Friday 16th October 2026.**

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



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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.

For this competition, merit lists will also reflect permanent residence location in proximity to advertised posts.

The closing date for expressions of interest is **12 noon (UK time) on Friday 16th October 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 nicส์recruitment@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.

ABOUT THE DEPARTMENT FOR INFRASTRUCTURE

The Department for Infrastructure employs around 3,000 staff and is organised with the following Groups:

- **Transport and Road Asset Management**
- **Climate, Planning and Public Transport**
- **Water and Departmental Delivery**

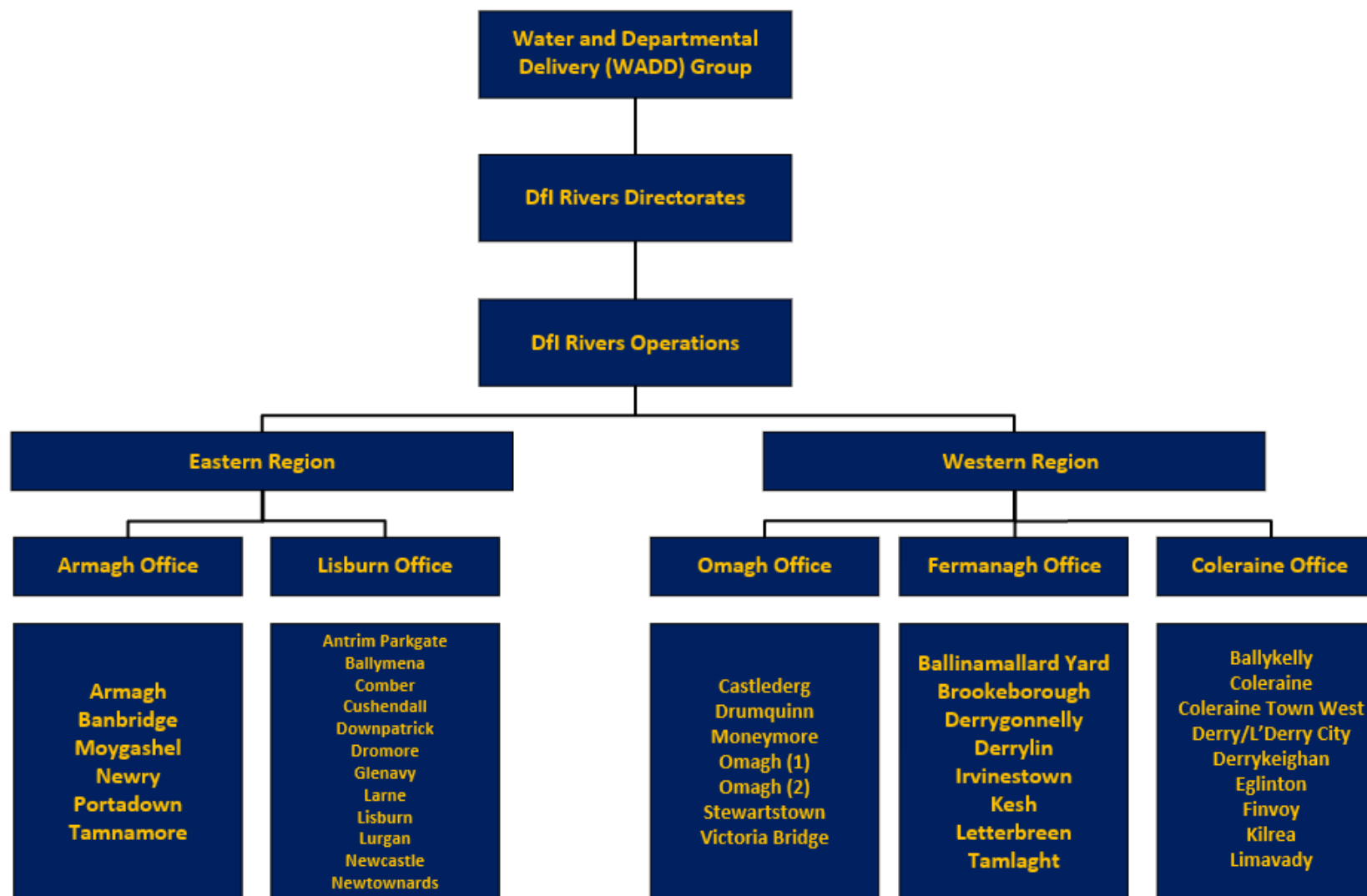
Industrial 1 River Worker opportunities are within Rivers Operations in the Water and Departmental Delivery Group.

Water and Departmental Delivery (WADD)

WADD group has responsibility for NI Water (delivery plan and oversight), Departmental Flood Risk Management, Sustainable Drainage, Power of Water Decarbonisation Projects, DfI Strategic Plan and Business Plan, Financial Performance, Budget, Communications, Resource Management, and the DfI Legislative Programme including EU Exit Data and Learning Programme. The group also oversees the Minister's Office and Assembly Business and delivers digital services, statistics, and research and information management in support of business areas across the Department.

As part of the WADD group, the Rivers Directorates' vision is to manage flood risk, both now and into the future, to maintain and create sustainable living places and support economic development. The aims supporting the vision are: "reducing risk to life and damage to property from flooding from rivers and the sea" and "undertaking watercourse and coastal flood management in a sustainable manner".

**DFI RIVERS
REGIONAL
OPERATIONS
ORGANISATION
CHART**



ABOUT THE ROLE AND KEY RESPONSIBILITIES

Duties and responsibilities may include:

1. Works associated with the maintenance of watercourses including the removal of debris from open and culverted watercourses and grilles; bush and grass cutting; fencing; pipe laying; concreting and assisting in minor construction works.
2. Implementation of all health and safety measures as directed by the Area Engineer or supervisory staff.
3. The undertaking of training, to enhance efficiency and flexibility, in consultation with supervisory staff.
4. Response to calls during flood emergency as and when required and outside normal working hours.
5. Driving Departmental vehicles in Northern Ireland.

The above is not meant to be an exhaustive list but to provide a good indication of the main duties of the post. The emphasis on particular duties will vary over time, according to business needs. Full training will be given where necessary.

TERMS AND CONDITIONS

Salary

Starting salary will be at the minimum of the scale. The basic salary for this post is currently £494.18 gross per week (currently under review).

If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

A successful candidate will, on appointment, become a member of the Northern Ireland Senior Civil Service.

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](#).

Along with your salary, your pension is one of the most important benefits on joining the Northern Ireland Civil Service. It provides you with financial security and options when you retire, as well as benefits for your family and loved ones.

TERMS AND CONDITIONS

Hours of Work

A normal working week will be 5 days totalling 37 hours (excluding lunch breaks). The current working pattern is:

08.00 – 16.40 (Monday to Thursday)

08.00 – 13.15 (Friday)

DfI Rivers provide an “out of hours” flood emergency service. It is expected that the successful candidates will make themselves available to participate in this service. All work outside normal working hours including evening and weekend work, will attract the appropriate payment and allowances.

Travel

Transport to and from work is the responsibility of the employee. However, although employees have no right to Department transport, where management provides transport, employees may avail of it.

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 basic.

Medical

The successful candidate will be expected to pass a medical prior to an appointment being offered. This will include *hand-arm vibration* syndrome and Audio and Drivers medical.

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.

TERMS AND CONDITIONS

Location

This competition is being organised to fill either current or future vacancies across Northern Ireland, which may arise throughout the life of this competition. The Application Form provides you with an opportunity to check your eligibility in relation to the post locations, which may become available throughout this competition.

EASTERN REGION	
Location	Postcode
Antrim Parkgate	BT39 0EG
Armagh	BT61 7EP
Ballymena	BT42 2JY
Banbridge	BT32 4AP
Comber	BT16 1JS
Cushendall	BT44 0RR
Downpatrick	BT30 6SF
Dromore	BT25 1AA
Glenavy	BT29 4RP
Larne	BT40 1EE
Lisburn	BT27 5QB
Lurgan	BT66 6NQ
Moygashel	BT71 7QR
Newcastle	BT33 0LG
Newry	BT34 1QH
Newtownards	BT22 2SR
Portadown	BT63 5QE
Tamnamore	BT71 6HY

WESTERN REGION	
Location	Postcode
Ballinamallard Yard	BT94 2NA
Ballykelly	BT49 9HP
Brookeborough	BT94 4FA
Castlederg	BT81 7PU
Coleraine	BT53 6JL
Coleraine Town West	BT51 3RL
Derry/L'Derry City	BT82 0AT
Derrykeighan	BT53 8AQ
Derrygonnelly	BT93 6HN
Derrylin	BT92 9LA
Drumquin	BT78 4SB
Eglinton	BT47 3PB
Finvoy	BT44 8QY
Irvinestown	BT94 1GJ
Kesh	BT93 1TQ
Kilrea	BT53 7JS
Letterbreen	BT74 9FH
Limavady	BT49 0BJ

WESTERN REGION	
Location	Postcode
Moneymore	BT45 7HQ
Omagh (1)	BT79 7HQ
Omagh (2)	BT79 0EH
Stewartstown	BT80 0EF
Tamlaght	BT74 4AF
Victoria Bridge	BT81 0AR

TERMS AND CONDITIONS

Successful candidates will be made only one offer of appointment from this competition. Offers to successful candidates will be made in merit order by location of posts available and considering business needs, if necessary. Should a successful applicant decline an offer of appointment, they will be removed from the merit list for this competition.

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.

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

Our vision of the NICS of the future is:

- An organisation where everyone plays an active part in improving the lives of people in NI;
- A well-led, high-performing and outcomes-focused organisation;
- A great place to work, where everyone can reach their full potential; and
- An inclusive workplace in which diversity is truly valued.

We aim to ensure every individual is valued and accepted for who they truly are. While more work is planned, some examples of our commitment to diversity and inclusion are:

- Establishing Race and Ethnicity, LGBT, Gender and Disability champions. Our Champions are there to support colleagues and encourage a culture of inclusion in the NICS;
- Supporting peer to peer staff networks, such as Women's Network, LGBT Network, Cancer Support Group and Autism Support Group;
- Working with disability charities to become one of the lead partners with Employers for Disability in NI;

- Committing to all of the NICS becoming Just A Minute (JAM) Card friendly;
- Signing up to the Equality Commission's Mental Health Charter;
- Taking part in PRIDE as an employer; and
- Taking part in Belfast Mela, the city's annual celebration of global cultures.

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



Northern Ireland

Civil Service

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have a minimum of 1 year's full-time experience in drainage and associated works which must include at least 3 of the following: pipe laying, shuttering, fencing, trench supports, concreting, block laying, plastering, joinery, flagging, kerbing and construction works.

AND

2. At least 1 year's full-time experience in the use of power tools which must include at least 3 of the following: water pumps, cement mixers, concrete saw, jackhammer, chainsaw, strimmer, concrete poker, vibrating plate, and knowledge of the health and safety requirements necessary for their operation.

AND

3. A full valid driving licence which permits the licence holder to drive in Northern Ireland.

AND

4. A permanent residence within 20 miles travelling distance by public road of at least one of the advertised post locations. Distance will be measured by [RAC Route Planner](#) (full postcode to full postcode via the "shortest route"). This is to enable Rivers Operations to meet the Department's targets to effectively deliver services to customers,

particularly in respect of response to flooding emergencies.

(Please see page 10 in the 'Location' section for details of posts that may become available throughout this competition).

OVERVIEW OF SELECTION PROCESS

THE SELECTION PROCESS IS AS FOLLOWS:

1. Complete the Initial Online Expression of Interest Form;
2. Complete an Online Formal Application Form;
3. Interview;
4. Merit List;
5. Medical.

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 with a link to an Online Formal Application Form (sent to the email address you provided). Online Formal Application Forms to be completed by **12 noon (UK time) on Friday 30th October 2026.**

3. INVITATION TO INTERVIEW

- Candidates who meet the eligibility criteria will then be invited to attend a regional recruitment open day in The Europa Hotel, Belfast week commencing 16th November 2026. The format of the day will include an opportunity to speak directly with representatives from the Department currently recruiting as part of this campaign as well as completing a short panel interview.

4. MERIT LIST

- Candidates who meet the required standard and pass mark at the interview stage will be placed on a list in order of merit, with the highest scoring candidate ranked first.
- It is intended that the order of merit will remain active for a period of 1 year. However, there is a possibility, although remote, that circumstances may arise where it will be necessary to extend the list for a further period. This will only occur where practical reasons for doing so arise.

OVERVIEW OF SELECTION PROCESS

5. MEDICAL

- Candidates will be required to pass a medical prior to an appointment being offered.
- These medicals are likely to take place throughout January 2027 in NICS Occupational Health Service building, Bruce Street, Belfast.
- Candidates who pass the medical will be deemed suitable for appointment and NICS will allocate candidates to vacancies in the order listed to their permanent residence location.
- Candidates will then be taken through pre appointment formalities.



OVERVIEW OF SELECTION PROCESS

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.

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.

The core competencies we will assess are:

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: 50 Minimum standard: 30

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

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: 30

Total Marks Available: 100 Overall Pass Mark: 60

NICS COMPETENCY FRAMEWORK

NICS COMPETENCY FRAMEWORK

The selection process will assess candidates against the NICS competency framework at level 1.

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. Should you require assistance in accessing the competency framework please contact HRConnect.

Guidance for Applicants

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)



ARTIFICIAL INTELLIGENCE

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

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 permanent residence location.

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

GENERAL GUIDANCE FOR APPLICANTS

merit list will only be extended where cogent practical reasons for doing so arise.

NICS HR PRIVACY NOTICE

NICS HR 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 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.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

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

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 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 who have made a valid application for settled or pre-settled status under [European Union](#)

[Settlement Scheme \(EUSS\)](#).

- vi. Relevant EEA or Turkish nationals working in the Civil Service or who have built up the right to work in the Civil Service; or
- vii. Certain family members of the relevant EU, EEA, Swiss & Turkish nationals.

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

For candidates applying under categories iii – vii you are required to provide the confirmation of Right to Work and Nationality Requirements, including your 'Share code' in the response box in Part 1 of your application form.

You should provide details of your 'Share code' in the 'Share code' field which will be used to validate your Right to Work in the UK. You can find further detail on obtaining your 'Share Code' [here](#).

Failure to provide the requested information **WILL** result in your application being rejected.

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

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

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

Further guidance on Nationality requirements is available in the [Nationality-Guidance](#) section of the NICS website.

SECURITY

Baseline Personnel Security Standard

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

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

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [Government baseline personnel security standard](#).

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. Further information regarding policy on the recruitment of ex- offenders and the vetting process is available at: [https:// www.nicsrecruitment.org.uk](https://www.nicsrecruitment.org.uk) in the Recruitment Policy and Procedures manual.

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

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

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

**RIGHT TO WORK
AND
NATIONALITY
REQUIREMENTS**

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

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

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

GENERAL INFORMATION

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 minority ethnic 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.

