Northern Ireland Civil Service

MOT Vehicle Examiner

Driver and Vehicle Agency (DVA)
Department for Infrastructure (DfI)

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

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

Candidate Information Booklet



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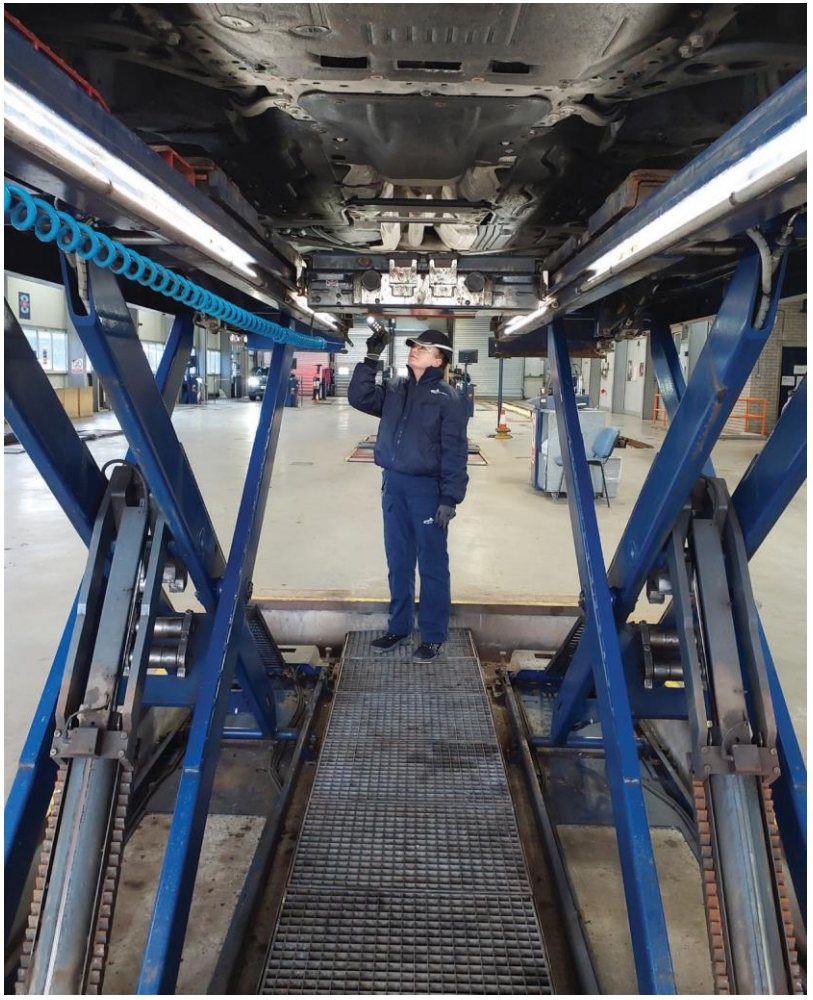
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KEY INFORMATION

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 that you have 24/7 access to, 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 Friday 16 October 2026.



WELCOME

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

This is a fantastic opportunity.

As one of the largest employers in Northern Ireland, we want to ensure that the NICS is inclusive and representative of the people we serve.

This booklet provides further information on the key responsibilities of the MOT Vehicle Examiner role within the Northern Ireland Civil Service. We have also included important information on the assessment process.

This competition will be used to fill up to 35 full time, permanent 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 for expression of interests is **12 noon (UK time) on 16 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 nicsrecruitment@talentdog.com

We wish you every success in your application.

ABOUT THE NICS



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

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

You can find more information on the government arrangements here, including the functions of the Departments on the **Northern Ireland Executive website**.

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.

BACKGROUND

Department for Infrastructure (DFI)

The Department for Infrastructure employs around 3,000 staff and is organised under a Departmental structure within the following Groups:

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

You can find more information **Department for Infrastructure website**, including its responsibilities.

Driver and Vehicle Agency

The Driver & Vehicle Agency (DVA) is an executive agency within the Department for Infrastructure which aims to deliver improved road safety and better regulation of the transport section.

Key areas of responsibility for DVA include:

- Operations Testing
- Operations Administration
- Driver Standards
- Driving Licensing Operations
- Passenger Transport Licensing
- Compliance & Enforcement

You can find out more information about DVA here: **Driver and Vehicle Agency**

BACKGROUND

To underpin these key activities, the Agency is also responsible for the management of a number of contracts with private sector providers e.g. for the provision and maintenance of vehicle testing equipment, telephone and internet booking services, IT managed services, and the driving theory test.

How we operate

The Agency is led by its Chief Executive, who reports through the head of the Department's Climate, Planning and Public Transport Group to the Permanent Secretary of the Department for Infrastructure and the Minister for Infrastructure.

The Chief Executive, who is also the Agency Accounting Officer, has day to day responsibility for its activities, and is accountable for its performance against the targets set by the Department and the Minister.

The Agency, which has a staffing complement of around 800, serves over 1.4 million customers a year. It operates from a variety of locations across Northern Ireland including two main administrative centres, one in south Belfast and one in Coleraine, 16 driver and vehicle testing centres, one satellite driving test centres and six theory test centres.

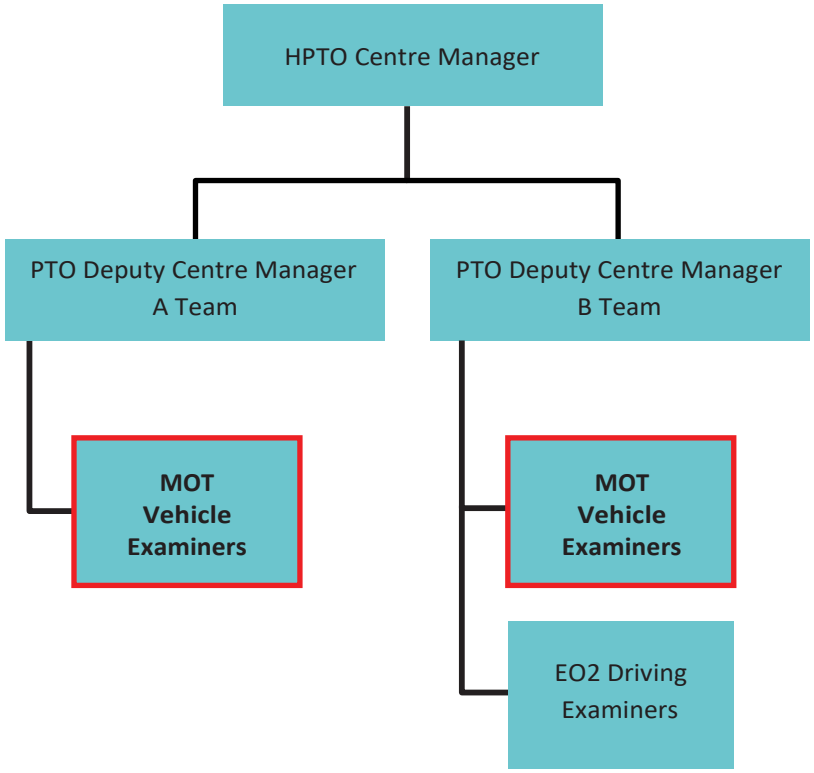
The Agency carries out around 1.2 million roadworthiness checks annually on cars and motorcycles, light goods vehicles, trailers, large passenger carrying vehicles and heavy goods vehicles. Over 100,000 driving related tests are carried out each year, i.e., theory tests, practical 'L' tests, large goods vehicle (LGV) tests and passenger carrying vehicle (PCV) tests. In addition, the Agency maintains an up-to-date register of around 1200 Approved Driving and Motorcycle Instructors.

The Agency's Compliance Section are responsible for checking both vehicles and drivers to ensure they comply with statutory legal requirements.

BACKGROUND

Organisation Chart

The organisation chart below shows the staff structure in each of the DVA Test Centres:



ABOUT THE ROLE AND KEY RESPONSIBILITIES

MOT Vehicle Examiners operate at the leading edge of the Agency's vehicle testing business. Their main duties and responsibilities will include:

1. All aspects of examination of private cars, motorcycles, ambulances, public service vehicles (omnibuses and taxis), light, medium and heavy goods vehicles, and large passenger carrying vehicles. Relevant training will be provided for testing of all categories of vehicles.

2. Use of a range of integrated test lane equipment including IT equipment (training will be provided as required).

3. A requirement to drive a range of vehicles.

4. Completion of relevant inspection reports and the issue of certificates to customers as appropriate.

5. Assisting with the maintenance of equipment and general 'housekeeping' work as required by the 'supervisor' at the Test Centre.

6. Normally maintaining a predetermined level of productivity.

7. Keeping up to date with procedural and technical developments relating to vehicle testing work (including changes in relevant legislation and Agency policy).

8. Compliance with rules intended to prevent conflict of interest between staff activities outside work and the Agency's statutory responsibilities.

9. Compliance with health and safety requirements and the NICS policy on smoking in the workplace.

10. Assisting with First Aider and Fire Warden duties as required to ensure a safe working environment.

11. Providing general assistance to managers in the delivery of testing services.

12. Post-holders will be required to adopt a professional, courteous, polite and helpful manner in dealing with the public.

13. Attendance at training courses (some of which may be residential) as required.

14. You may be afforded the opportunity to be trained in and carry out statutory driver tests.

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

Terms and Conditions

Northern Ireland
Civil Service

TERMS AND CONDITIONS

SALARY

The salary for the post will be within the range £30,458 - £31,097 within which pay progression will be performance related. Starting salary will be at the minimum of the scale. Participation in the current rota system attracts additional payments currently worth up to 8% of salary. Opportunities for overtime working may be available.

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

HOURS OF WORK

Successful candidates will be required to work 37½ hours per week from 08.00 to 20.30 on a three-day rota system. The Extended Day Working (EDW) rota system involves both evening and Saturday working and is usually achieved by working 3 extended or long 12.5hr days per week.

DVA test centres are currently open for vehicle testing 6 days a week (Mon-Sat) for 12½ hours daily. Vehicle testing staff cover for the 6 days is provided through Extended Day Working (EDW). The rota consists of two teams - one team working Monday, Tuesday and Wednesday and the other team working Thursday, Friday and Saturday. The pattern rotates every two weeks, and the rota is devised to ensure that each team works an even number of Saturdays and weekdays. Occasionally the basic rota pattern may be impacted by Bank Holiday periods. EDW allows a normal week's work to be completed in a shorter period.

The working week of 5 standard days is replaced by 3 long or extended days.

It should be noted that the Agency continually reviews working patterns to maximise efficiency. Therefore, successful candidates must be prepared to work the above working pattern or an alternative working pattern to meet business needs as required.

HOLIDAYS

In addition to public and privilege holidays, currently 12 days, the normal annual leave allowance will be 25 days, rising to 30 days after 5 years' service. This is converted to hours for staff working EDW and is 187.5hrs rising to 225hrs after 5 years' service.

TERMS AND CONDITIONS

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. Some of the benefits of the NICS pension include:

Great member pension

- Main Defined Benefit Pension Scheme
- Providing a secure pension payable for life with no investment uncertainty
- Choice of a tax-free lump sum
- Generous build rate of 2.32% of your earnings as a pension each year
- Choice of entering a Defined Contribution Scheme
- Potential access to ill health and injury benefits if you become too ill to work
- Options to increase your pension

What pension could you get?

For example, if you earned £30,458 per year and stayed in the Defined Benefit Scheme (£30,458 based on minimum PayScale 1 August 2025), after 10 years you could have an annual pension of £7066.26 (not including any annual adjustments for cost of living or increase in salary)

Generous employer contributions

From April 2024, Employer Contribution towards the main Defined Benefit pension scheme is extremely generous at 34.25% of your pay.

Employer Contribution towards the Defined Contribution Scheme is between 8% - 14.75% depending on age.

Main Scheme Death benefits

- Able to nominate anyone (including charities) for a Tax-free lump sum in the event of your death
- Lump Sum of up to two times your pay
- Main Scheme provides a Pension for your spouse/partner of around 37.5% of your pension as well as pension for eligible children.

TERMS AND CONDITIONS

TRAVEL

Access to a form of transport will be required to fulfil the responsibilities of this post. Travel throughout Northern Ireland may be required.

VETTING

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is basic Access NI.

CONDITIONS OF EMPLOYMENT

As a condition of your employment, you will be given suitable training and will be required to attend and successfully complete a 4-week New Entrant Vehicle Examiners course. You will be advised of the commencement date and venue for the training when you report to your test centre. Successful completion of the course will be by way of a practical assessment of competence at the end of the 4-week training period and a further assessment will be made within 8 weeks at your working location. Both assessments need completed satisfactorily. If suitable competence is not displayed up to one week's additional training will be given, and a further assessment of competence carried out. Failure to satisfactorily complete the course or the necessary competence assessments may result in your employment being terminated.

Successful candidates will receive a Digital Accreditation Certificate awarded by the Institute of the Motor Industry (IMI).

PROBATION

Confirmation of appointment is subject to 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.

SUPERVISION AND ASSESSMENT

MOT Vehicle Examiners will be subject to assessment of their work performance. They will report to the Deputy Centre Manager who will be responsible for the completion of performance review reports.

THE JOB ROLES

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.

CONFLICT OF INTEREST

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

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business. As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict-of-Interest declaration on appointment.

THE JOB ROLES

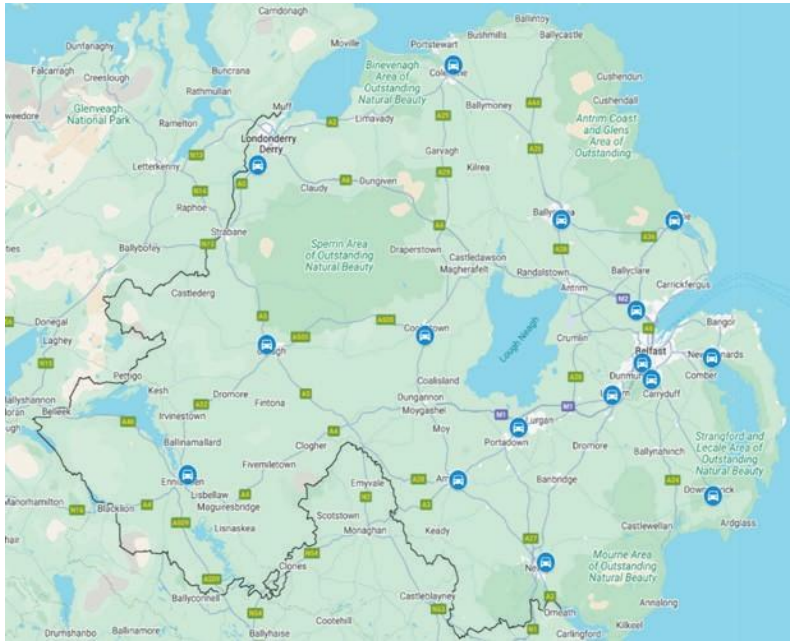
LOCATION

The current location of the MOT Centres is as follows:

ARMAGH	ENNISKILLEN
BALLYMENA	LARNE
BELFAST (Balmoral Road)	LISBURN
BELFAST (Hydebank)	MALLUSK
COLERAINE	NEWBUILDINGS
COOKSTOWN	NEWRY
CRAIGAVON	NEWTOWNARDS
DOWNPATRICK	OMAGH

It is NICS policy that, except in very exceptional circumstances, candidates will only receive one offer of appointment from a competition which, if not accepted, will result in the candidate being withdrawn from the competition.

There are currently 30 full-time permanent vacancies.



FUTURE VEHICLE TESTING INFRASTRUCTURE



The Agency is investing in new test centres over the coming years and Hydebank is the first new Driver & Vehicle Agency (DVA) build installation in over 45 years. It is state of the art in terms of building design, energy consumption/ efficiency and technological advances designed to enhance performance and improve customer experience.

The new complex at Hydebank is a purpose-built central hub for the DVA in the greater Belfast area and will deliver an improved and more streamlined service, meeting growing demand by increasing network capacity, particularly in the Belfast area by adding seven lanes to the DVA Test Network.

With capacity to deliver over 100,000 vehicle tests per annum, the Hydebank test centre is expected to be fully operational by the end of 2026. This will reduce the demand and improve waiting times for tests at other centres and provide better choice to customers.



A second new test centre, pictured above, has been built in the Mallusk area on the outskirts of Glengormley and is expected to be fully operational by the end of 2026.

Diversity and Inclusion

Northern Ireland
Civil Service

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.

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. Possess one of the following qualifications or equivalent;
   - National Council for Vocational Qualifications - Level 3 in Vehicle Mechanical and Electronic Systems (Heavy Vehicles Maintenance and Repair) or Vehicle Mechanical and Electronic Systems (Light Vehicle Maintenance and Repair)
   - Scottish Qualifications Authority - SNVQ Level 3 in Vehicle Mechanical & Electronic Systems Maintenance and Repair (Light Vehicle or Heavy Vehicle)
   - City & Guilds Motor Vehicle Craft Certificate 381 Part III
   - City & Guilds Repair and Servicing of Road Vehicles Certificates 383 Level 3
   - City & Guilds – 330 NVQ in Vehicle Mechanical & Electronic Systems
   - City and Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Competence
   - BTEC (A8) Certificate in Motor Vehicle Engineering Level 3
   - BTEC – Vehicle Mechanical and Electronic Systems – Maintenance and Repair Light Vehicles (Schedule No 125) or Vehicle Mechanical and Electronic Systems – Maintenance (Level 3, Schedule No 126) Heavy Vehicles
   - IMI Level 3 National Diploma in Vehicle Maintenance and Repair (Light Vehicle or Heavy Vehicle)
   - (VRQ) Vocation Related Qualification in Vehicle Mechanical and Electronic Systems, Maintenance and Repair (Light vehicle or Heavy Vehicle) at Level 3 or Vehicle Technician, Vehicle Maintenance and Repair (Light Vehicle or Heavy Vehicle) at Level 3.

AND

2. Be a fully qualified mechanic, having served a suitable apprenticeship period of at least 3 years in motor vehicle servicing and repair. Details of apprenticeship must be provided on the expression of interest. These documents can be uploaded onto the Talentdog site.

AND

3. Have a minimum of 1 year's post apprenticeship experience within the last 6 years, in the motor trade, servicing, testing and repairing motor vehicles. (This will be thoroughly tested at the practical interview)

AND

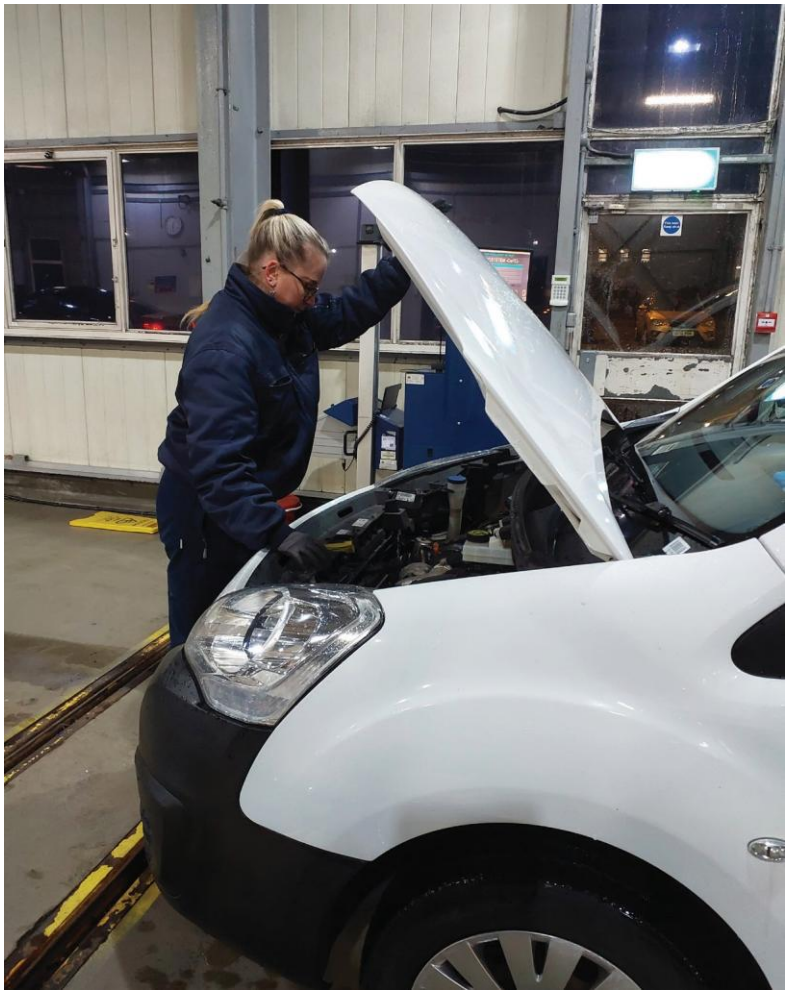
4. Possess a full current Category B driving licence which enables them to drive in the UK.

ELIGIBILITY CRITERIA

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

Relevant 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 ones listed, the onus is on you to provide the panel with the details of all modules studied and course content etc so that a well-informed decision can be made. Relevant qualifications must contain a strong bias towards motor vehicle engineering, maintenance or repair.



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. **A practical based assessment / 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.
- Although the initial Expression of Interest form will close **on 16 October 2026,** this will then re-open at a later date to allow for further candidates to be brought forward when further vacancies arise.

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 Friday 30 October 2026.**

3. PRACTICAL BASED ASSESSMENT / INTERVIEW

- Applicants will attend a practical vehicle-based assessment session where their mechanical knowledge, decision making, communication and customer care skills will be assessed. The session will last for 40 to 50 minutes.

4. MERIT LIST

- Candidates who meet the required standards and pass mark for the interview assessment 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 merit order.
- 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.

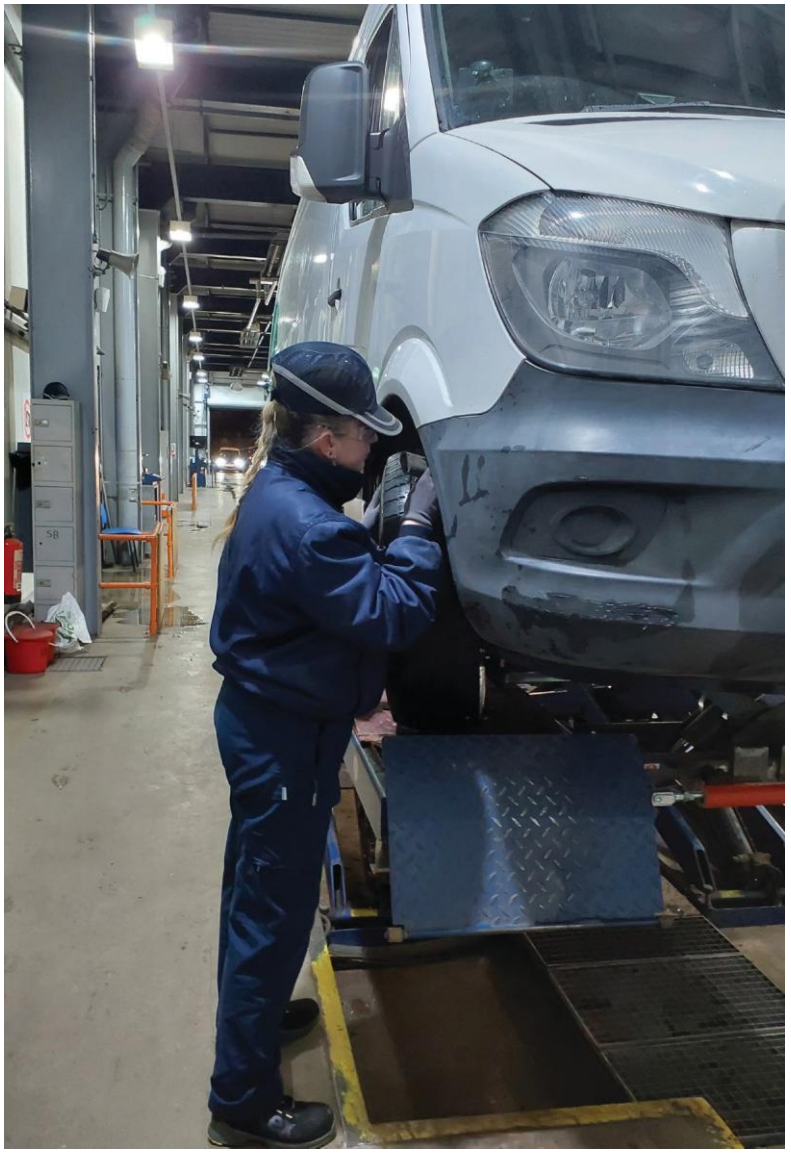
OVERVIEW OF SELECTION PROCESS

DISABILITY REQUIREMENTS AND REASONABLE ADJUSTMENT REQUESTS

We 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

PRACTICAL ASSESSMENT / INTERVIEW

Applicants will be expected to display the following qualities and skills during the assessment-

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.

The practical assessment task will be in **two parts:**

1. This will require you to examine two car type vehicles which will have a few basic defects associated with roadworthiness testing. The faults will cover areas such as road wheels, suspension components, brakes, steering components, external lights, internal and external fittings, passenger safety features and drivers warning devices and lamps. No tools or equipment will be required to complete the task other than the basic operation of any driver's switches or controls.

   One vehicle will be sitting on its road wheels and will involve a walk around visual assessment of its roadworthiness condition. The other vehicle will be on a ramp with its wheels lowered and suspension unloaded to allow visual access to suspension, brakes and steering components.

Marks available: 100 (50 per car)
Minimum standard: 60

DELIVERING VALUE FOR MONEY

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

Part two of the practical assessment -

2. This will involve following guidance in relation to key MOT testable items or vehicle body areas and then assessing several key vehicle components either physically or from pictures of the items. Applicants will be asked to name the items and briefly explain their basic operation and advise on their condition from an annual roadworthiness test (MOT).

   The physical components or pictures will be from or of the steering, suspension, braking, vehicle safety systems or external body fittings of a motor car.

OVERVIEW OF SELECTION PROCESS

Two panel members who are technically qualified will closely observe the applicants' actions and listen to the responses during part one and two of the practical assessments, the third panel member will observe and listen from a reasonable distance away. All three panel members will score the criteria.

Marks available: 60

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.

The assessment task will include the initial communication and interaction between the applicant and a panel member and finish with the applicant delivering a verbal feedback session to one of the panel members on the faults found on the vehicle and its condition from a roadworthiness point of view. The panel member will ask a set number of questions relating to the safety of vehicles and the severity of the faults found. The two other panel members will listen to the exchange, and all three panel members will score the criteria.

Marks Available: 40

DELIVERING AT PACE

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

The assessment of this criteria will be by way of the applicant requiring to complete part one and part two of the practical assessments within a set time frame. The time frame will allow ample time to complete the tasks in an organised and safe manner. A panel member will advise the candidate when half of the allocated time has passed for both assessments.

Marks available: 20

Total marks available: 220
Overall pass mark: 132 (60%)

OVERVIEW OF SELECTION PROCESS

COMPETENCE BASED INTERVIEWS

The selection practical assessment process is designed to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

No notes or personal documentation may be brought into the assessment centre.

PRACTICAL BASED ASSESSMENTS

It is intended that Practical Assessments will take place at a suitable workshop facility during weeks commencing **16, 23 and 30 November 2026 at a DVA location.**

DVA Centre
2 Craigarogan Business Park
BT36 4RG

Disposable boiler suits and gloves will be provided, and you must wear suitable safety footwear whilst assessing the vehicles.

NICS COMPETENCY FRAMEWORK

NICS COMPETENCY FRAMEWORK

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

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high- level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via **www.nicsrecruitment.org.uk**

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

Guidance for Applicants

Northern Ireland
Civil Service

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 DVA MOT Vehicle Examiner practical based interview, bear in mind it does not require you to:

- Talk through previous jobs or appointments or provide general information as to your background and experience. Nor will it involve a set question and answer format.

A DVA practical based interview does, however, require you to:

- Demonstrate your competence in assessing the roadworthiness (MOT) condition of two motor vehicles. The assessment will require feedback on the condition of the vehicles to a panel member who will ask some questions. The questions will focus on vehicle safety or wanting guidance on the defects found or having necessary repairs carried out.
- Demonstrate your motor vehicle knowledge in identifying several vehicle components and assessing their condition again from an MOT perspective. This will involve knowing many of the key mechanical items and safety systems fitted to a modern vehicle and applying written guidance provided to support your assessment.
- Communicate with panel members and explain your actions and checks whilst moving around the interior and exterior of vehicles and during the component check session.

In preparation for the practical based interview, you may wish to think about the routine and process you use to check a car for MOT.

The practical assessment is focused on what are known as testable items and not on items which may be renewed or checked during routine servicing.

The following link gives guidance on what testable items are checked at Stage 2 and Stage 4 of the annual MOT, which is like what you will be expected to demonstrate during the practical assessment.

www.nidirect.gov.uk/articles/vehicle-test-procedures

GENERAL GUIDANCE FOR APPLICANTS

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.

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

NICS HR are committed to protecting your privacy. HRConnect 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

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality Requirements for appointment into the NICS.

Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

(i) UK nationals; or

(ii) Nationals of the Republic of Ireland; or

(iii) Nationals of Commonwealth countries who have the Right to Work in the UK; 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 the European Union Settlement Scheme (EUSS);or

(vi) Turkish nationals or certain family members of Turkish nationals who have accrued 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 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 confirmation of Right to Work and Nationality Requirements, including confirmation of the Nationality category you are applying under, in the response box in Part 1 of your application form. You should also 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.**

GENERAL GUIDANCE FOR APPLICANTS

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

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

(i) That national's spouse, civil partner, durable partner; 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 that national or his/her spouse.

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 this post 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 HRConnect, 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.

As females are currently known to be under-represented in this grade in the NICS, and as young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in the NICS, applications from these groups would be particularly welcome.

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

FEEDBACK

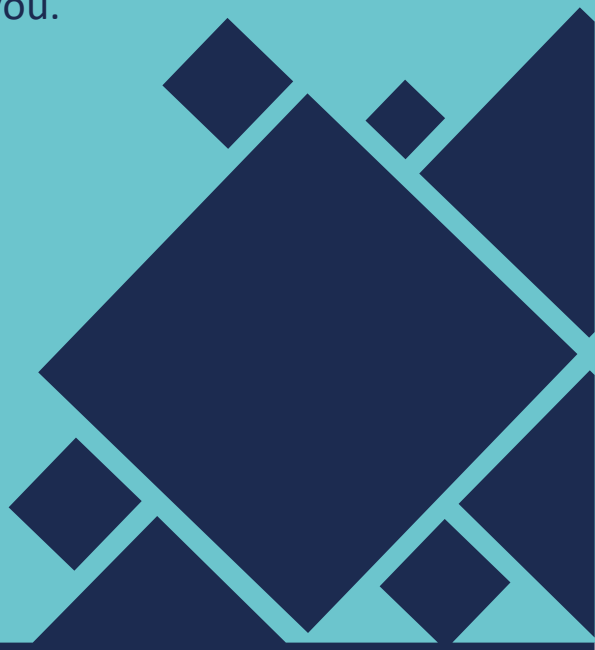
The Northern Ireland Civil Service is committed to ensuring the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/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

Northern Ireland Civil Service

Thank you for your interest in this role

This is a fantastic opportunity to make a positive impact on people's lives. If you are passionate about driving change and supporting others, we would love to hear from you.



Northern Ireland
Civil Service

