

**Record of
Competition Initiation Meeting
for
Northern Ireland Civil Service**

IRC297090

SPTO Civil Engineering Assistant

Department for Infrastructure (DFI)

Attendees:

HRConnect Rep: [REDACTED]

Tel: [REDACTED] EXT

Email: [REDACTED]

Competition Lead: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Chairperson: Mark McPeak

Grade: 6

Location: Marlborough House

Tel: [REDACTED]

Email: [REDACTED]

Panel Member: Eoghan Daly

Grade: PPTO

Location: Seagoe Industrial Estate

Tel: [REDACTED]

Email: [REDACTED]

Panel Member: Michelle Greer

Grade: PPTO

Location: Clarence Court

Tel: [REDACTED]

Email: [REDACTED]

Others:

Nicola Hunter

Section 1. Advertising Considerations	Yes	No	N/A
Does the panel require advertising media other than the standard advertising used for the particular competition? If 'Yes' please indicate names of publications, websites, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

External Competition

Standard	
1. Belfast Telegraph	<input checked="" type="checkbox"/>
2. Irish News	<input checked="" type="checkbox"/>
3. News Letter	<input checked="" type="checkbox"/>
4. NICS Website (External)	<input checked="" type="checkbox"/>
5. Job Centre	<input checked="" type="checkbox"/>
6. WOB	<input checked="" type="checkbox"/>

Additional advertising required	
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

Invoice Details

Name: Nicola Hunter

Address:

E-mail address: [REDACTED]

Section 2. Candidate Information Booklet – Does it contain:	Yes	No	N/A
Job Specification: ⇒ The job title; the key responsibilities; duties of the post; terms and conditions, salary and allowances, hours of work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility and Shortlisting Criteria ⇒ Clearly defined, justifiable eligibility criteria? ⇒ Clearly defined, justifiable shortlisting criteria, listed in order of importance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Person Specification ⇒ Core competences/behaviours considered essential for effective performance in the post ⇒ Clearly defined, justifiable, Interview Assessment Criteria (IAC)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: Please ensure that all justifications for the eligibility/shortlisting criteria are clearly recorded below

Points to Cover

1. TUS consulted	Yes	
2. Security level for post	BC	
<input type="checkbox"/> Non- NICS	<input type="checkbox"/> Eligibility Request form Required?	Due date:
3. Number of vacancies	TBC	
4. Medical details		
5. Expected no. of applicants		
6. Ministerial involvement (SCS)	n/a	

Notes and Justifications

No Foreword to be included

Page 7 panel agree org charts needs to include both TRAM group and Water group. Nicola to change the TRAM Group chat and Eoghan Daly to send org chart for Rivers.

Page 8 Eoghan Daly to add some key responsibilities for rivers.

Eligibility Criteria –

**Eligibility 1 to be split into 2 criteria's (4 eligibility criteria in total)
EG1 to request qualification and EG2 to ask for experience.**

NICSHR confirmed that 3 years post qualification within the last 8 years can not be used and the eligibility should only request 3 years experience.

Relevant experience to be added to EG2.

Panel and NICSHR confirm that the applicant does need access to a form of transport but can be public transport to complete the duties of the role.

Section 3. Assessment Details	Yes	No	N/A
Have assessment criteria been weighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has responsibility for drafting lead questions and indicators of performance been allocated to each panel member? <i>(if appropriate)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a pass mark (or individual pass marks) been agreed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have interview date(s), location, timings etc been agreed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please record date for submission of final questions to HRConnect.	15th December 2023		

Points to Cover

Interviews

1. Date	February 2024
2. Location	Craigavon/Belfast
3. Interview duration	45 Minutes
4. Interview wrap up time	30 Minutes
5. Reception duties required	Yes
6. Notice to candidates	10 days
7. Reschedules offered?	TBC

Interview Criteria

Criterion	Weighting	Min. Standard	Panel Member
1. Making Effective Decisions	80	40	
2. Seeing the Big Picture	40		
3. Managing a Quality Service	40		
4. Delivering Value for Money	40		
5. Leading and Communicating	40		
6. Collaborating and Partnering	40		

Overall Pass mark:168

Presentation - N/A

1. Presentation required	
2. Presentation type	
3. Duration	
4. Preparation time	
5. Materials required	
6. Instructions to candidates	

Test/Assessment – N/A

1. Dates	
2. Location	
3. Materials required	
4. Duration	
5. Pass mark	
6. Reasonable adjustments	
7. Logistics <ul style="list-style-type: none"> ○ Marking Arrangements ○ Results due date ○ Invigilators required 	

Section 4. Application Form	Yes	No	N/A
Has consideration been given to the relevance of questions asked to collect the information required for assessment of eligibility/shortlisting criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes			

Section 5. Panel Member Training	Yes	No	N/A
Have all panel members received the required training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all panel members read the NICS Recruitment Policy and Procedures Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date panel members have been assessed as appropriately trained for the recruitment and selection process (SCS Competitions only)			
<u>Panel Member Training</u>			
Panel Member	Date of Training as per PMF	Further training required?	
Mark McPeak	[REDACTED]		
Eoghan Daly	[REDACTED]		
Michelle Greer	[REDACTED]		
Notes			

Section 6. Conflict of Interest	Yes	No	N/A
Are competition participants aware of any conflict of interest at this stage? If yes please provide details below? Please note should any potential conflict of interest arise this must be declared to HRConnect immediately.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notes <div style="background-color: black; height: 20px; width: 100%; margin-top: 5px;"></div>			

Section 7. Other issues discussed

Interviews to take place in Belfast and Craigavon

4 panels to complete interviews

Panel 1 availability

19th, 20th, 22nd, 23rd, 26th, 27th, 29th February

1st March

4th and 5th to be used as wrap up days

Panel 1 request to interview in Craigavon

TIMETABLE

Please note that the timetable differs depending on Competition type and not all stages may be required.

Recruitment Stage	Date
1. Competition Initiation Meeting	15 th November 2023
2. Approval of relevant documentation	22 nd November 2023
3. Advert appears in press	27 th November 2023
4. Closing date for applications	15 th December 2023
5. Interview questions to be sent to HRConnect	15 th December 2023
6. Eligibility/Sift meeting (including Pre-board meeting)	19 th January 2024
7. Written/practical test	n/a
8. Issue invitation to interview	10 days before
9. Appeal end date (internal competitions)	n/a
10. Interviews	February 2024
Other comments: Stage Authorisation required (SCS)?	

HRConnect will accommodate the above timetable where possible. Dates may be subject to revision.

Declaration:

"I, on behalf of the Panel, can confirm that the issues above have been duly considered and that the responses given represent the consensus of the Panel. In addition I agree to conduct the selection process with due regard to the general principles of NICS recruitment i.e.

- The Equality Legislative Framework;
- The Recruitment Code of the Civil Service Commissioners for NI." (Only applicable for external competitions)

Chairperson:

Date:

HRConnect: [REDACTED]

Date: 29/01/24

Competition Lead: [REDACTED]

Date: 13/02/24