

NICS HR FOI

From: Hunter, Nicola
Sent: 20 November 2023 17:10
To: [REDACTED]
Cc: [REDACTED]
Subject: IRC297090 - SPTO Civil Engineer Assistant CIB v4 (003)
Attachments: IRC297090 - SPTO Civil Engineer Assistant CIB v4 (003).DOCX

Hi [REDACTED]

I have attached the final version of the SPTO CIB after the CIM meeting which happened late last week.

There have been no material changes to the booklet save for the following:

- Some additional background has been added to cover the Water Group as the competition will be used to fill SPTO positions in Rivers
- Some additional roles and responsibilities have been added to cover the Water Group
- Some bullets have been added to the list of experience under eligibility 2 to cover Water Group
- The organisational chart has been amended to reflect both TRAM and Water Group
- Eligibility 1 has been amended to remove the reference to "gained in the last 8 years" as this is deemed to be discriminatory. The word relevant has been added to the experience requirement. The panel is made up of experienced engineers who will be able to determine relevant experience at sift.

This constitutes the final booklet for your records. I can advise that the timetable for this competition will see the SPTO competition advertised on Monday with a closure of 15 December 2023. The sift will be held in January and interviews will commence February 2024.

Thanks
Nicola

NICS HR FOI

From: McPeak, Mark
Sent: 21 November 2023 09:29
To: [REDACTED]
Cc: [REDACTED] Hunter, Nicola; Daly, Eoghan
Subject: FW: IRC297090 - SPTO, Civil Engineering Assistant - Documents for Approval
Attachments: IRC297090 - Application Form v3.pdf; IRC297090 - SPTO Civil Engineer Assistant CIB v4.DOCX

[REDACTED]

I made a couple of very minor suggestions in track – attached.
Happy with below comments.
Nicola and Eoghan to confirm also.

Mark

From: [REDACTED]
Sent: Tuesday, November 21, 2023 9:18 AM
To: [REDACTED]
Cc: McPeak, Mark [REDACTED]; Daly, Eoghan [REDACTED]
Hunter, Nicola [REDACTED]
Subject: IRC297090 - SPTO, Civil Engineering Assistant - Documents for Approval

[REDACTED]

[REDACTED]

Re the documents, I have a few minor amendments:

CIB

Page 10 – under Location, please remove the sentence 'As SPTO is a mobile grade, staff may be transferred to any Civil Service post in NI' and replace it with 'As SPTO is a mobile grade, candidates must therefore be willing to work throughout Northern Ireland.' Panel, Nicola– are you content with this?

Page 13 point viii – bring in line with other bullet points

Page 15 – remove last redundant bullet point

Page 16 – capital letters for Competence based Interview

Page 17 – would it be better to say interviews in Belfast and Craigavon?

I am content with the Application Form, advert and timetable subject to any comments, changes or concerns raised by the panel or Nicola.

Many thanks

[REDACTED]

Recruitment Branch | NICS HR | DEPARTMENT OF FINANCE



From: [Redacted]
Sent: Monday, November 20, 2023 11:21 AM
To: [Redacted]
Cc: McPeak, Mark; Daly, Eoghan [Redacted]; Hunter, Nicola [Redacted]
Subject: RE: IRC297090 - SPTO, Civil Engineering Assistant

Morning,

Please see attached amended documents.

Thanks

From: [Redacted]
Sent: 20 November 2023 10:41 AM
To: [Redacted]
Cc: McPeak, Mark; Daly, Eoghan [Redacted]; Hunter, Nicola [Redacted]
Subject: FW: IRC297090 - SPTO, Civil Engineering Assistant

[Redacted]

Content with all docs.

Only comment is that this is included in the CIB:

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have at least a Level 3 BTEC National Certificate/Diploma in Civil Engineering.

AND

2. A minimum of 3 years' relevant post qualification experience, gained within the last 8 years, in at least 3 of the following areas:

regards

[REDACTED]

Safety, Health, Environment & Pavement Engineering
Department for Infrastructure
Transport and Road Asset Management
Clarence Court
10 - 18 Adelaide Street
Belfast
BT2 8GB

[REDACTED]

From: [REDACTED]
Sent: Monday, November 20, 2023 8:50 AM
To: McPeak, Mark [REDACTED]
[REDACTED] Hunter, Nicola
[REDACTED] Daly, Eoghan [REDACTED]
Subject: IRC297090 - SPTO, Civil Engineering Assistant

Dear all,

Thank you for sending the additional information for the Candidate Information Booklet.

Please find attached updated Candidate Information Booklet, Application form and Advert with the requested changes. I have also attached the competition timetable for your information.
Grateful if you can review the changes to the documents so that [REDACTED] can send to TUS if required.

Reminder that final approval is required by all by **12 noon Wednesday 22nd November 2023**.

Please do not hesitate to contact me should you have any questions.

Many Thanks,

[REDACTED]
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