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Current Job Vacancies

Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

Policies & Procedures Manual

Professional Skills for Government

Internal Opportunities

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IRC303169 - Administrative Officer (AO)

(Northern Ireland Civil Service (NICS))

SALARY: £24,225 - £25,732 (under review)

LOCATION: This competition will be used to fill vacancies that may arise throughout Northern Ireland.

For more detailed information, including the duties and responsibilities of the post, and the criteria to be used during the recruitment and selection process, please click on the Candidate Information Booklet link below.

In order to apply for this position, please click on the "Apply for this job online" link below to register to this vacancy and to submit an online application.

Completed application forms must be submitted no later than 12:00 noon (UK time) on Friday 6th September 2024.

As Protestants and men 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.

As part of our commitment to equality of opportunity we offer a Guaranteed Interview Scheme (GIS) for disabled applicants. Further information can be found in the Candidate Information Booklet.

The Northern Ireland Civil Service is an Equal Opportunities Employer.

ALL APPLICATIONS FOR EMPLOYMENT ARE CONSIDERED STRICTLY ON THE BASIS OF MERIT.

Email: recruitment@hrconnect.nigov.net

Telephone: 0800 1 300 330

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Search:

Current Job Vacancies

Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

Policies & Procedures Manual

Professional Skills for Government

Internal Opportunities

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Online Application Form

- Please refer to the Candidate Information Booklet before completing this form.
- There is no employment history/eligibility or shortlisting criteria required. However, please ensure that you have indicated location preference/s and review your application before submission to ensure you are content. Amendments to your application can not be made following submission.
- All parts of the application form must be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- Applicants should submit this form only; supplementary material such as CV's will not be considered.
- Completed application, including postal applications must arrive no later than **12.00 noon (BST) on Friday 6th September 2024.**
- Late applications or applications received by fax or email will not be accepted.
- When completing the online form, your information is saved as you move through the pages. You may leave the form at any time, providing you have clicked on the 'Save & Continue' button. Once your form has been submitted the option to edit will no longer be available
- Please note-** the session timeout for this form is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.

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- Events Calendar
- Work Experience
- Careers Information
- NICS Core Competencies
- Annual Reports
- Policies & Procedures Manual
- Professional Skills for Government
- Internal Opportunities

Personal Details

Titles: Select

Forename:

Middle Names:

Surname:

Former Surname(s) (if applicable):

Address:

Town:

County: Select

Postcode:

Country: Select

Date Moved To Address (dd/mm/yyyy):

National Insurance Number:

Town of Birth:

If your country of birth is NOT in one of the categories listed in the "Nationality" paragraph of the Candidate Information Booklet, please state how you meet the nationality requirements for this post:

10:22 23/10/2024

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Town:

County: Select

Postcode:

Country: Select

Date Moved To Address (dd/mm/yyyy):

National Insurance Number:

Town of Birth:

If your country of birth is NOT in one of the categories listed in the "Nationality" paragraph of the Candidate Information Booklet, please state how you meet the nationality requirements for this post:

Please provide details of where you can be contacted during working hours:

Email:

Mobile:

Telephone:

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Northern Ireland Government > Departments > News Releases > A to Z Index

Home About Us Contact Us Links Site Map Search: []

Current Job Vacancies **Please note this is a preview of the options within this section.**

Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

Policies & Procedures Manual

Professional Skills for Government

Internal Opportunities

Employment History

This section is not in use - please click "Save & Continue" to proceed. Please note you are **NOT** required to provide any employment history for this role.

Employment History (Start with present/most recent employer)

Continue

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Northern Ireland Government > Departments > News Releases > A to Z Index

Home About Us Contact Us Links Site Map Search: []

Current Job Vacancies **Please note this is a preview of the options within this section.**

Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

Policies & Procedures Manual

Professional Skills for Government

Internal Opportunities

Eligibility Criteria

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Northern Ireland Government > Departments > News Releases > A to Z Index

Home About Us Contact Us Links Site Map Search: []

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Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

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Shortlisting Criteria

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Northern Ireland Government > Departments > News Releases > A to Z Index

Home About Us Contact Us Links Site Map Search: []

Current Job Vacancies **Please note this is a preview of the options within this section.**

Events Calendar

Work Experience

Careers Information

NICS Core Competencies

Annual Reports

Policies & Procedures Manual @ CSO/WL COPYRIGHT

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Internal Opportunities

Interview Criteria

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Vacancies

- Events Calendar
- Work Experience
- Careers Information
- NICS Core Competencies
- Annual Reports
- Policies & Procedures Manual
- Professional Skills for Government
- Internal Opportunities

Further Information

Guaranteed Interview Scheme

The NICS offers a Guaranteed Interview Scheme (GIS) for applicants with a disability that meets the legal definition under the Disability Discrimination Act 1995. Further information on the GIS, including eligibility, is available in the Candidate Information Booklet.

Do you want your application to be considered under the terms of the GIS?

Select

Test/Interview - Adjustment Requirements

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

Please familiarise yourself with the assessment process for this competition as outlined in the Candidate Information Booklet. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box below. You must provide full details of the adjustment required and provide appropriate evidence to support your request as outlined in the Candidate information booklet.

Evidence to support your request should be sent to HRConnect at recruitment@hrconnect.nigov.net as soon as possible following submission of your application.

Please mark your correspondence with the competition reference number IRC303169 and title it 'Supporting evidence for reasonable adjustment request'

We will only advise test administrators or selection panel of adjustments they NEED to know about in managing test or interviews.

10:24 23/10/2024

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Other Information

Locational Preferences:

You will be aware from the Candidate Information Booklet that this competition will be used to fill permanent AD vacancies across Northern Ireland.

In your application form, you may **select up to three** travel to work areas where you are prepared to work.

You should ensure you can, and are willing to, travel to the location.

Working Pattern Preferences:

Please indicate by selecting the relevant option(s) if you wish to be considered for posts with a Standard Working Pattern (SWP), an Alternate Working Pattern (AWP) or both.

Business Areas:

Please indicate by selecting the relevant option(s) if you are willing to consider a role in one of the following specific business areas:

- DAERA Portal Operations
- NICS Courts and Tribunal Services (NICTS) - please note this option requires higher security clearance
- NI Prison Service (NIPS) - please note this option requires higher security clearance

Security Vetting

Please indicate by selecting the option 'Higher Security Vetting' if you are prepared to undertake a higher level clearance.

10:24 23/10/2024

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Security Vetting

Please indicate by selecting the option "Higher Security Vetting" if you are prepared to undertake a higher level clearance.

Please note if successful, you will only be considered for a post within one of your selected preferences, subject to availability. If appointed, your name will then be removed from the list of successful applicants for your other selected locations and working patterns.

Please refer to the Candidate Information Booklet for further information regarding the details of locations and roles. Please ensure that you review your selected options before submission to ensure you are content. Amendments to your application cannot be made following submission.

Select

Location Preferences

Preference 0

Preference 1

Preference 2

Working Preferences

11. SWP

12. AWP

13. DAERA Portal Operations

14. NICTS

15. NIPS

16. Higher Security Vetting

If you are not sure how to complete this section, please refer to the Candidate Information Booklet.

10:24 23/10/2024

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If appointed how much notice would you require before taking up the appointment?

Select

How did you learn of the post?

Select

Previous NICS Employment

If you have ever been employed in the Northern Ireland Civil Service / Northern Ireland Office in any capacity or on secondment or through an employment agency, you must provide the following information:

Are you currently, or have you ever been, employed by the NICS?

Select

If you answered "Yes" to the above question, please complete the remainder of this page, otherwise please move on to the next part.

If you are or have been employed by NICS, please provide your NICS payroll number:

Name of last/current employing Department:

Secondment from or Employment Agency:

Have you ever received a written warning?

Yes No

If so please give date of issue:

Have you ever received a final written warning?

Yes No

10:25 23/10/2024

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If you answered "Yes" to the above question, please complete the remainder of this page, otherwise please move on to the next part.

If you are or have been employed by NICS, please provide your NICS payroll number:

Name of last/current employing Department:

Secondment from or Employment Agency:

Have you ever received a written warning?

Yes No

If so please give date of issue:

Have you ever received a final written warning?

Yes No

If so please give date of issue:

Have you ever been dismissed from a NICS post?

Yes No

If so please give date of dismissal:

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Declaration

A. I have read and understood the information provided in the Candidate Information Booklet.

B. I undertake to inform HRConnect in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.

C. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, will face disciplinary action which may result in dismissal.

D. I can confirm I am aged 16 or over.

E. I agree that HRConnect may store and then dispose of my Access NI disclosure certificate, by secure means, after a decision on my application has been made.

You MUST tick this box in order to confirm you agree with the declaration statement to continue your application.

Instructions for Submission

Please refer to the Candidate Information Booklet for details of where to return your completed application.

Your application must be received no later than: **12 Noon (UK time) on 6th September 2024**

PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM ON THE FOLLOWING TWO PAGES.

FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION.

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