

**Candidate
Information
Booklet
Trawl**

**IRC232677
Health and Safety Advisor (SO)
Food and Farming Group
Department of Agriculture,
Environment and Rural Affairs
(DAERA)**

**Completed Application Forms
must be returned to HRConnect
no later than 12 noon (UK time)
on**

Friday 18th January 2019

DAERA

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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BACKGROUND

DAERA BACKGROUND

The Department of Agriculture, Environment and Rural Affairs (DAERA) has responsibility for food, farming, environmental, fisheries, forestry and sustainability policy and the development of the rural sector in Northern Ireland. The Department assists the sustainable development of the agri-food, environmental, fishing and forestry sectors of the Northern Ireland economy, having regard for the needs of the consumers, the protection of human, animal and plant health, the welfare of animals and the conservation and enhancement of the environment.

DAERA provides a business development service for farmers and growers and a veterinary service for administration of animal health and welfare. The Department's College of Agriculture, Food and Rural Enterprise (CAFRE) delivers training and further and higher education courses in the agri-food sector. DAERA is responsible to the Department of the Environment, Food and Rural Affairs (Defra) in Great Britain for the administration of schemes affecting the whole of the United Kingdom. The Department also oversees the application of European Union agricultural, environmental, fisheries and rural development policy to Northern Ireland.

The Department is currently preparing for BREXIT working closely with our partners in Northern Ireland and with colleagues in the other UK Administrations.

DAERA VISION AND STRATEGIC GOALS

Vision

“A living, working, active landscape valued by everyone”.

Strategic Outcomes

1. Sustainable agri-food, fisheries, forestry and industrial sectors.
2. A clean, healthy environment, benefiting people, nature and the economy.
3. A thriving rural economy, contributing to prosperity and wellbeing.

How we operate:

4. A well-led, high performing organisation focused on outcomes.

DAERA Top Management Group comprises:-

- Corporate Services Group, Rural Affairs & Forest Service
- Veterinary Service Animal Health Group
- Environment Marine and Fisheries Group; and
- Food and Farming Group

DAERA has two Executive Agencies:

- Northern Ireland Environment Agency (NIEA)
- Forest Service

The Department also sponsors a number of NDPBs including the Agri-food and Biosciences Institute (AFBI).

The Permanent Secretary of DAERA is Dr Denis McMahon.

FOOD AND FARMING GROUP

Food and Farming Group is responsible for the following high-profile DAERA wide programmes and initiatives:

- Development of Departmental policy in relation to the Common Agricultural Policy (CAP) Basic Payment Scheme and programmes to support growth in the agri-food sector;
- Implementation of policy through inspection, enforcement, licensing, certification, advice and guidance relating to agriculture, horticulture, food and countryside management;
- Delivery of Rural Development Programme Schemes and measures to support the agri-food sector;
- Development and implementation of DAERA policy on the skills and competence development of people wishing to enter or already working in the Northern Ireland agri-food industry and rural community; and
- Delivery of the DAERA science transformation programme, commissioning and management of the Department's science programme sponsorship of the Agri-Food and Biosciences Institute (AFBI) and to set and commission the Department's research programme
- Delivery of the DAERA Brexit Programme, to consider what EU exit means for the Departments functions, legislation and regulations, and also to identify future challenges and opportunities.

Within Food and Farming Group there are 6 Divisions as follows:

- College of Agriculture, Food and Rural Enterprise;
- Policy, Economics and Statistics Division;
- Sustainable Agri-food Development Division;
- Science Evidence and Innovation Policy Division;
- EU Area based Schemes Division;
- Brexit Division.

The College of Agriculture, Food and Rural Enterprise

CAFRE is a Division within the Food and Farming Group, formed in April 2004 following the rationalisation of three Colleges into a single College, with campuses at Enniskillen, Greenmount (Antrim) and Loughry (Cookstown). The College contributes to DAERA's aims and goals through the education and development of people in the Northern Ireland agri-food industry. This is achieved through the delivery of:

- Further and Higher Education programmes;
- Industry training;
- Business Development Planning;
- Knowledge and Technology transfer;
- Benchmarking

CAFRE provides education and training programmes as well as business development and technology transfer functions. CAFRE has an annual budget of £21m (excluding capital) and 385 staff located at its three campuses and in DAERA offices across Northern Ireland.

A further key role for CAFRE is the provision of technical support to DAERA and other Government Departments.

Sustainable Agri-Food Development Division

Sustainable Agri-food Development Division was established in September 2016 following the formation of DAERA. The Division has brought together Food and Farm Policy with Agri-Food Support Services, integrating policy and delivery activities to support the sustainable development of the agri-food sector.

The Division has 63 staff located within Dundonald House, Ballykelly House and Glenree House (Newry).

Policy Economics and Statistics Division

Policy Economics and Statistics Division is headed by the Chief Agricultural Economist and has 55 staff mainly located in Dundonald House, with a small number in DAERA offices across Northern Ireland. The Divisions primary goals are:

- to deliver informative statistical output in line with legislative and other obligations;
- to provide objective, timely and robust statistical and economic analysis and advice to underpin DAERA policy, delivery and expenditure decisions (including Brexit);
- to undertake evidence-based policy review and development;
- to provide a policy lead on CAP Pillar I policy;
- to manage the Northern Ireland Rural Development Programme

Science Evidence and Innovation Policy Division

Science, Evidence and Innovation Policy Division is headed by the Chief Scientific Officer and has 20 staff located in Dundonald House and Ballykelly House. It comprises the Office of the Chief Scientific Advisor (incorporating the former Science Advisory and Research Policy Branches) and AFBI Sponsor Branch.

Along with these branches, the Division is responsible for progressing the holistic DAERA Science Transformation Programme including the project to deliver the new Animal Health Sciences Building (£32m) for AFBI and ensuring that the recommendations arising from the Department's review of AFBI and science scoping study are taken forward. In addition, the Division funds the Northern Ireland Contact Point for the area of Agri-Food and the Bio-economy (Societal Challenge 2) based in AFBI's Headquarters in Belfast.

EU Area based Schemes Division

EU Area-based Schemes Division exists to ensure the efficient and effective processing of EU subsidy and grant payments so as to ensure that regulatory, scheme and timing requirements are met. The Division has two Units; Countryside Management Unit and Area-based Schemes Delivery Unit, with 294 staff located in DAERA offices across Northern Ireland.

Countryside Management Unit exists to deliver Agri-environment Schemes and initiatives that will enhance the environment. The Unit is also responsible for:

- compliance and inspections of land eligibility, Cross-Compliance and Agri-environment Schemes;
- Land Parcel Identification System (LPIS); and
- Integrated controls including the planning and management of Area-based Scheme Controls.

The Area-based Schemes Delivery Unit is responsible for the management and oversight of the reformed Common Agricultural Policy Schemes introduced on 1 January 2015. The Unit also co-ordinates programme improvements in the delivery of Area-based Schemes so that they are compliant with EU regulations and free from the risk of future disallowance.

Brexit Division

To manage the programme of work required to facilitate our exit from the EU, a DAERA Brexit Division has been established to:

- Be the central point of contact for all Brexit related material;
- Provide advice and guidance to the Minister on the Brexit process; and

- Manage the transition process from the current EU funded programmes.

The Division currently has 34 staff, located in Dundonald House and Ballykelly House, and has four branches:

- Programme Management Office;
- European Services and Brexit Transition;
- Workstream Policy Co-ordination (EMFG and Rural Services); and
- Workstream Policy Co-ordination (FFG).

JOB DESCRIPTION

There is currently 1 permanent, full time vacancy.

Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

Applications Invited From

Trawls are open to all staff in all grades and disciplines who consider that they meet the eligibility criteria. Staff who have been advised by their Department in writing that they have been excluded from promotion/selection are excluded from the field of consideration.

Salary and Allowances

£30,149 - £31,760 (under review)

Salary will be within the above range. Pay progression will be as per current NICS pay policy. Starting salary on appointment will be determined by promotion, re-grading or downgrading terms. Please refer to the Pay and Grading Chapter of the Staff Handbook.

Location

The post holder will be based at Dundonald House, Upper Newtownards Road, Belfast. Should further vacancies arise, please note, they may be based throughout Northern Ireland.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday. Most offices work flexi-time.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities. The post requires travelling throughout Northern Ireland and may also include travel to the GB/ROI.

Training

It is a requirement of the post that the successful candidate will hold the NEBOSH National Certificate in Occupational Health and Safety or equivalent.

If the candidate does not hold the NEBOSH National Diploma in Occupational Health and Safety or equivalent then this must be successfully achieved within three years of taking up the post. Training will be provided.

The successful applicant will also be required to attend various other training courses, which may include residential courses in the GB/ROI.

Trial Period

On transfer as the result of a trawl you will serve a 12 month trial in your new post. This will commence from the date of placement. At the end of the trial period both you and the employing Department or Branch will consider whether the posting should be made permanent.

If the posting is not made permanent, the officer will be transferred back to the former grade/discipline (where applicable) but will remain in their new Department (where applicable). Only where absolutely necessary will the officer be considered for a return to their former Department or, if necessary the wider NICS.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone **Section 40 (2)** on **Section 40 (2)** or email **Section 40 (2)**

If you have any questions about the competition process, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net.

KEY RESPONSIBILITIES

The Food and Farming Group (FFG) Health and Safety Advisor will report to designated Deputy Principal within Agri-Food Support Branch (Sustainable Agri-food Development Division). The key duties of the post include:

1. Providing advice and guidance to senior managers, staff and others who may be affected by the Department's activities on a wide range of health and safety issues;
2. Undertaking Health and Safety audits/inspections of all branches and premises within DAERA FFG. Carrying out spot checks and incident response inspections and providing practical recommendations;
3. Monitoring accidents/dangerous occurrences reports and, where appropriate, conducting accident investigations. Liaising with Claims Management and/or Departmental solicitors in litigation cases;
4. Providing information and regular update reports to senior management on FFG Health and Safety performance;
5. Review FFG Health and safety performance on an annual basis and provide assurance returns and action plan to address gaps;
6. Where necessary undertake specialist health and safety assessments outside the expertise of branch risk assessors including the provision of practicable, reasonable and achievable solutions;
7. Keeping up to date with new Health and Safety legislation, Codes of Practice, Guidance Notes and safety literature and advising on the measures necessary to ensure compliance with statutory provisions;
8. Assisting management to identify health and safety training needs, advising on all requirements for safety training and ensuring suitable training is available;
9. Liaising with outside bodies including Occupational Health Service and the Health and Safety Executive (NI);
10. Drafting FFG Health and Safety Policy and other information on health and safety matters, and where applicable, undertaking appropriate consultation including TUS;
11. Undertaking and/or advising on appropriate environmental sampling, measuring and monitoring;
12. Work closely with the Departmental Senior Health & Safety Advisor, and other DAERA Group Health & Safety Advisors, to ensure consistency and progress Health and Safety throughout the Department;

13. Any other appropriate duties as required by line management.

Food and Farming Group has H&S issues specific to being out on various types of land, in yards, encountering animals etc. and in various weather conditions. The successful candidate may be required to attend these various locations/terrain.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. hold an up to date NEBOSH National Certificate in Occupational Health and Safety, or equivalent;

AND

2. have at least three years experience gained within the last five years of implementing health and safety policy in an organisation.

AND

3. have experience of providing advice to managers and staff on health and safety issues applicable to statutory legislation.

AND

4. have access to a form of transport which enables them to undertake the full range of duties of the post.

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 providing applicants meet the appropriate experience requirements set out at (2) and (3) above.

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 one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

SHORTLISTING CRITERIA

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used in the order listed:

1. Hold the NEBOSH National Diploma in Occupational Health and Safety, or equivalent.

Applicants will be required to bring original certificates for their NEBOSH National Certificate, or equivalent and NEBOSH National Diploma, or equivalent (if shortlisting criteria is used) to interview.

Please note:

- **It is essential that you clearly demonstrate in your application form how and to what extent (including dates where applicable) you meet each of the essential criteria and shortlisting criteria for the post.**
- **You must provide sufficient details to allow the panel to assess how well you meet these requirements.**
- **It is the responsibility of the candidate to ensure the application form is completed appropriately, candidates are therefore strongly advised to demonstrate each criterion in the section of the form that specifically addresses that criterion.**
- **If you do not clearly demonstrate in your application form that you meet all the essential criteria and if necessary, the shortlisting criteria you will not be invited to interview.**
- **Only the details provided by you for the eligibility and shortlisting criteria, in Part 3 of your application form will be available to the sift panel.**

PERSON SPECIFICATION

Candidates will be expected to demonstrate the skills and competencies set out in the eligibility criteria *and shortlisting criteria (if applicable)*. In addition, they will also be required to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competence framework at Level 3 for the purposes of personal and professional development.

Health and Safety Advisor (SO) is analogous to Staff Officer in the NICS.

What is the NICS competence framework?

The competence 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 competence at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competence framework can be accessed through www.nicsrecruitment.org.uk

It is important that all candidates familiarise themselves with the competence framework as this forms the basis of the assessment / interview criteria as outlined below.

INTERVIEW CRITERIA

The selection process will include a competence based interview.

COMPETENCE BASED INTERVIEW

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

1. **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

2. **Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

Minimum Standard: 12

3. **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: 20

Minimum Standard: 12

6. **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: 20

Minimum Standard: 12

5. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 20

6. Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving.

Marks available: 20

Total Marks Available: 120

Overall Pass Mark: 72

INTERVIEWS DATES

It is intended that interviews for this post will take place in Belfast during week commencing 25th February 2019.

INTERVIEW GUIDANCE FOR APPLICANTS

If this is your first experience of a competence-based interview, bear in mind that 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;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills, abilities and experience in each competence area. You may draw examples from any area of your work / life experiences.

SELECTION PROCESS

Making your application

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria.– This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your *unique* role the panel are interested in, not that of your team or division.
- Where qualification form part of the eligibility/shortlisting criteria, candidates will be required to provide documentary evidence, if invited to interview.

Application Form Submission

- Please refer to the Candidate Information Booklet before completing an application.
- **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.

All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.

- Only the eligibility and shortlisting sections will be made available to the panel (delete as appropriate).
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- Please note - the session timeout for the online application 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.
- Please do not attempt to reformat application forms as this will result in disqualification.

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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 HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

Further appointments from this competition

Where a further position in the NICS is identified during the lifetime of the competition which has the same location, skills and experience requirements to that outlined in this candidate information booklet, consideration may be given to filling the position from this competition.

Disability Requirements

Any candidate who because of a disability cannot complete the application form in its current format should contact HRConnect.

Order of Merit

The selection panel will assess the information presented by the candidate at interview against each selection criterion. A score will then be allocated against each selection criterion and a total interview score derived accordingly. Following the interview process HRConnect will add the score

achieved at interview to the score(s) achieved in any other assessment(s) where applicable. Those candidates who achieve the overall competition and (if appropriate) individual criterion pass mark(s) will be deemed suitable for appointment subject to the number of posts to be filled. HRConnect will then publish the list on the portal and allocate a candidate (or candidates) to a vacancy (or vacancies) in merit order. The findings of the competition cease to be valid on the day on which a new competition is advertised or 2 years from the date of publication of the initial list, whichever is earlier.

Feedback

Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All other requests for feedback are welcome.

Completed Application Forms should be sent to the HRConnect Recruitment Team:

HRConnect
PO Box 1090
2nd Floor
The Metro Building
6-9 Donegall Square South
Belfast
BT1 9EX

NOTE: Late Applications or applications received by fax or email will not be accepted.

Contact details:

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: NICS@HRConnect.nigov.net
Tel: 0800 1 300 400
Fax: 028 9024 1665