

**Candidate
Information
Booklet
Trawl**

IRC255886

**Senior Health and Safety Advisory
Officer (SPTO)**

**Roads & Rivers
Department for Infrastructure (Dfi)**

**Completed Application Forms
must be submitted to
HRConnect no later than 12
noon (UK time) on
*Friday 29th May 2020***

Department for Infrastructure (DfI)

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

Department for Infrastructure (DfI)

The Department for Infrastructure employs around 3,200 staff and is organised under a Departmental structure within the following Groups:

Roads and Rivers

- Roads; and
- Rivers.

Planning, Water and Driver and Vehicle Agency

- Strategic Planning;
- Planning Policy;
- Driver and Vehicle Agency; and
- Water and Drainage Policy Division.

Transport and Resources

- Safe and Sustainable Travel Division;
- Finance Division;
- Strategy, Communications and Change Division;
- Transport Strategy Division;
- Public Transport Division; and
- Internal Audit.

Roads and Rivers Group

The Roads and Rivers Group is headed by a Deputy Secretary who is a member of the Departmental Board, supported by four Directors.

Roads

Roads is headed by a Deputy Secretary and supported by three Directors. Our HQ is in Belfast with four geographically located Divisions, each headed by a Divisional Roads Manager, based in Belfast, Coleraine, Craigavon and Omagh. The Divisions are supported by two in-house provider “units”, Consultancy Services and Operations and Maintenance.

Our role is to maintain, manage and develop the Northern Ireland road network to facilitate the safe and convenient movement of people and goods throughout the province. We also inform departmental policy to ensure that measures to encourage safe and sustainable travel are practical and can be delivered. Roads is key to the Department’s contribution to Outcome 11 – We connect people and opportunities through our infrastructure.

Within the resources available, our key objectives are to:

- Plan, develop, manage and maintain, safe and sustainable transportation networks;
- Ensure effective management of Roads’ budget and assets in accordance with good corporate governance arrangements;
- Improve the resilience of Roads in responding to emergencies; and

- Ensure Roads communicates effectively with its customers to promote better understanding of service provision.

Roads is structured into three functional Directorates as described below:

- Engineering;
- Network Services; and
- Major Projects and Procurement.

Engineering is responsible for:

The management of four discrete Business Units.

1. Consultancy Services

The in-house engineering consultancy responsible for:

- the feasibility, design and supervision of roads infrastructure projects;
- the material testing laboratory and road machine surveys;
- Road Safety Audit reporting;
- the operation of the Strangford Lough Ferry Service; and
- the management of training for Graduate Trainees and Apprentices.

2. Operations and Maintenance

The in-house direct labour force responsible for maintaining roads and winter service.

3. Engineering Services:

- Development of traffic and development control policy;
- Development, co-ordination, review and updating of standards, policies and procedures for the design and construction of roads; and
- Health & Safety.

4. Business Services:

- Management and support of organisational change projects in Roads and Rivers;
- Strategic planning, and performance monitoring for Roads and Rivers;
- Programme of IT projects for DfI Roads;
- Corporate Governance and Risk Management;
- Land Disposal & Management of SRI Procedures;
- Management of the Claims Unit;
- Enforcement of on-street parking regulations and moving traffic offences;
- Management of the blue badge system for disabled drivers; and
- Vacancy management of P&T staff.

Network Services is responsible for:

- Maintenance and operation of the public road network, intelligent transport systems and street lighting systems;
- Improvement of the network, through local transport and safety measures and major works on local roads;
- Providing the point of contact for road users and their representatives through our seventeen local section offices and four Divisional Head offices; and
- Management of Design Build Finance and Operate contracts for major roads through Public Private Partnerships.

Within Network Services, the majority of the staff are in 4 operational divisions with Divisional Headquarters in Belfast (Eastern Division), Coleraine (Northern Division), Craigavon (Southern Division), and Omagh (Western Division).

Major Projects and Procurement Directorate is responsible for:

- Management of the Strategic Road Improvement programme of scheme;
- Development and delivery of the Belfast Rapid Transit Phase 2 Project;
- Park and Ride delivery programme; and
- Management of the internal Procurement Units in Belfast and Downpatrick.

Dfl Rivers

Rivers is headed by a Director and supported by three Business Areas:

- Operations;
- Development; and
- Corporate Support Services.

Rivers Headquarters is located in Loughry Campus in Cookstown, with regional offices in Omagh and Lisburn and sub-regional offices at Coleraine, Craigavon and Ballinamallard, outside Enniskillen.

The primary aim of Rivers, as the statutory drainage authority, is to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland and in doing so implement the requirements of the EU Floods Directive.

There are 2 business areas within Operations:**1. The Operational Areas which are responsible for:**

- Maintenance of a network of free flowing watercourses to provide adequate outlets for urban storm and land drainage;

- Maintenance of flood and sea defences;
- Identifying flood risks and undertaking minor works to repair and construct flood defences, culverts and provide drainage infrastructure;
- Administering advisory and enforcement procedures to protect the drainage function of all rivers;
- Utilising available resources to maintain the effectiveness of the Department's assets during periods of adverse weather and threat to life and property from flooding; and
- Responding, where possible, to requests for assistance from the public whose property has suffered, or is threatened by, flooding. Liaising with other statutory and public bodies to provide an effective response to flooding or threat of flooding.

2. Capital Projects Unit, which is responsible for:

- Identification and delivery of cost viable river engineering schemes to minimise identified flood risks; and
- Progression and management of feasibility studies to identify viable flood alleviation schemes.

There are 4 business areas within Rivers Development:

1. Emergency Planning, which is responsible for:

- Carrying out the emergency planning co-ordination duties within DfI Rivers and fulfilling Lead Government Department (LGD) responsibilities for the co-ordination of flooding emergencies;
- Managing, maintaining and enhancing the Hydrometrics Network currently consisting of over 130 river level monitoring stations;
- The provision of water level alert stations to assist in warning selected communities, the Department and other organisations of a potential flood risk; and
- Collating water level and river gauging information to contribute to the 'National Archive' and determine flow return periods to facilitate flood alleviation scheme design and accurate flood mapping.

2. Asset Management & Mapping Unit, which is responsible for:

- The inspection, grading and valuation of drainage and flood defence infrastructure;

- Environmental advice & guidance; and
- Developing and providing map based information to enable the assessment and communication of flood risk.

3. Planning Advisory & Modelling Unit, which is responsible for:

- Providing advice to Planning Authorities on the drainage/flood risk aspects of the forthcoming Local Development Plans and planning applications with a view to prevent inappropriate and unsustainable development; and
- the development, maintenance and validation of an extensive library of hydraulic models that underpin and inform flood mapping, flood alleviation scheme design and specialist development advice.

4. Reservoirs Authority, which will be responsible for:

- The administration of the Reservoirs Act (Northern Ireland) 2015.

Rivers Corporate Support Services is responsible for:

- The administrative support to the organisation and the management of Lough Erne.

JOB DESCRIPTION

This competition will be used to fill a post within DfI Roads and Rivers, Health & Safety Branch as a Senior Health and Safety Advisory Officer (SPTO CE).

There is currently 1 permanent, full time vacancy.

Once appointed, candidates will be required to remain in post for at least five years (unless under exceptional circumstances or on promotion).

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

£37,272- £40,979 (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 Clarence Court, Adelaide Street, Belfast. and may be required to travel throughout Northern Ireland and on occasion to Great Britain.

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.

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.

Training

The successful candidate will provide an undertaking to study towards and successfully obtain a Level 6 NEBOSH Diploma in Occupational Health & Safety and will be expected to attain the qualification within 18 months of appointment. At this stage the Department 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. Assistance will be provided under the terms of the Departmental Assistance to Study Programme.

On successfully obtaining the above qualification, the candidate will also be expected to obtain Chartered Membership of a Health & Safety Professional Institution at a date agreed with management after appointment.

The Department also provides excellent training facilities with both in-house/external course and seminars' being available, as well as "on the job" training.

Further Information

For further information please contact **Section 40 (2)** on **Section 40 (2)** or by e-mail **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 post holder will report to the Head of Branch (a Principal Professional & Technical Officer) and be a member of a multi-disciplinary team. The post holder's primary role will involve working in both an operational and policy capacity in health and safety and also fulfilling a role in Business Support for the business unit.

Main duties and responsibilities of the post include:

1. Review and revision of the Roads and Rivers Health and Safety Management System with the aim of achieving pre-set performance targets and delivering continuous improvement;
2. Keeping abreast of changes in health and safety legislation and developing and/or revising existing policy to ensure it remains valid and current;
3. Informing Roads and Rivers staff of changes to health and safety legislation and the implications of these changes. Advising on changes to organisational policies and arrangements in light of regulatory changes or incidents / occurrences;
4. Provide advice to Roads and Rivers staff on their legal responsibilities with respect to Health and Safety;
5. Manage a schedule of programmed and ad hoc inspections and assessments to ensure compliance with H&S legislation and organisational procedures;
6. Plan and manage/conduct audits of the Roads & Rivers Health and Safety Management System on an annual basis, in line with relevant procedures;
7. Monitoring Health and Safety performance statistics and, when required, provision of a supporting role to line management when conducting incident investigations;
8. Produce reports for the Roads and Rivers Management Group on Health and Safety Performance, or to inform senior management of important Health and Safety issues that arise;
9. Assist management in identifying safety training needs, advising on all requirements for safety training and delivering specialist H&S training, when necessary;
10. Liaising with outside bodies such as Occupational Health Service and Health and Safety Executive NI etc;

11. Attending court hearings to give expert witness statements on Health & Safety matters;
12. Attending consultative committee meetings with Trade Union representatives and to represent Roads and Rivers at other internal and external meetings;
13. Provision of business support services to the Business Unit, and other miscellaneous business activities; and
14. Other duties relevant to the Business Unit.

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications, meet all eligibility criteria outlined below:

1. At least a BTEC ONC/OND in Civil Engineering or Building Studies;

AND

2. 3 years' experience, gained in the last 5 years, of providing construction related health and safety advice in the delivery of construction projects;

AND

3. A valid NEBOSH National General Certificate in Occupational Safety and Health, or equivalent;

AND

4. Provide an undertaking to study towards and successfully obtain a Level 6 NEBOSH Diploma in Occupational Health & Safety. Study will commence at the next available academic year enrolment and must be completed within 18 months of taking up post*. Assistance will be provided under the terms of the Departmental Assistance to Study Programme.

*** Failure to satisfactorily complete the course and attain the qualification (if not already held) will result in an officer being transferred back to their former grade/discipline (where applicable) but they will remain in Dfl. Only where absolutely necessary will the officer be considered for a return to their former Department or, if necessary the wider NICS.**

AND

5. Access to a form of transport that will meet the requirements 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.

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).

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:

1. In addition to requirement 3 above, the qualification requirements will increase to include a Level 6 NEBOSH Diploma in Occupational Health and Safety.

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. 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.

Senior Health and Safety Advisory Officer (SPTO) is analogous to a Deputy Principal 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. Making Effective Decisions

This area provides the opportunity to display Professional & Technical competence through the decisions taken in solving an engineering problem or developing / managing an engineering project.

Make decisions using professional and technical judgement in the area of health and safety, even if they prove difficult or unpopular. Identify a range of relevant and credible information sources and recognise the need to collect new technical evidence and date when necessary both from internal and external sources. Explore different engineering options, outlining costs, benefits, risks and potential responses to each. Recognise patterns and trends in a wide range of technical evidence/data that may affect policy and draw key conclusions. Recognise the scope of your own authority for professional and technical decision making in the area of health and safety and empower team members to make decisions. Invite technical challenge and, where appropriate, involve other technical experts in decision making to help build engagement and present robust engineering recommendations.

Marks Available: 80

Minimum Standard: 40

2. Managing a Quality Service

Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions. Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money. Work with team to set priorities, goals, objectives and timescales. Establish mechanisms to seek out and respond to feedback from customers about policy and service provided. Promote a culture that tackles fraud and error, keeping others informed of outcomes. Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Marks Available: 40

3. Changing and Improving

Find ways to improve systems, policy development and structures to deliver with more streamlined resources. Regularly review procedures or systems

with teams to identify improvements and simplify processes and decision making. Be prepared to take managed risks, ensuring these are planned and their impact assessed. Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking. Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same. Prepare for and respond appropriately to the range of possible effects that change may have on role/team.

Marks available: 40

4. Collaborating and Partnering

Establish relationships with a range of stakeholders to support delivery of policy and business outcomes. Invest time to generate a common focus and genuine team spirit. Actively seek input from a diverse range of people. Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation. Deal with conflict in a prompt, calm and constructive manner. Encourage collaborative team working within own team and across the Department.

Marks Available: 40

5. Leading and Communicating

Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental policy and strategy. Recognise, respect and reward the contribution and achievement of others. Communicate effectively orally and in writing in a succinct, engaging manner, know when to stand ground when needed. Communicate using appropriate styles, methods and timing, including digital channels, to maximize understanding and impact. Promote the work of the Department and play an active part in supporting the NICS values and culture. Convey enthusiasm and energy about their work and encourage others to do the same.

Marks Available: 40

Total Marks Available: 200

Overall Pass Mark: 120

INTERVIEWS DATES

It is intended that interviews for this post will take place in Belfast during week commencing 29th June 2020, however this is dependent on the current circumstances.

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

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed 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. State for the reader who may not know your branch or your job.
- State clearly your personal involvement in any experience you quote. State "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 a qualification forms part of the eligibility/shortlisting criteria, candidates will be required to provide documentary evidence, if invited to interview.

Application Form Submission

You can apply online at www.nicsrecruitment.org.uk.

- 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 submitted by the advertised closing date.
- Only the eligibility and shortlisting sections will be made available to the panel (delete as appropriate).
- 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.

Vetting Procedures

1. Baseline Personnel Security Standard

The successful candidate will be required to be cleared to Basic level.

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.

Contact details:

If you have any queries regarding the competition process please contact HRConnect by:

Email: NICS@HRConnect.nigov.net

Tel: 0800 1 300 400

Fax: 028 9024 1665