

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

IRC260063

Energy Group PMO SO

Attendees:

HRConnect Rep: [REDACTED]

Tel: [REDACTED] EXT

Email: [REDACTED]

Competition Lead: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Chairperson: [REDACTED]

Grade: [REDACTED]

Location: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Panel Member: [REDACTED]

Grade: [REDACTED]

Location: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Panel Member: [REDACTED]

Grade: [REDACTED]

Location: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

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

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

Internal Competition

1. NICS Website (Internal)	<input checked="" type="checkbox"/>
2. WOB	<input checked="" type="checkbox"/>

Invoice Details

Name:
Address:
E-mail address:

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 – final CIB to be forwarded
2. Security for post	Basic
3. Number of vacancies	1
4. Medical details	N/A
5. Expected no. of applicants	40-50
6. Ministerial involvement (SCS)	N/A

Notes and Justifications

Location – add in due to current situation to be working from home

Contact – ██████████ confirmed Barry Rooney

EC1 – TUS requested 2 years minimum experience within 5 years due to change in industry. Must be recent/relevant experience.

EC2 – 1 year minimum experience, TUS content.

SL1 – ██████ expecting high numbers of applications therefore SL kept in. Removed scoring for SL as it is based on length of experience (either they do or they do not have the experience). Discussion to add in a definition re external stakeholders, decided to remove as it is a trawl, applicants should know external stakeholders and could hold up approval process with TUS.

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 type="checkbox"/>	<input checked="" 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.	30th October 2020		

Points to Cover

Interviews

1. Date	30 th November, 1 st , 2 nd and 4 th December
2. Location	Webex
3. Interview duration	35 minutes
4. Interview wrap up time	25 minutes
5. Reception duties required	TBC at sift
6. Notice to candidates	+5 days, [REDACTED] content with this due to panel availability
7. Reschedules offered?	TBC

Interview Criteria

Criterion	Weighting	Min. Standard	Panel Member
1. Making Effective Decisions	20		Panel to review questions following CIM and provide allocations prior to Sift (12 th November)
2. Leading and Communicating	20		
3. Managing a Quality Service	20	12	
4. Seeing the Big Picture	20		
5. Achieving Outcomes through Delivery Partners	20	12	

Overall Pass mark: 60

Presentation

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

Test/Assessment

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 type="checkbox"/>	<input checked="" 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)	N/A																	
Panel Member Training																		
<table border="1"> <thead> <tr> <th>Panel Member</th> <th>Date of Training as per PMF</th> <th>Further training required?</th> </tr> </thead> <tbody> <tr> <td>██████████</td> <td>TBC</td> <td></td> </tr> <tr> <td>██████████</td> <td>Booked 15th October 2020</td> <td></td> </tr> <tr> <td>██████████</td> <td>TBC</td> <td></td> </tr> <tr> <td>██████████</td> <td></td> <td></td> </tr> </tbody> </table>				Panel Member	Date of Training as per PMF	Further training required?	██████████	TBC		██████████	Booked 15 th October 2020		██████████	TBC		██████████		
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██████████																		
Notes																		
<p>██████████ completed training recently and ██████████ completed refresher training in April 2019. ██████████ to confirm training dates for ██████████ and ██████████.</p>																		

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notes			

Section 7. Other issues discussed

██████████ to contact the TUS rep spoken to previously regarding CIB to get approval quickly.
May need to consider timetable if circuit breaker is confirmed for NI due to Covid-19 as advert will be live during half term.

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	6 th October 2020
2. Approval of relevant documentation	14 th October 2020
3. Advert appears in press	19 th October 2020
4. Closing date for applications	30 th October 2020
5. Interview questions to be sent to HRConnect	30 th October 2020
6. Eligibility/Sift meeting (including Pre-board meeting)	12 th November 2020 at Webex
7. Written/practical test	N/A
8. Issue invitation to interview	By 16 th November 2020
9. Appeal end date (internal competitions)	23 rd November 2020
10. Interviews	30 th Nov, 1 st , 2 nd & 4 th Dec
Other comments: Stage Authorisation required (SCS)?	N/A

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:

Date:

Competition Lead:

Date: