

From: [REDACTED]
To: [Long, Stephen \(DoF\)](#)
Cc: [Nesbitt, Grace](#); [Wilson, Mark \(DoF\)](#); [REDACTED]
Subject: RE: CSP Project DP Trawl Application
Date: 21 April 2021 16:43:36

Stephen,

The trawl panel approved the trawl with one minor amendment, Bronagh is the NICS HR competition lead and can discuss this with you at CIM.

Kind regards

[REDACTED]

[REDACTED] | **VACANCY MANAGEMENT OPERATIONS | NICS HR | DoF**
3rd Floor | Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED] [REDACTED] [REDACTED]

From: Long, Stephen (DoF)
Sent: 21 April 2021 16:40
To: [REDACTED]
Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>
Subject: RE: CSP Project DP Trawl Application

Hi [REDACTED],

I was wondering if you had any further update on this DP trawl application?

Thanks,

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk

From: [REDACTED]
Sent: 16 April 2021 11:26
To: Long, Stephen (DoF) <Stephen.Long@finance-ni.gov.uk>; Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>
Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; [REDACTED]
[REDACTED]
Subject: RE: CSP Project DP Trawl Application

Stephen,

I have forwarded to the Trawl Panel and have asked to meet with them on Tuesday, I feel it makes a much stronger case now. I will advise you of the outcome on Tuesday as soon as I can.

Regards

[REDACTED]

[REDACTED] | **VACANCY MANAGEMENT OPERATIONS | NICS HR | DoF**
3rd Floor | Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED]

From: Long, Stephen (DoF)

Sent: 16 April 2021 10:24

To: [REDACTED] Wilson, Mark (DoF)

<Mark.Wilson@finance-ni.gov.uk>

Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; [REDACTED]

[REDACTED]

Subject: RE: CSP Project DP Trawl Application

Hi [REDACTED] Mark,

Thank you both for your time yesterday to discuss this trawl which was very useful.

We have now made the necessary and agreed adjustments to the CIB which is attached.

I would be grateful if this can now be considered again and let me know the outcome in due course.

If you have any immediate or further queries please let me know.

Thanks,

Stephen Long

Civil Service Pensions Project,

Enterprise Shared Services,

First Floor, Waterside House, Londonderry. BT47 6FP

Tel: (028) 71319113, Ext: 62113

Email: Stephen.Long@finance-ni.gov.uk

From: [REDACTED]

Sent: 14 April 2021 18:09

To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; Long, Stephen (DoF)

<Stephen.Long@finance-ni.gov.uk>

Cc: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>; [REDACTED]

Subject: RE: CSP Project DP Trawl Application

Grace,

I will send an invite shortly for a meeting tomorrow at 12:30pm as I know you are keen to have this matter resolved quickly. I promised I would provide you with an indication of where the panel felt that the proposal to trawl fell short and I apologise that I wasn't able to do so earlier in the day.

The overriding impression was that the eligibility criteria were too weak to support a trawl. In all of the criteria listed we felt phrases like "contributing to" and an "awareness of" weakened the case. I know that mentally Stephen and yourself might have a very clear idea of what you would see as the type of experience or evidence that would see an applicant successfully passing through sift but for us looking at the criteria as listed it is difficult to see how any serving SO might not make a case that they meet the criteria listed. That being the case we would ask why not take from the external DP competition? There is a process whereby NICSHR corporate competitions work with business partners to try to find the best match for the vacant post and project experience was one of the areas where applicants were asked to list their experience.

I know you will have considered that option and still have opted for the trawl, at this stage it is a matter of strengthening the case, hence our offer to meet with you. Below I have shown the eligibility criteria for an LPS vacancy IRC258612 which was approved for trawl next to yours. I promise you I didn't cherry pick this, it was the first CIB I came across based on a word search in Content Manager, I'm not saying that this is in any way typical, I provide it only as an example. The main difference and probably the reason it was accepted as a trawl is the qualification.

There is a fine line between tightening the eligibility criteria and reducing the potential pool of applicants to the point where there is little opportunity of filling the post. This is essentially the nature of trawls, the requirement should be such that only a small minority of the feeder grade(s) can meet it, if that isn't the case take from the appropriate promotion list.

Kind Regards

[Redacted]

IRC 258612	Proposed CSP Role
<p data-bbox="328 1585 676 1619">ELIGIBILITY CRITERIA</p> <p data-bbox="225 1664 775 1839">Applicants must, by the closing date for applications, demonstrate in their application form (which must include dates where applicable) one or more of the following eligibility criteria:</p> <ol data-bbox="276 1877 775 2063" style="list-style-type: none">1. Be a qualified PRINCE 2 or MSP practitioner and have at least one years' practical* experience to include Gateway reviews and project closure to	<p data-bbox="927 1585 1251 1619">ELIGIBILITY CRITERIA</p> <p data-bbox="807 1626 1369 1693">Deputy Principal Project Team Leader</p> <p data-bbox="807 1738 1369 1805">Applicants must, by the closing date for applications have:</p> <ol data-bbox="858 1850 1369 2074" style="list-style-type: none">1. At least one year's experience within the last 5 years of utilising Programme and Project management techniques including risk management, contributing to ensuring a

ensure good governance;

AND

2. Have at least two years' practical* experience in the application of project/programme management gained in the last 5 years leading to the successful delivery of programme/project outcomes;

AND

3. At least one years' experience in working in a business partnering** role.

The following definitions are provided:

* Practical experience is defined as actually having undertaken the work rather than having knowledge and understanding of contributing to the development of and influencing policies / projects.

** Business partnering is defined as working with a business area to provide specialist advice and guidance to a range of people, including those of a higher grade.

Applications will also be considered from applicants with relevant formal professional memberships considered by the selection panel to be of an equivalent or higher standard to those stated.

Equivalent professional memberships: give details of the professional membership held, and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the

programme/project* is managed to time and within budget.

2. At least one year's experience gained in the last 5 years in contributing to the development of a significant business case.
3. At least one year's experience within the last 5 years of having established effective working relationships within the programme/project* with other key stakeholders to contribute to the delivery of a programme/project* .
4. An awareness of the current key challenges facing public service pensions.

* The programme/project should be one which impacts across a number of business areas/stakeholders within a department, and/or, across another department/s or other organisation/s.

Shortlisting

In addition applicants should be aware that after the eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be applied:

1. At least one year's experience gained in the last 5 years in contributing to the development of a significant business case, defining business requirements and procuring an IT solution.

At least one year's experience gained in the last 5 years of effective communication with key stakeholders, including staff at Senior level (SCS or equivalent) to contribute to the delivery of a programme/project* ,

From: Nesbitt, Grace
Sent: 13 April 2021 17:17
To: [REDACTED] Long, Stephen (DoF)
<Stephen.Long@finance-ni.gov.uk>
Cc: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>; [REDACTED]
[REDACTED]
Subject: RE: CSP Project DP Trawl Application

Thanks so much

Grace

From: [REDACTED]
Sent: 13 April 2021 17:16
To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; Long, Stephen (DoF)
<Stephen.Long@finance-ni.gov.uk>
Cc: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>; [REDACTED]
[REDACTED]
Subject: RE: CSP Project DP Trawl Application

Grace,

I will put together a note highlighting the concerns and have it with you tomorrow. I will speak to Mark about his availability and we can agree a date.

Regards
Dermot

[REDACTED] | **VACANCY MANAGEMENT OPERATIONS | NICS HR | DoF**
3rd Floor | Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED] [REDACTED] [REDACTED]

From: Nesbitt, Grace
Sent: 13 April 2021 16:58
To: [REDACTED] Long, Stephen (DoF)
<Stephen.Long@finance-ni.gov.uk>
Cc: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>; [REDACTED]
[REDACTED]
Subject: RE: CSP Project DP Trawl Application

[REDACTED]

I have very limited availability next week as I am doing a Gateway Review Mon – Wed nevertheless I do need to attend this meeting.

It would be helpful in advance to understand your concerns so I would be grateful if you could

email me the note of the review panel meeting which was held today.

I am free as follows –Stephen is also free on these dates according to his diary :

Thursday 15th 12.30 onwards

Friday 16th – 2.00 – 3.30

Thursday 22nd am until 10 am

Friday 23 from 12.00 noon onwards

I am then on leave for 2 weeks - Yvonne my secretary will be able to advise further as necessary

Thanks

Grace

From: [REDACTED]
Sent: 13 April 2021 16:38
To: Long, Stephen (DoF) <Stephen.Long@finance-ni.gov.uk>
Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>; Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>
Subject: RE: CSP Project DP Trawl Application

Stephen,

Apologies for not coming back to you sooner, the review panel met again today and again felt that the CIB provided did not support the proposal to recruit via trawl. Mark and I have since discussed the matter and feel it might be best if we arranged a virtual meeting with you and others if you feel it appropriate and discuss the proposal and the best way forward.

If you would provide your availability for the upcoming week, I will sent the invites.

Thanks

[REDACTED]

[REDACTED] | **VACANCY MANAGEMENT OPERATIONS | NICS HR | DoF**
3rd Floor | Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED] [REDACTED] [REDACTED]

From: Long, Stephen (DoF)
Sent: 13 April 2021 16:03
To: [REDACTED]

Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>

Subject: RE: CSP Project DP Trawl Application

Hi [REDACTED],

I am just following up on my email below to see if you have had a chance to review again or even to give me an indication on a timescale for this?

Thanks,

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk

From: Long, Stephen (DoF)

Sent: 01 April 2021 15:01

To: [REDACTED]

Cc: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>

Subject: RE: CSP Project DP Trawl Application

Hi [REDACTED],

Thank you for your time this morning to discuss this trawl application.

I have now made a slight amendment to the CIB to include contributing to a business case in the Eligibility Criteria whilst this expands further in the Shortlisting should it be required.

Hopefully this should now suffice as I explained that this criteria was previously used for the previous DP Project Team Leader back in 2013. I would be grateful if you can consider again as soon as possible.

Thanks,

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk

From: Wilson, Mark (DoF)

Sent: 01 April 2021 09:38

To: Long, Stephen (DoF) <Stephen.Long@finance-ni.gov.uk>

Cc: [REDACTED] Nesbitt, Grace
<Grace.Nesbitt@finance-ni.gov.uk>

Subject: RE: CSP Project DP Trawl Application

Stephen,

Apologies, [REDACTED] will be in touch later to discuss the position.

Kind regards,
Mark.

From: Long, Stephen (DoF)

Sent: 31 March 2021 12:05

To: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>

Cc: [REDACTED]; Nesbitt, Grace
<Grace.Nesbitt@finance-ni.gov.uk>

Subject: RE: CSP Project DP Trawl Application

Hi Mark,

I am just following up on the email trail below to see if this post was considered on Tuesday 19th as noted as I have not received any response as yet.

Thanks,

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk

From: Nesbitt, Grace

Sent: 19 March 2021 16:22

To: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>; Long, Stephen (DoF)
<Stephen.Long@finance-ni.gov.uk>

Cc: [REDACTED] >

Subject: RE: CSP Project DP Trawl Application

Mark

See below
Grace

From: Wilson, Mark (DoF)

Sent: 19 March 2021 15:37
To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>
Cc: [REDACTED] >
Subject: RE: CSP Project DP Trawl Application

Hi Grace,

The request for the DP Project Manager is being progressed and will be considered next week (Tuesday) along with other competition/Trawl requests. The following questions will need to be considered before a request can be progressed as an individual competition/Trawl:

- Are there any live competitions/Trawls that could be used to fill the vacancy?

No – location is the issue.

- Does the request meet the requirements for a competition/Trawl i.e. cannot be filled via general service grades?

Yes – these posts are trawled given the specialised requirements as set out in the trawl and this post was trawled before.

- Are there any other departments who have similar requirements to allow a joint competition/Trawl to be run to ensure a more corporate approach to resourcing?

No- see above re location issue.

When this is completed the DoF VM Team will be in touch to discuss the next steps.

In your e-mail below you mentioned about putting pressure on Sue to get this moving. Can I check if you have received Sue's approval to proceed with this competition? This will not prevent us from going through the process described above.

No approval from Sue as yet but we are pressing for this and I do expect to secure it as it was a condition of our commercial deal with the supplier

Happy to discuss,
Mark.

From: Nesbitt, Grace
Sent: 18 March 2021 18:09
To: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>
Cc: [REDACTED]
Subject: RE: CSP Project DP Trawl Application

Thanks so much.

Grace

Sent with BlackBerry Work
(www.blackberry.com)

From: Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>

Date: Thursday, 18 Mar 2021, 17:04
To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>
Cc: [REDACTED]
Subject: RE: CSP Project DP Trawl Application

Hi Grace,

I will speak to the team and get back to you tomorrow with an update.

Kind regards,
Mark.

From: Kilpatrick, Sonya
Sent: 18 March 2021 15:45
To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>
Cc: Woods, Michele <Michele.Woods@finance-ni.gov.uk>; Wilson, Mark (DoF) <Mark.Wilson@finance-ni.gov.uk>
Subject: FW: CSP Project DP Trawl Application

Grace

I'm no longer working on competitions and appointments. It's been handed over to Michele Woods but only within the last few days so I have copied this email to her and Mark Wilson in the DOF VM team and would suggest that he is best placed to look at this and get back to you.

Best regards

Sonya

From: Nesbitt, Grace
Sent: 18 March 2021 14:49
To: Kilpatrick, Sonya <Sonya.Kilpatrick@finance-ni.gov.uk>
Subject: FW: CSP Project DP Trawl Application

Sonya

This is another one

We have had no substantive response and this is becoming urgent.

We now have the SOC approved and I want to put pressure on the AO (Sue) to get this moving.

Very happy to discuss

Grace

From: Long, Stephen (DoF)

Sent: 18 March 2021 14:13
To: Nesbitt, Grace <Grace.Nesbitt@finance-ni.gov.uk>
Subject: FW: CSP Project DP Trawl Application

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk

From: Long, Stephen (DoF)
Sent: 25 February 2021 16:32
To: NICS HR Resourcing <NICSHR.Resourcing@finance-ni.gov.uk>
Cc: [REDACTED]
Subject: CSP Project DP Trawl Application

Hi folks,

Please find attached an application to be considered for a trawl for a CSP DP Project Team Leader.

I have also included a draft CIB for information.

If you require any further information or need to discuss please let me know.

Many thanks,

Stephen Long

Civil Service Pensions Project,
Enterprise Shared Services,
First Floor, Waterside House, Londonderry. BT47 6FP
Tel: (028) 71319113, Ext: 62113
Email: Stephen.Long@finance-ni.gov.uk