

**Candidate
Information
Booklet
Trawl**

**IRC 242042
Health and Safety Coordinator, Grade
7 Principal
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 2nd August 2019

***Department of Agriculture,
Environment and Rural Affairs***

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.

Contents	Page
Background	3
Job Description	5
Key Responsibilities	7
Eligibility Criteria	8
Person Specification	10
Selection Process	14

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

DAERA Top Management Group comprises:-

- Forest Service, Rural Affairs and Estate Transformation
- Central Services and Contingency Planning
- 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.

Context

From a Health and Safety perspective, DAERA is the most diverse Department in the NICS. It has 5 groups: Central Services and Contingency Planning, Food and Farming, Veterinary Service Animal Health, Environment Marine and Fisheries, and Rural Affairs, Forest Service and Estate Transformation.

Central Services and Contingency Planning Group (CSCPG) has 7 Directorates, including Corporate Services Division. The Departmental Board agreed that the management and coordination of Departmental Health and Safety should be centralised within Corporate Services. Until now it has been coordinated from within Environment Marine and Fisheries Group by the Senior Health and Safety Advisor at Deputy Principal level.

The Departmental Board also agreed that while a central Health and Safety Coordinator will be appointed for the Department individual Groups and managers will continue to be responsible for compliance with Health and Safety matters within their own business areas. One of the Health and Safety Coordinator's roles is to support managers in their delivery of Health and Safety requirements and obligations – it is not to take that responsibility from them.

DAERA has a Health and Safety Director at Grade 3 level who is appointed by, and is a member of, the Departmental Board. The role of the DAERA Health & Safety Director is to champion Health & Safety at Board level; update the Board on significant Health & Safety issues; and ensure Health & Safety is considered in Board decisions. This role will transfer from the Director of Health & Safety to the Head of Corporate Services and Contingency Planning Group (who is a Board member) with the appointment of the Central Health and Safety Coordinator postholder.

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.

This is a priority post – the successful applicant will be expected to take up the post as soon as possible.

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

£48,829 - £53,518

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 may be based at Dundonald House, Ballykelly House or Klondyke Building.

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.

Training

If not already held, appointees will be required to obtain a NEBOSH National General Certificate in Occupational Health and Safety, and the NEBOSH HSE Certificate in Health and Safety Leadership Excellence, within 12 months of taking up the post.

Failure to obtain these certificates within 12 months of taking up the post will be taken into consideration of the permanency of the posting at the end of the 12 month trial period (see below – Trial Period).

Other Information

Although a managerial role, the appointee will need to have a reasonable degree of mobility and fitness in order to supervise, monitor and review how inspections are conducted, attend investigations, or familiarise him/herself with accident scenes for reporting or assurance purposes.

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. Consideration will include if the postholder has gained the qualifications set out above.

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.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties. Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business. As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Michael Oliver on 02890524252 or email michael.oliver@daera-ni.gov.uk.

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, the Departmental Health and Safety Coordinator, will report to the Director of Corporate Services. A key responsibility will be to provide Health and Safety assurance directly to the Health and Safety Director, and to the Departmental Permanent Secretary as required. The post holder will also be required to present reports to the Departmental Board, the Department's Audit and Risk Assurance Committee, and the Top Management Team.

The post holder will be responsible for:

Leadership – driving improvements in Health and Safety across the Department, and delivering work programmes in line with the Departmental strategy. Leading staff to achieve this.

Analytical and development work - reviewing existing arrangements, policies and measures and producing a Departmental Health and Safety Strategy to meet or exceed statutory obligations.

Coordinating - coordinating a team of Health and Safety Advisers working across the Departmental Group governance structure and building Health and Safety capacity and resilience throughout the Department.

Reporting - monitoring and reviewing Health and Safety performance, TUS engagement, reporting on those and providing assurance to senior management.

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications be able to evidence:

1. A proven track record of understanding H&S legal and regulatory requirements including 2 years experience in the last 5 years of integrating Health and Safety into policy, plans, projects or programmes; and of delivering Health and Safety requirements as part of this work;

AND

2. At least 2 years management experience, which demonstrates strong leadership and organisational skills;

AND

3. A proven track record of their ability to communicate and influence a diverse range of individuals/groups to achieve results / objectives.

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. the NEBOSH National General Certificate in Occupational Health and Safety or equivalent **OR** the NEBOSH HSE Certificate in Health and Safety Leadership Excellence or equivalent.
2. the NEBOSH National General Certificate in Occupational Health and Safety or equivalent **AND** the NEBOSH HSE Certificate in Health and Safety Leadership Excellence or equivalent.

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). 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.

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 4 for the purposes of personal and professional development.

Health and Safety Coordinator is analogous to Grade 7, 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 presentation and a competence based interview -

PRESENTATION

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. This may be followed up with questions from the panel. Candidates will be advised of presentation topic when they report for interview and will be given a maximum of 30 minutes to prepare for their presentation. Candidates should therefore report for interview at least 45 minutes earlier than their scheduled interview appointment to allow time to prepare their presentation.

A flipchart and writing materials will be provided for candidates' use. No personal documentation may be brought in to the pre-interview room. Candidates will be allowed to bring any flipchart sheets and some short speaking notes into the interview room for assistance during the presentation (but note that use of the flipchart is not mandatory). No other materials or visual aids will be permitted.

The presentation will be used to assess the candidate against the "Leading and Communicating" Competency

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

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. Seeing the big picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

Marks available: 20

2. 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

3. 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

4. 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

Total Marks Available: 100

Overall Pass Mark: 60

INTERVIEWS DATES

It is intended that interviews for this post will take place in Belfast during week commencing 26th August 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.

Vetting Procedures

1. Baseline Personnel Security Standard

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