



# DAERA High-Level Science Advisory Group Application Form



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

An Roinn

**Talmhaíochta, Comhshaoil  
agus Gnóthaí Tuaithe**

Depairtment o'

**Fairmin, Environment  
an' Kintra Matthers**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

***Sustainability*** at the heart of a  
*living, working, active landscape  
valued by everyone.*

# DAERA High-Level Science Advisory Group Application Form

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The Department of Agriculture, Environment and Rural Affairs is seeking to appoint a Chairperson and up to nine Members to the DAERA High-Level Science Advisory Group.

Place an '✓' in the box to identify the role(s) you wish to apply for.

Chairperson

Member

Both

**CLOSING DATE FOR APPLICATIONS IS NOON ON THE 22ND AUGUST 2024, GMT.**

Late applications will only be accepted in exceptional circumstances and at the discretion of the Selection Panel.

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**All parts of the application form must be completed by the candidate before this application can be considered. Failure to do so may result in disqualification.**

Completed forms should be returned by email or hard copy to the address listed below.

**Email:** [HLSAGsecretariat@daera-ni.gov.uk](mailto:HLSAGsecretariat@daera-ni.gov.uk)

**Post to:** HLSAG Secretariat

Chief Scientific Adviser's Office

Department of Agriculture, Environment and Rural Affairs (DAERA)

1st Floor Clare House

303 Airport Road West

Sydenham Intake

Belfast

BT3 9ED

**If you have a hearing difficulty you can contact the Department via Text Relay:**

Making a call from a text phone dial 18001 + 028 9052 2194

Making a call from a telephone dial 18802 + 028 9052 2194

Please note we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability (see Section 6 of this application form).

If you have any questions about this application form or if you require the application form in an alternative format, please get in touch using the contact details provided.

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## General Information

1. Applications must be made using this form. It must not be altered; additional pages submitted with application forms will not be permitted. All applications will be acknowledged.
2. We recommend that you retain a copy of your application for your own information.
3. Applications from civil or public servants are welcome, however in order to avoid any potential for “double pay”, candidates will not be paid to attend meetings while taking annual leave and candidates must ensure there is no connection to ‘such employment as a civil or public servant’. Similarly, candidates must ensure their employer has granted permission to apply for this appointment.
4. The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulations. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect crime. For full details of DAERA’s Privacy Statement, please follow the link - <https://www.daera-ni.gov.uk/daera-privacy-statement>
5. Interviews are expected to commence from the week beginning **14th October 2024** and will continue over a three-week period. If you cannot make yourself available on the allocated date, an alternative date may be considered. Decisions to allow such reschedules will be at the discretion of the Selection Panel.
6. Please note, if your application is successful, you will be asked to carry out an Access NI Check as part of the Baseline Personnel Security Standard (BPSS) assurance check.
7. Finally, please see the further guidance at the end of this document. This will ensure you complete the application form correctly.

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## Application Form

- Applications must be made using this form.
- CVs are not acceptable.
- The form should be completed in typescript (**minimum font size 12 and font style Arial**) or clearly written in **black ink** in the boxes provided.

### 1. How were you made aware of this opportunity?

E-mail       Internet       Notification from the Department

Other (Please specify)

### 2. Personal Details

<b>Surname: (Block letters)</b>	<b>Forename:</b>	<b>Title: (Prof/Dr/Mr/Mrs/Ms etc.)</b>
<b>Home Telephone:</b>		
<b>Mobile Telephone:</b>		
<b>Work Telephone:</b>		
<b>Email:</b>		
<b>Address:</b>		
<b>Postcode:</b>	<b>National Insurance Number:</b>	

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## 3. Other Information

- Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978?
- Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?
- Have been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?
- Were you dismissed from any office or employment over the past 10 years?
- Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification?
- Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

Please tick as appropriate  **Yes**  **No**

If you ticked yes, please provide details below.

### Note 1:

- Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
- Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
- Debt Relief Orders (DROs); and
- Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

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## 4. Monitoring Information

This information is required for monitoring purposes only and will not be used to determine your suitability for appointment. It will not be seen by the Selection Panel - the form for completion is therefore a separate document.

**MONITORING DETAILS** - Please complete the Equal Opportunities Monitoring Form which is attached separately and forward along with your application to the Email / postal address provided.

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## 5. Skills, Knowledge and Experience

### Notes for completion of Section 5 (Skills, Knowledge and Experience).

The remainder of the application form provides an opportunity for you to demonstrate that you have the skills, knowledge and experience set out in **Section 4 - Person Specification** in the Candidate Information Booklet. Address each of the criterion in turn, **using specific evidence to support your statements.**

### This is a very important part of your application.

The application form gives you an opportunity to provide examples relevant to the specific criteria. These, in turn, provide the Selection Panel with information and evidence about you, and a deeper understanding of your abilities. No other information will be considered, and the Selection Panel will not make assumptions as to the skills, knowledge and experience you may have gained.

Only candidates who meet the eligibility criteria, based solely on the information provided in the application form, will be invited for interview. It is essential that you provide evidence and examples of how you meet each of the criterion to support your application.

Candidates should note that during the sift there will be a greater emphasis placed on criterion 2 (Strategic thinking and direction) with a higher minimum score required.

Candidates are limited to **400 words**. Any text beyond the allotted number of words will be **redacted** and **not** considered by the Selection Panel.

All candidates are required to completed essential criteria 1-3 on the application form.

Candidates who wish to apply for the role of Chairperson, must also complete criterion 4.

If you wish to apply for **both** positions, please complete **ALL** the essential criteria and the HLSAG Secretariat will compile the necessary paperwork to ensure that your application is considered for **both** positions.

**Note:** Recent experience and knowledge is defined as within the last three years.

**Note:** The term 'organisation' can be defined as a body operating in the public, community, voluntary or private sectors.



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## Essential Criterion 1 - Skills, knowledge and experience

With consideration to **Section 4 - Person Specification** of the Candidate Information Booklet you need to demonstrate your recent experience and knowledge in the science discipline you are applying for as evidenced by a wide portfolio of scientific publications (and/or) participation on expert scientific groups.

Please '✓' the box to identify which science discipline you wish to apply for:

Agricultural Science	Animal Science	Climate Adaptation and Mitigation Science	Data Science	Marine, Fisheries and Aquatic Systems	Natural Environmental Sciences	Plant Science	Social Sciences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Maximum of 400 words)

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## Essential Criterion 1 - Continued

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## Essential Criterion 2 - Strategic thinking and direction

With consideration to **Section 4 - Person Specification** of the Candidate Information Booklet you need to demonstrate your ability to provide strategic scientific advice on matters relating to the use of evidence in policy making and to strategically assess the application of evidence in policymaking and recognise where and how science can enhance policymaking. This will include the ability to analyse issues in an impartial way and work across a range of topics drawing on, but not limited to, your expertise.

**(Maximum of 400 words)**

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## Essential Criterion 2 - Continued

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## Essential Criterion 3 - Communication and partnering

With consideration to **Section 4 - Person Specification** of the Candidate Information Booklet you need to demonstrate how you have, within a personal, voluntary or employment context, contributed effectively as part of a team, put forward views in a clear and concise manner and shown an ability to influence others to achieve desired outcomes.

**(Maximum of 400 words)**

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## Essential Criterion 3 - Continued

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## Essential Criterion 4 - Leadership - (also to be completed by candidates applying for the Chairperson role)

With consideration to **Section 4 - Person Specification** of the Candidate Information Booklet, you need to demonstrate your ability to show engaged leadership, successfully promoting cohesion among Group members, and working with colleagues, senior management/scientists and other stakeholders to achieve the desired outputs.

**(Maximum of 400 words)**

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## Essential Criterion 4 - Continued



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## 6. Guaranteed Interview Scheme

The aim of the Guaranteed Interview Scheme (GIS) is to provide candidates with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Candidates with a disability who meet the criteria at stage one of the selection process (the sift process) will automatically be offered an interview.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on their ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or for the rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

**Do you want to be considered under the GIS?**

Yes  No

*If you have answered Yes, please consider the following:*

*As an Equal Opportunity Employer, we wish to ensure that all candidates have the opportunity to perform at the best of their ability in an interview situation. We also wish to be able to consider how best to accommodate any reasonable adjustments you may require should you be offered an appointment.*

*Providing this information is not mandatory and will not inform your success or otherwise in this competition.*

***However, please note that we will only advise the interview Selection Panel of any adjustments they NEED to know; and any information passed to the Selection Panel will be by prior agreement with you.***

If you require any form of reasonable adjustment in order to take part in an on-line interview, or are likely to require these if appointed, please note this in the box below.

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## 7. Probity and conflicts of interest

***Before you complete this section, it is important that you read Annex C of the Candidate Information Booklet, entitled “Probity & Conflicts of Interest – Guidance for Candidates”.***

**To answer the following questions please place an ‘✓’ in the appropriate box:**

Are you aware of the Seven Principles of Public Life and are you prepared to abide by these?

Yes  No

Are there any other probity issues which might cause embarrassment if, in the future, they are raised in public?

Yes  No

If applicable, if you are employed in the public sector have you sought permission from your employer to apply for this position?

Yes  No  N/A

Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public?

Yes  No

If you answered **yes**, please provide details below:

*Any potential conflicts of interest detailed above will not prevent you from being called for interview but may, if appropriate, be explored with you at that time to establish how you would address the issue should you be successful in your application.*

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## 8. Declaration

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

I have read **Annex C** of the Candidate Information Booklet, entitled 'Probity & Conflicts of Interest - Guidance for Candidates' and have completed Section 7 of this application form accordingly.

I understand that, if appointed, I must raise any probity or conflict of interest issues that may arise during my term of appointment with the HLSAG Secretariat, and that my failure to do so could lead to my appointment being terminated.

If a public sector employee, I understand the general principle of double paying and confirm that, if appointed, I will not breach the principle.

I declare that the information I have given in support of my application is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated.

I note the information provided in the DAERA Privacy Statement and I understand and accept that the information I have provided can be processed by the Department of Agriculture, Environment and Rural Affairs, in accordance with Data Protection legislation, for the purposes of making this appointment.

I understand some of my personal information may be disclosed to other government departments, or anonymously in response to Assembly Questions and other enquiries.

Signature:

Date:

I confirm that by signing the declaration electronically (for emailed applications), the electronic signature is the legal equivalent of my manual/handwritten signature on this application.

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## Guidance Notes

### For completion of this Application Form

The following notes give guidance to help you provide the relevant information when completing the application form. Read these notes and the Candidate Information Booklet carefully before completing the application form. These notes are available in other formats, please contact the HLSAG Secretariat for details.

#### 1. How were you made aware of this opportunity?

It is important for us to assess how people learn of appointment opportunities in the Department, so that we can use the information to ensure we reach as wide a range of potential candidates as possible. Therefore, we would ask you to note the initial method that drew your attention to the opportunity.

#### 2. Personal details

Please give full details of your home address, as well as how you may be contacted.

#### 3. Other information

Please provide full details if any of the points apply to you.

#### 4. Monitoring information

The Department is required to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. You are asked to complete these details in the Equal Opportunities Monitoring Form, attached separately in the Application Pack. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence. As with all the information contained in the form, it is gathered, maintained and processed, strictly in accordance with the <https://www.daera-ni.gov.uk/daera-privacy-statement>, for appointment purposes only.

#### 5. Skills, knowledge and experience

In this section you are asked to provide information against the eligibility criteria. The information you provide should enable an assessment to be made of the extent to which you meet the criteria. The information you provide in Section 5 will be used for assessment and selection purposes. When completing this section, you should have a copy of the eligibility criteria outlined in the Candidate Information Booklet beside you for reference.

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Before starting to complete this section, it is important that you think about your role and what you have done individually, either on your own or as a team member. Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role. To complete this section effectively, you need to understand the relationship between the examples you will use and the relevant eligibility criteria. Provide specific examples of your experience in relation to the required competence area. In addition, you should bear in mind the following points:

- Use simple and easy to understand language in your examples to describe what you have done;
- Use actual examples, rather than ‘how you would do something’;
- Use examples from your working life, where appropriate, or from your personal life, including any voluntary or community work you are or have been involved in;
- Avoid statements that describe your personal beliefs or philosophies - focus on specific challenges and results;
- If possible, quantify/qualify your accomplishments;
- Describe what actions you completed - if your example includes activities undertaken by a team, focus on your unique role and not that of the team or Division.

## 6. Guaranteed Interview Scheme

The aim of the Guaranteed Interview Scheme (GIS) is to provide candidates with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Candidates with a disability who meet the criteria at stage one of the selection process (the sift process) will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

## 7. Probity and conflicts of interest

A member of the HLSAG could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest. In this section you are asked to provide information regarding interests that you, or your immediate family, have that might be construed as being in conflict with the position for which you have applied.

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Included in the Candidate Information Booklet is **Annex C**, entitled 'Probity and Conflicts of Interest - A Guide for Candidates'. This provides advice on what constitutes a conflict of interest. Please read this before completing this section. A conflict of interest will not necessarily prevent you from taking up an appointment, but you must be prepared to have this explored in more detail at interview.

## 8. Declaration

Ensure that you have read the declaration statement and sign your application form.

An application received by e-mail before the closing date will be treated as having met the return deadline.

### Checklist

#### Have you:

- Provided all the required information?
- Completed and returned the Equal Opportunities Monitoring Form (attached separately)?
- Signed Declaration (Section 8) of the application form?

### Reminder:

The **Closing Date** for receipt of applications is **Noon on 22nd August 2024, GMT.**

Please return the completed form via email to: [HLSAGsecretariat@daera-ni.gov.uk](mailto:HLSAGsecretariat@daera-ni.gov.uk)

or via post to:

HLSAG Secretariat  
Chief Scientific Adviser's Office  
Department of Agriculture, Environment and Rural Affairs (DAERA)  
1st Floor Clare House  
303 Airport Road West  
Sydenham Intake  
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