**Candidate**

**Information Document**

**Northern Ireland Fishery**

**Harbour Authority**

**(NIFHA)**

**1 Chair and 4 Members**



**CONTENTS**

|  |  |
| --- | --- |
| **Section 1** | **Outline of the public body and its role** |
| **Section 2** | **Role profile** |
| **Section 3** | **Person specification** |
| **Section 4** | **Application and Selection Process** |
| **Section 5** | **Probity and Conflicts of Interest** |
| **Section 6** | **Equal Opportunities Monitoring and Complaints Procedure** |
| **Section 7** | **DAERA Privacy Notice** |
| **Annex A** | **Seven Principles of Public Life** |
| **Annex B** | **Guide to Competency Based Interviewing** |

If you would like to speak to someone in connection with any aspect of the process, or if you require an application pack in a different format such as Braille, large print, audio etc. please contact:

**Dolores Kelly**

**Equality, Diversity & Public Appointments Branch**

**Ballykelly House**

**111 Ballykelly Road**

**Ballykelly**

**Limavady**

**BT49 9HP**

**Tel: 028 77 442025**

**Or by email to:** **EqualityDiversityPublicAppointments@daera-ni.gov.uk**

**Section 1 – Outline of the public body and its role**

**Appointment**

The Department of Agriculture, Environment and Rural Affairs (DAERA) wishes to appoint a Chair and four Members to the Northern Ireland Fishery Harbour Authority (NIFHA) Board.

**A Regulated Appointment**

The procedure for these appointments adheres to the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland. This means that the process will be based on merit after a fair, open and transparent process that involves independent scrutiny. A copy of the code can be found at [**https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPANI-Code-of-Practice-JL2.pdf**](https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPANI-Code-of-Practice-JL2.pdf)

**Overview of the Northern Ireland Fishery Harbour Authority**

The Northern Ireland Fishery Harbour Authority is an Executive Non-Departmental Public Body (Executive NDPB) sponsored by the Department of Agriculture, Environment and Rural Affairs (DAERA).

It is a statutory body established in 1973 under the Harbours Act (Northern Ireland) 1970 and the Northern Ireland Fishery Harbour Authority Order (Northern Ireland) 1973.

The NIFHA is responsible for the three fishery harbours and harbour estates of Ardglass, Kilkeel and Portavogie.

**Primary Functions of the Northern Ireland Fishery Harbour Authority**

The primary functions of the NIFHA are:

* to improve, manage and maintain the three fishery harbours and harbour estates of Ardglass, Kilkeel and Portavogie;
* to operate such facilities as may be provided at the harbours;
* to dredge and maintain the harbour berth, channels and entrances;
* to lease, dispose of or develop land vested in the Authority; and
* to construct, alter or extend any tidal work (subject to regulatory consent).

The NIFHA is primarily responsible for ensuring that all on-shore and marine activities within port limits are carried out safely and efficiently and that harbour facilities are maintained and improved in an effective manner.

In terms of service provision the NIFHA has four key areas of operation:-

* the provision of safe navigation channels and berths;
* the provision, operation and management of fish market facilities;
* the provision of slipway facilities for vessel maintenance and repair; and
* estate management and development.

**Organisational Structure**

The NIFHA is managed by a Board consisting of the Chair and between four and eight other Members. In order to hold meetings the Board requires a minimum of the Chair plus not less than four members to form a quorum. The Board is currently made up of the Chair and five members. The Chair and Members are appointed by the DAERA Minister and are non-executive.

The Board has four sub-committees – Audit and Risk Assurance, Corporate Planning, Finance and General Purposes and Remuneration. The Audit sub-committee provides objective advice to the Chief Executive of the NIFHA and the Board on corporate governance, risk management and internal control issues.

The Chair and Board members have overall responsibility for the corporate strategy and governance of the NIFHA and for setting aims and objectives. The Corporate Plan is normally updated every four years and the process involves the continuous monitoring and review of performance with a view to ensuring that overall aims and objectives are achieved. Annual Business Plans are derived from, and are consistent with, the Corporate Plan.

The NIFHA head office is located in Downpatrick and there are offices at each of the three harbours.

For further information about the NIFHA (including minutes of Board Meetings and its Annual Report and Accounts) please visit its website at [**http://www.nifha.co.uk**](http://www.nifha.co.uk)

**Section 2 – Role profile**

**The NIFHA Board’s Role**

The Board has corporate responsibility forensuring that the NIFHA fulfils its aims and objectives as agreed with DAERA and as approved by the Minister, and the efficient and effective use of staff and other resources. To this end the Board establishes the overall strategic direction of the NIFHA within the policy and resources framework agreed with DAERA whilst ensuring that any statutory or administrative requirements for the use of public funds are complied with.

The Board ensures that high standards of corporate governance are observed at all times and that key financial and other risks facing the NIFHA are addressed. Corporate governance is the way in which an organisation is managed. In particular it defines responsibilities within the organisation, how decisions are made and provides for the monitoring of the organisation’s performance.

Board Members must comply with the NIFHA’s Code of Practice for Board Members. In particular they must not misuse information gained in the course of their public service for gain to themselves or associates. Also, they are required to declare publicly to the Board any private interests that may be perceived to conflict with their public duties and to comply with the Board’s rules on the acceptance of gifts and hospitality.

All board members must adhere to the 7 Principles of Public Life.

**Chair’s Role**

The Chair of NIFHA works closely with the CEO and is directly involved in all major decisions made within NIFHA.

He/she chairs Board Meetings, Finance & General Purposes Meetings and Corporate Planning Meetings. He/she also attends Port Stakeholders Meetings.

Additionally, the Chair represents the Harbour Authority at meetings with other business groups and forums.

The Chair also attends and presents to the joint NIFHA/DAERA Board Meetings. In addition, the Chair maintains good relationships across the Authority, including meeting staff at the Main Office and the three Harbours to give leadership and strategic direction, in line with the Authority’s aims and objectives.

The Chair takes responsibility for the NIFHA Board, and leads the Board while building relationships with all Board Members and the NIFHA staff. The Chair is responsible for completing annual assessments for the CEO and for Board Members.

**Other Information**

The following are the key terms and conditions:-

* **Location**: The NIFHA Board meetings are normally held at their premises, 3 St Patrick’s Avenue, Downpatrick, Co. Down, BT30 6DW.
* **Period of appointment**: DAERA is seeking to appoint a new Chair to the NIFHA Board. The appointment will be for four years.
* **Performance Appraisal:** An annual assessment of the performance of the Chair is completed by the Permanent Secretary of DAERA.
* **Re-appointment**: Re-appointment for a second term may be considered subject to an appropriate standard of performance and attendance having been achieved during the initial period in office and evidence of continued adherence to the seven principles of public life (**see** **Annex A**). Re-appointment for a second term requires the approval of the Minister.
* **Time commitment**: The total time commitment for the NIFHA Chair is **18**–**22** **days per annum.** The Chair will be expected to attend the NIFHA Board meetings and stakeholder meetings and, where nominated to serve on any of its sub-committees, this may involve attendance at meetings held in any of the three harbours of Ardglass, Portavogie or Kilkeel. Provisions relating to annual leave do not apply to these positions.
* **Remuneration**: Remuneration for the NIFHA Chair is **£6,620** per annum – paid quarterly in arrears. As remuneration is taxable, the NIFHA will apply PAYE deductions in respect of Income Tax and National Insurance. The appointment will not be pensionable.
* **Expenses**: In carrying out the role as a Chair you are entitled to claim the following expenses –
1. travel and other expenses incurred on the NIFHA business. This includes travel between your home (or your place of business) and Downpatrick to attend Board meetings;
2. reasonable expenses incurred in relation to the care of dependants (including childcare costs); and
3. any other appropriate expenses such as particular costs associated with disabilities.

Reimbursement of expenses will be made on a quarterly basis following receipt of a completed claim form supported with relevant receipts.

Appointees who already work in the public sector cannot be paid twice from the public purse for the same period of time.

* **Training and Development**: The new Chair will be required to undergo formal training on corporate governance within six months of appointment and may be required to attend other relevant training courses organised by the NIFHA or DAERA.

**Individual Board Member’s Role**

Individual Board Members must regularly attend Board meetings, keep up-to-date on relevant issues, and contribute to the decision making process at Board meetings. In so doing they must act in the best interests of the NIFHA and accept corporate decisions once made.

**Other Information**

The following are the key terms and conditions:-

* **Location**: The NIFHA Board meetings are normally held at their premises, 3 St Patrick’s Avenue, Downpatrick, Co. Down, BT30 6DW.
* **Period of appointment**: DAERA is seeking to appoint four new Board Members to the NIFHA Board. Each appointment will be for four years.
* **Performance Appraisal:** An annual assessment of the performance of the Board Member is completed by the Chair of the Board.
* **Re-appointment**: Re-appointment for a second term may be considered subject to an appropriate standard of performance and attendance having been achieved during the initial period in office and evidence of continued adherence to the seven principles of public life (**see Annex A**). Re-appointment for a second term requires the approval of the Minister.
* **Time commitment**: The total time commitment for a NIFHA Board Member is **12**–**16** **days per annum**. Members will be expected to attend the NIFHA Board meetings and stakeholder meetings and, where nominated to serve on any of its sub-committees, this may involve attendance at meetings held in any of the three harbours of Ardglass, Portavogie or Kilkeel. Provisions relating to annual leave do not apply to these positions.
* **Remuneration**: Remuneration for the NIFHA Board Member is **£3,995** per annum – paid quarterly in arrears. As remuneration is taxable the NIFHA will apply PAYE deductions in respect of Income Tax and National Insurance. The appointment will not be pensionable.
* **Expenses**: In carrying out the role as a Board Member you are entitled to claim the following expenses –
1. travel and other expenses incurred on the NIFHA business. This includes travel between your home (or your place of business) and Downpatrick to attend Board meetings;
2. reasonable expenses incurred in relation to the care of dependants (including childcare costs); and
3. any other appropriate expenses such as particular costs associated with disabilities.

Reimbursement of expenses will be made on a quarterly basis following receipt of a completed claim form supported with relevant receipts.

Appointees who already work in the public sector cannot be paid twice from the public purse for the same period of time.

* **Training and Development**: New Board Members are required to undergo formal training on corporate governance within six months of appointment and may be required to attend other relevant training courses organised by the NIFHA or DAERA.

**Section 3 – Person specification**

In making these appointments the Minister is seeking to ensure a broad range of skills and experience that reflect the range of activities of the NIFHA.

Before applying for these positions, please take the time to study the essential criteria set out below and consider whether you meet these. Candidates who do not meet the essential criteria will not be considered for interview.

**Essential Criteria: The NIFHA Chair and Board Member**

Applications for the position of a NIFHA Chair and Board Member are invited from candidates who can demonstrate both on the application form and, if invited for interview, that they can bring the following skills, experience and knowledge:

**1. Project Management**

The NIFHA is involved in delivering capital projects to maintain and improve its harbours. Board Members will be expected to oversee and monitor project delivery to ensure that projects are delivered on time and to budget.

Capital projects are currently 100% publicly funded, through the European Maritime and Fisheries Fund. Expenditure is subject to monitoring and audit at national and EU level to ensure value for money and compliance with funding rules.

We are looking for demonstrable skills and an understanding, within a personal, voluntary or employment context, of successfully overseeing project delivery and project management. You should provide examples of your experience in this area. Examples of project management within harbours or a marine and fisheries context are desirable.

**2. Financial Planning and Management**

NIFHA Board Members will be responsible for ensuring high standards of financial management within the NIFHA, in line with DAERA and Department of Finance requirements for public bodies. Board Members will monitor, review, and act upon financial information received. They will be expected to constructively challenge the Executive Team in its financial planning, target setting and budgetary performance.

We are looking for evidence that you have financial planning and management skills and the ability to analyse financial information. You should demonstrate how you have applied these skills within a personal, voluntary or employment context to maintain or improve the finances, and/or achieve value for money.

**3. Strategic Thinking and Direction**

The Board will be responsible for establishing the strategic direction of the Authority within the scope of its statutory responsibilities, and for ensuring that the Authority achieves its corporate aims and objectives as agreed with DAERA and the Minister.

We are looking for evidence of your ability to think strategically, including examples where you have used these skills within a personal, voluntary or employment context to decide or influence strategic direction, taking account of the internal and external environment and other appropriate factors.

**4. Corporate Governance and Accountability**

Corporate governance may be described as the way in which an organisation is directed and controlled. Accountability can be defined as the process by which public sector bodies and individuals within them are held to account for their decisions and actions, including their stewardship of public funds and all aspects of performance. Board Members will be expected to ensure that the NIFHA has high standards of corporate governance and accountability.

We are looking for evidence gained within a personal, voluntary or employment context of your ability to apply the principles and practice of corporate governance and accountability, including risk management, and that you have demonstrated personal accountability when making or recommending decisions and taking or recommending action.

**5. Communication and Teamwork**

The NIFHA Board Members should have good interpersonal skills and be good communicators with the ability to promote the NIFHA and its activities. Presentational skills are very important in these roles. Board members should be able to work effectively with each other, with the Chair and with the CEO and their team, to deliver the NIFHA’s corporate objectives and to offer constructive challenge to the Executive Team.

We are looking for examples where you have, within a personal, voluntary or employment context, contributed effectively as part of a team, have demonstrated your ability to put forward views in a clear and concise manner and have shown an ability to influence others to achieve desired outcomes.

**Essential Criterion: The NIFHA CHAIR ONLY**

**6. Leadership**

The NIFHA Chair will be responsible for engendering corporate responsibility and cohesion among Board members and for providing strategic leadership to NIFHA. This will involve working with Board colleagues, the NIFHA Chief Executive and senior management team, senior civil servants, the DAERA Minister and other stakeholders.

We are looking for evidence that demonstrates your ability to provide strong leadership such as the ability to effectively manage relationships, guiding, persuading and constructively challenging others, driving the decision-making process and exercising personal authority.

**Please note:**

1. No formal qualifications are required for any of the posts.
2. You should ensure that you provide evidence in your application form which demonstrates your skills and understanding of the essential criteria detailed above.
3. The selection panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience which you may have gained. It is not sufficient to simply list the various posts that you have held.
4. If you do not provide sufficient detail under each of the criteria the selection panel may reject your application.
5. Only the details provided by you in your application form will be provided to the selection panel for the purpose of determining your eligibility for the post or shortlisting (if necessary). Details must be provided in the relevant box for each of the essential criteria – any information provided on continuation sheets will **not** be used.

It is strongly recommended that all applicants/candidates read the ‘Public Appointments Guide’ which provides an overview of Public Appointments in Northern Ireland and helpful information for those wishing to apply. A copy of this Guide can be found at the following link:

[**https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf**](https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf)

**Section 4 - Application and Selection Process**

DAERA is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The appointment process is regulated by the Commissioner for Public Appointments for Northern Ireland (CPA NI).

All reasonable adjustments will be made to accommodate the needs of applicants/candidates with a disability.

**Application Procedure**

Applications forms can be obtained from the Public Appointments Unit, DAERA - for contact details see the contents page of this document.

**Making Your Application**

The application form is designed to ensure applicants provide the necessary information to determine how they meet the competition requirements. You will be assessed against the essential criteria contained in **Part B** of the application form. You can use examples from your working life, including any voluntary or community work you are, or have been, engaged in or, if preferred, you can use examples from your personal life.

**Please note:**

* Typewritten or electronic versions of the application are welcome and should be completed in **Arial** minimum font size **12**. If your application is submitted by e-mail we may require you to sign **Part A** if invited to interview.
* Handwritten applications should be completed in legible block capitals using **black ink**.
* We will **not** accept CVs, letters or any other supplementary material in place of, or in addition to, the completed application form.
* When completing the application form, a maximum of **400 words** per criterion is permitted.
* Applications will **not** be examined until after the closing date.
* Braille, large print and audio formats are available on request.

**Timetable / Time Frame**

The closing time and date for receipt of completed application forms by post or e-mail is **4.00pm on Friday 14th August 2020.** Completed applications should be returned to Dolores Kelly (for contact details see the Contents page of this document).

**Late applications will not be accepted by DAERA.**

Applications will be individually date-stamped and the time of receipt formallyrecorded. It is the responsibility of the applicant to ensure that sufficient time is allowed for their application to arrive with DAERA on or before the deadline.

Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline. Applicants who send their application form electronically are also required to meet the closing deadline for receipt in this office.

To ensure equality of opportunity for all, applications will not be examined until after the closing deadline.

**Selection Process**

The appointment process for the NIFHA Board Member post will be overseen by a Selection Panel. The Selection Panel will have an independent panel member who has been allocated by the Commissioner for Public Appointments for Northern Ireland (CPA NI) and who has had no recent employment, advisory or other operational contact with DAERA. The final appointments will be made by the DAERA Minister.

Your application will be made anonymous before the Selection Panel conducts the sifting exercise.

DAERA Equality, Diversity and Public Appointments Branch will conduct an initial application admissibility check. Applications will only be eligible for panel assessment if they are received within the deadline and all eligible questions are completed in line with the parameters outlined in **Section 4** of the Candidate Information Document.

The Selection Panel will only assess **Part B** of all application forms. Only those applicants who are deemed to meet the essential criteria will be invited to interview. If a high number of applications are received, only the top scoring applicants will progress to the next stage, based on the quality of information provided.

Only information supplied under each of the criteria in the application form will be taken into account for the sift process. It is, therefore, essential that you provide in the application form information relevant to each of the essential criteria. **Part A** and **Part B** of the Application Form should be completed in full. **Part C**, the Equal Opportunity Monitoring Form is **not** compulsory and failure to complete this will not result in your application being withdrawn.

Applicants who are sifted out will be informed of the decision at this stage. DAERA has a system in place to deal with queries, challenges, or complaints raised during the appointment process and to reassess decisions not to invite candidates for interview (see **Section 6** - Equal Opportunities Monitoring and Complaints Procedure).

**Sift Process**

An anonymised sift of all applications will be carried out by the selection panel.

The eligibility sift is due to take place on **9th or 14th September 2020.**

Only those applicants assessed as meeting all the criteria will be eligible to proceed to the next stage of the selection process.

**Shortlisting**

If, following the sift exercise, the number of applicants meeting the essential criteria are, in the Departments view, too many to be interviewed, shortlisting may be applied. Shortlisting in this competition (for both positions) will involve incrementally increasing the value of the pass mark in the following criterion:

1. **Project Management**

**Interviews**

Due to the current Covid-19 situation, we are unsure as to the location of the interviews at present, but will advise all applicants as soon as confirmation is obtained. The Chairinterviews will take placeon **26th October 2020** and the Board Members’interviews on **27th and 28th October 2020.** The successful candidates will be confirmed in **December 2020** (subject to the necessary pre-appointment checks).

The interviews will be competence-based interviews which test candidates against the specific selection criteria for a particular appointment. Please see the enclosed Guide to Competency Based Interviewing (**Annex B**).

The application form gives you an opportunity to provide examples relevant to the specific criteria. These, in turn, provide the interview panel with information and evidence about you, to gain a deeper understanding of your abilities.

The interview is a crucial part of the appointment process and thorough preparation is essential. You can prepare for interview by:

* reading and thoroughly understanding the selection criteria;
* reminding yourself of examples you used in your application form and being prepared to expand on these at interview, if asked;
* rehearsing how you might relate your experiences to the interview panel, emphasising your own role and responsibilities; and
* not assuming that your qualities and experience will speak for themselves.

The interview panel are:

* **Mr Sean McGrade, Director of Corporate Services, DAERA;**
* **Mrs Claire Vincent, Director of Marine & Fisheries, DAERA;**
* **Mrs Mary Shaw, Independent Assessor appointed by the Commissioner for Public Appointments for Northern Ireland.**

It is expected that the successful candidates for the Chair and Board Members positions will be notified in December 2020 so that they can take up position from **1st January 2021.**

Applicants will be able to claim expenses for travel and subsistence at standard NI Civil Service rates for attendance at interview.

**Appointments**

Once the selection panel has interviewed candidates, it will make its recommendations to the Minister. The Minister has requested to be presented with an **unranked (alphabetical)** list of candidates deemed suitable for appointment.

Candidates should be aware that information provided in the application form and at interview stage will be used to compile an applicant summary. In addition, if they are successful, they will be asked to provide information for a short pen picture for inclusion in the press release to announce the appointment, in line with the Commissioner for Public Appointment’s Code of Practice. This will include:

* their name;
* a brief summary of the skills and knowledge they bring to the role;
* details of current appointments they hold and any related remuneration received; and
* details of any political activity declared in the last five years.

DAERA will add the following information to the press release:

* a short description of the body to which they have been appointed;
* the period of appointment; and
* any remuneration associated with the appointment.

**Disqualification**

Under the terms of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 and the Northern Ireland Assembly Disqualification Act 1975, existing MPs, MEPs and MLAs cease to hold their elected office if they take up an appointment to a public body listed in the aforementioned legislation.

The onus is on the person standing for election to state that they are aware of the provisions of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 or the Northern Ireland Assembly Disqualification Act 1975 and that, to the best of their knowledge and belief, they are not disqualified from being an MP, MEP or MLA.

If an individual holding a public appointment decides to stand for election as an MP, MEP or MLA, it is their responsibility to check whether the public body to which they belong or the office that they hold is listed in the appropriate Disqualification Act.

If the public body to which an individual belongs or the office that they hold is listed in the Disqualification Act they must immediately notify DAERA of their intention to stand for election. To avoid any disqualification issues from arising later they should resign their appointment **before** submitting their nomination as candidate in an election. If they have not resigned their public appointment before submitting their nomination as a candidate and are subsequently elected as an MP, MEP or MLA their election will be void.

**Section 5 - Probity and Conflicts of Interest**

The highest standards of propriety are expected of the NIFHA Chair and Board Members. Public appointees must show a willingness to work under any administration irrespective of public opinion. Public appointees, including the NIFHA Chair and Board Members, must adhere to the seven principles of conduct underpinning public life as established by the Nolan Committee. A copy is attached at **Annex A.**

Any private or business interests that a potential Chair and Board Members might have, and that may be relevant to the work of the NIFHA, must be declared in the application form. Examples of what might constitute a conflict of interest are given on the enclosed leaflet issued by the Commissioner for Public Appointments.

[**https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPANI\_Guidance\_on\_conflicts\_of\_interest\_and\_complaints.docx**](https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPANI_Guidance_on_conflicts_of_interest_and_complaints.docx)

You should declare in your application form any matter(s) which could cause or could be perceived to cause reputational damage to DAERA, the NIFHA or the NIFHA Board.

Conflicts of interest are not necessarily a barrier to appointment, but both real and perceived conflicts, if viewed as relevant, will be explored by the selection panel to ensure that the public can have confidence in the NIFHA Board’s independence and impartiality.

Applicants will be tested on these issues during the selection stage of the appointment process.

A person appointed to the NIFHA may be removed from office if he/she:-

1. has become bankrupt or made an arrangement with creditors or is the subject of a bankruptcy restrictions order or a debt relief restrictions order;
2. has been absent from more than three consecutive meetings otherwise than for a reason approved by DAERA; or
3. is otherwise unable or unfit to discharge the functions of a member, or is unsuitable to continue as a member;
4. has during the process leading to their appointment given false information or wilfully suppressed any material fact.

**Other Public Appointments**

It is not uncommon for applicants for public appointments to hold other appointments. DAERA is required, as far as practicable, to take steps to check how applicants perform in these other roles. As such, the application form includes a section for candidates to list all current public appointments and, if invited for interview, DAERA will seek information on performance and probity from the relevant Department(s) listed.

**The Two Terms Rule**

You should be aware that if you have already served two terms in the same position on the same board you cannot apply through open competition for a third term.

**Double Paying**

If you already work in the public sector you need to be aware that:

* you may be ineligible for consideration for this appointment if in the Department’s view there is a conflict of interest, the perception of a conflict or a potential conflict, between the appointment and their existing commitments;
* you will be asked to confirm that you have permission from your employer to take up an appointment if one is offered and your Department will confirm this; and
* there is a general guiding principle that an individual should not be paid twice from the public purse for the same period of time. As a result if you already work in the public sector you may not be entitled to claim remuneration including expenses for this position if the duties are undertaken during a period of time for which you are already paid by the public sector. If in doubt you should contact your employer for advice.

In the interests of minimising the potential for double paying to occur, DAERA reserves the right to contact your employer regarding your candidature.

**Criminal Record Checks**

If successful, you should be aware that you will be required to complete a basic criminal record check. Further details in relation to this can be found in the Access NI Code of Practice. Should you require a copy of this please contact the Equality, Diversity and Public Appointments Unit as per details on contents page.

**Section 6 - Equal Opportunities Monitoring and Complaints Procedure**

**Equal Opportunities Monitoring Form (Voluntary)**

The Northern Ireland Civil Service (NICS) is committed to equality of opportunity. The NICS monitors the appointment processes to help ensure that processes and procedures promote equality of opportunity as far as possible. Please complete the Equal Opportunities Monitoring Form - **Part C** of the application form.

**Note, though, that this is not compulsory.**

The information provided in the Monitoring Form will be detached from the information on the application form and held separately. It will **not** be available to selection panels or to anyone else involved in the selection process. 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.

**Diversity in Public Appointments**

DAERA is committed to equality of opportunity and welcomes applications from all suitably qualified people irrespective of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation or whether or not they have dependants. All applications for appointment are considered strictly on merit. Since women, young people, people from black and ethnic minority backgrounds and people with disabilities are currently under represented on the NIFHA Board, applications from these groups would be particularly welcome.

**Complaints Procedure**

If you wish to make a complaint about any aspect of this appointment process, you should direct your concerns in writing in the first instance to the Public Appointments Unit, DAERA (see contact details below).

**Dolores Kelly**

**Equality, Diversity and Public Appointments Branch**

**Ballykelly House**

**111 Ballykelly Road**

**Limavady**

**BT49 9HP**

**Or by email to: EqualityDiversityPublicAppointments@daera-ni.gov.uk**

Telephone: 028 77 44 2025

Textphone: 1 8001 77 44 2025

If you are unhappy with DAERA’s response, you may wish to write to the Commissioner for Public Appointments for Northern Ireland (see contact details below).

**Mrs Judena Leslie**

**Commissioner for Public Appointments NI (CPA NI)**

**Dundonald House,**

**Annexe B, Stormont Estate**

**Upper Newtownards Road**

**Belfast, BT4 3SB.**

**E-mail:** **info@publicappointmentsni.org**

**If you have a hearing difficulty you can contact DAERA via Text Relay.**

**Making a call from a textphone dial 18001 77442025**

**Making a call from a telephone dial 18002 77442025**

**Section 7 – DAERA’S PRIVACY NOTICE**

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 Regulation (2016). 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.

A full copy of the DAERA Privacy Statement can be found here: -

[**https://www.daera-ni.gov.uk/daera-privacy-statement**](https://www.daera-ni.gov.uk/daera-privacy-statement)

If you require this in hard copy, please contact Dolores Kelly as per contact details on page 2.

**Annex A**

**The Seven Principles Underpinning Public Life**

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

**Selflessness**

Holders of public office should act solely in terms of the public interest.

**Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

Holders of public office should be truthful.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**Annex B**

**Guide to Competency Based Interviewing**

Competency Based Interviewing (CBI) is currently the most common method adopted for making public appointments in Northern Ireland. CBI is based on the premise that past performance is the best indicator of how someone will perform in a similar situation in the future. The CBI approach places the onus on you, the candidate, to provide evidence from your own experience of specific skills, competencies and behaviours at the required standard of performance. A ‘competence’ is simply a desirable skill or quality.

CBI provides the opportunity for you to answer questions about how you have reacted to and dealt with previous situations, the lessons you have learned and how you might handle similar situations in the future. CBI gives you an opportunity to illustrate your personality, skill set and individual competencies to the interviewer.

During the interview each competence is tested separately and you will be told which competence you are being questioned on. For each competence, the interviewer will begin by asking a **lead question**. These questions are seeking an example of a situation or task which led you to take a certain course of action. Lead questions are standardised and are therefore asked to each candidate in the same way. Some examples of lead questions are:

* *Describe a situation when you have worked as part of a team?*
* *Tell me about a time when you have been faced with a challenge in work?*

**Probing questions** will then be used to determine the course of action taken, what changes were created by those actions and the effects of those actions on others. Examples of probing questions are:

* *What did you actually do?*
* *What risks did you take?*
* *How did you plan it?*
* *What were the implications of….?*
* *What went well?*
* *What went badly?*
* *What were the outcomes?*
* *What would you do differently?*

When preparing for a CBI, a good approach is to read each competence that you will be questioned on, identify a relevant example and break it down under the following headings:

* Describe the **challenge** presented,
* Explain the **context** of that challenge,
* Outline the **action** taken and
* Describe the end **result**.

The competencies being tested are the criteria indicated in the application form.