

FOI/16/117

Title: Brexit related staff changes after 24/06/16

Response to an FOI requesting information regarding Brexit related staff changes after 24//06/16

Detail: Reply to Freedom of Information request FOI/16/117 dated October 2016

FOI/16/119

Title: Ministerial phones

Response to an FOI requesting information about Ministerial phones.

Detail: Reply to Freedom of Information request FOI/16/119 dated November 2016

FOI/16/124

Title: Software expenditure

Response to an FOI requesting information about software expenditure

Detail: Reply to Freedom of Information request FOI/16/130 dated December 2016

FOI/16/130

Title: Department's total budget for 2016/17 and what proportion will be converted into different currency

Response to an FOI requesting information about the Department's total budget for 2016/17 and what proportion will be converted into different currency

Detail: Reply to Freedom of Information request FOI/16/130 dated November 2016

FOI/16/132

Title: IT services

Response to an FOI requesting information about IT services

Detail: Reply to Freedom of Information request FOI/16/132 dated November 2016

FOI/16/139

Title: Staff nationality

Response to an FOI requesting information the nationality of staff

Detail: Reply to Freedom of Information request FOI/16/139 dated November 2016

FOI/16/141

Title: DDoS attacks

Response to FOI requesting information about DDoS attacks

Detail: Reply to Freedom of Information request FOI/16/141 dated December 2016

FOI/16/142

Title: websites accessed

Response to an FOI requesting information about websites accessed by staff in Department

Detail: Reply to Freedom of Information request FOI/16/142 dated December 2016

FOI/16/144

Title: cost of calls to 118118

Response to an FOI requesting information about the cost of calls to 118118

Detail: Reply to Freedom of Information request FOI/16/144 dated December 2016

FOI/16/156

Title: Christmas decoration costs

Response to an FOI requesting information about Christmas decoration costs

Detail: Reply to Freedom of Information request FOI/16/156 dated January 2016

FOI/16/159

Title: Measurements of Ministers offices

Response to an FOI requesting information about the measurements of Ministers offices

Detail: Reply to Freedom of Information request FOI/16/159 dated December 2016

FOI/16/161

Title: Pensions for people severely injured during the troubles

Response to an FOI requesting information about pensions for people severely injured during the troubles

Detail: Reply to Freedom of Information request FOI/16/161 dated January 2016

FOI/16/162

Title: Christmas tree costs

Response to an FOI requesting information about Christmas tree costs

Detail: Reply to Freedom of Information request FOI/16/162 dated January 2016

FOI/16/163

Title: NIO Christmas party costs

Response to an FOI requesting information about NIO Christmas party costs

Detail: Reply to Freedom of Information request FOI/16/163 dated January 2016

FOI/16/164

Title: Number of additional contracts awarded in relation to preparing for Brexit

Response to an FOI requesting information about the number of additional contracts awarded in relation to preparing for Brexit

Detail: Reply to Freedom of Information request FOI/16/164 dated February 2016

FOI/16/171

Title: Christmas party costs

Response to an FOI requesting information about Christmas party costs

Detail: Reply to Freedom of Information request FOI/16/171 dated January 2016

FOI/16/172

Title: Vacancies in excess of £30K pa in relation to EU

Response to an FOI requesting information about vacancies in excess of £30K pa in relation to EU work

Detail: Reply to Freedom of Information request FOI/16/172 dated January 2016



Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 90765431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

05 October 2016

REFERENCE: FOI – 16/117

You requested the following information from the Northern Ireland Office:

1. How many staff have been reassigned within the department to duties which primarily or exclusively relate to Britain's intended exit from the EU? What proportion of the department's staff is this?

2. How many departmental staff have been seconded/reassigned to each of the following departments since June 24th 2016?:

- The Foreign Office
- The Department for Exiting the EU
- The Department for International Trade

3. If staff have been reassigned/seconded to the aforementioned departments how many of them a) have been replaced and b) are due to be replaced?

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

1. Three members of staff have been reassigned to duties that primarily or exclusively relate to the EU Exit. This 2.2% of the department's posts.
2. No members of the NIO's staff have been seconded or reassigned to any of the departments listed in question 2.
3. Not applicable.





Northern
Ireland
Office

**Northern Ireland Office
Freedom of Information Team**

Stormont House
Stormont Estate
Belfast BT5 4SH

T 028 90765431
E foi@nio.gov.uk

www.gov.uk/nio
[@nioressoffice](https://twitter.com/nioressoffice)

24 October 2016

REFERENCE: FOI – 16/119

You requested the following information from the Northern Ireland Office:

I am sending this request under the Freedom of Information Act.

Please state the number of

- 1) Laptops**
- 2) Mobile phones**
- 3) Mass storage devices**

Issued to ministers and special advisors of your department that were reported as:

- i) Lost**
- ii) Destroyed**
- iii) Damaged beyond repair**
- iv) Not returned at the end of a ministerial or special advisor appointment**

In each of the following financial years:

- i) 2007/08**
- ii) 2008/09**
- iii) 2009/10**
- iv) 2010/11**
- v) 2011/12**
- vi) 2012/13**
- vii) 2013/14**
- viii) 2014/15**
- ix) 2015/16**
- x) 2016/17 to date.**



Your request has been handled under the Freedom of Information Act 2000 (FOIA).

In relation to your request details relating to losses and thefts of IT equipment is published in our annual report and accounts the latest version of which can be found at:

<https://www.gov.uk/government/publications/nio-annual-report-and-accounts-2015-16> it should be noted that information specific to ministers will not be detailed in the annual report and accounts of the department.

The Northern Ireland Office receives ICT services from IT Assist (ITA), which is a service provided by Enterprise Shared Services, a body within the Department of Finance, Northern Ireland. The information relating to mass storage devices is, therefore, not held by this Department.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

20 October 2016

REFERENCE: FOI – 16/124

You requested the following information from the Northern Ireland Office:

- 1) Please provide details of expenditure on software for the years 2014/15 and 2015/16 broken down by software supplier.**
- 2) Please provide details of software contracts due to expire before 31st December 2017, broken down by supplier and date.**
- 3) Please provide details of expenditure on perpetual software licences for the years 2014/15 and 2015/16 broken down by software supplier.**

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

The Northern Ireland Office receives ICT services from IT Assist (ITA), which is a service provided by Enterprise Shared Services, a body within the Department of Finance, Northern Ireland. The information relating to software contracts is, therefore, not held by this Department.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

09 November 2016

REFERENCE: FOI – 16/130

You requested the following information from the Northern Ireland Office:

1. **What is the department's total budget (DEL and AME combined) for the financial year 2016-17 (in pounds sterling)?**
2. **What proportion of this budget (in cash terms and as a percentage) will be converted to a different currency in order to be spent overseas this year? If no final figure exists, an approximate figure would be acceptable. Please specify whether the figure is final or approximate.**
3. **Of the sum to be converted into a different currency, how much had already been converted by 23 June 2016 or can be purchased at rates set in advance of that date? How much will be converted at rates set between 23 June 2016 and the end of the 2016-17 financial year?**

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

1. The total DEL resource budget for the Department is £ 22m. Please see the link below:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/517801/main_supply_estimates_2016-17_web.pdf
2. The Department does not convert any budget into a different currency, any foreign currency transactions will be paid in Sterling and therefore figures are not available.
3. Not applicable, please see above.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

21 November 2016

REFERENCE: FOI – 16/132

You requested the following information from the Northern Ireland Office:

Further to <https://governmenttechnology.blog.gov.uk/2016/08/09/it-transformation-in-the-northern-ireland-office/>

- 1. Could you please provide the details of your IT Provider?**
- 2. In the site above you appear to have XPS laptops, could you please provide how many you have?**
- 3. Who holds the service contract for them?**
- 4. Do you use any Desktops?**
- 5. What Document Management System do you use?**
- 6. And who provides that?**
- 7. On the blog posting you state that you have some Google Services, could you please tell me what level of service do you take from Google/3rd Party?**

In answering your question I have considered the seven different aspects of your question separately.

In relation to aspects one, three, five, six and seven, of your question the Northern Ireland Office receives managed ICT services from IT Assist (ITA), which is a service provided by Enterprise Shared Services, a body within the Department of Finance, Northern Ireland. The





information requested is, therefore, not held by this Department. This information may be available from the Department of Finance, Northern Ireland who can be contacted at info.csd@dfni.gov.uk.

In relation to aspect two of your question we have 165 laptops.

In relation to aspect four of your question I can confirm we do hold desktops.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 90765431

E foi@nio.gov.uk

www.gov.uk/nio

@niopressoffice

25 November 2016

Reference: FOI – 16/139

Thank you for your refined request for information from the Northern Ireland Office:

Thank you for your response to my request.

Please provide the total number of foreign staff known to the department, without providing further breakdown for nationalities with fewer than 5 employees.

I accept that this will be information the department does not hold for all its staff, but please provide all information held.

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

Six Northern Ireland Office members of staff in total have declared their nationality as non British.





Northern
Ireland
Office

**Northern Ireland Office
Freedom of Information Team**
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

12 December 2016

REFERENCE: FOI – 16/141

You requested the following information from the Northern Ireland Office:

Has any aspect of the department's IT infrastructure been subject to an attempt at a distributed denial of service (DDoS) attack* in the last 12 months.

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

The department has not been subject to a DDoS attack in the last 12 months.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

13 December 2016

REFERENCE: FOI – 16/142

You requested the following information from the Northern Ireland Office:

Under the Freedom of Information Act can I ask for the following information:

- **Attempts to access websites classed as pornography by your department server? Can I have that data for attempts the last calendar year broken down by month. Can I also have the break down for tablets, iPads or departmentally issued mobile phones**
- **Can I have a full list of the websites that we accessed or tried to be accessed?**
- **How many times have dating (eg Tinder and Grindr) and betting applications been downloaded onto iPads, tablets or departmentally issued mobile phones. Can I have that data broken down month by month over the last calendar year?**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The Northern Ireland Office receives managed ICT services from IT Assist (ITA), which is a service provided by Enterprise Shared Services, a body within the Department of Finance, Northern Ireland. The information requested is, therefore, not held by this Department. This information may be available from the Department of Finance, Northern Ireland who can be contacted at info.csd@dfpni.gov.uk.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

19 December 2016

REFERENCE: FOI – 16/144

You requested the following information from the Northern Ireland Office:

I'm writing to request information under the Freedom of Information Act. I would be very grateful if you could please tell me:

- 1. How much has your department spent, in total, on telephone calls to the 118 118 and 118 500 directory enquiries services? Please could you provide me with these figures for the most recent financial year and - if possible - for the four financial years prior?**
- 2. If possible, please can you break down the above cost by calls made from department land lines and those made from department mobile phones.**
- 3. Please also can you tell me which company/companies provide your department's mobile phone service.**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

In relation to your request the Northern Ireland Office receives managed ICT services from IT Assist (ITA), which is a service provided by Enterprise Shared Services, a body within the Department of Finance, Northern Ireland. The information requested is, therefore, not held by this Department. This information may be available from the Department of Finance, Northern Ireland who can be contacted at info.csd@dfpni.gov.uk.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

January 2017

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

REFERENCE: FOI – 16/156

You requested the following information from the Northern Ireland Office:

Under the Freedom of Information Act 2000, I would like to request:

- **Information about how much money has been spent on Christmas decorations and/or celebrations by your Department and, where possible, a breakdown of the costs.**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The requested information does not state a specific time period for the disclosure of this expenditure. I have therefore taken the request to relate to the current financial year and can confirm that the NIO did not spend any money on Christmas decorations and/or celebrations and therefore does not currently hold any information that falls within the scope of your request.



16 December 2016

REFERENCE: FOI – 16/159

You requested the following information from the Northern Ireland Office:

I would like to request a list of all Ministers of your Department, and the size of their offices in square feet.

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The Northern Ireland office has 3 Ministers; Rt Hon James Brokenshire, Minister Hopkins and Lord Dunlop. Lord Dunlop also carries out duties for the Scotland Office. There are 5 offices in London and Belfast set aside for the use of the departments although these are often utilised by the wider department when ministers are not on site. The sizes are:

1. 404.18 sq ft
2. 317.21 sq ft
3. 349.61 sq ft
4. 349.61 sq ft
5. 229.16 sq ft



18 January 2017

REFERENCE: FOI – 16/161

You requested the following information from the Northern Ireland Office:

In relation to the reference to 'Discussion is continuing with the Northern Ireland Executive...' I would be grateful if the following information could be made available:

- **The date on which a discussion with the Northern Ireland Executive on a pension for the severely injured first took place**
- **The number and rank of officials attending on behalf of (a) the Northern Ireland Office and (b) the Northern Ireland Executive**
- **If a minute of the meeting was taken and if it will be released**
- **The date on which the next discussion with the Northern Ireland Executive on a pension for the severely injured is due to take place.**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

Discussions about a pension for severely injured victims have been ongoing for some time. The issue of a pension formed part of the discussions that led up to the Stormont House Agreement in 2014. Since that time the issue of a pension has been raised in a number of meetings with the NI Executive parties about delivering the various legacy elements of the Stormont House Agreement. We do not hold a record of every occasion on which the issue of a pension was discussed.





Northern
Ireland
Office

**Northern Ireland Office
Freedom of Information Team**
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

13 January 2017

REFERENCE: FOI – 16/162

You requested the following information from the Northern Ireland Office:

Under a freedom of information request could I please ask what provision/cost was made via your department for a Christmas tree in any buildings across your estate in 2015 & 2016, additionally what was the cost for the same time period to furnish/decorate any trees?

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

The NIO has not spent any money on Christmas trees or on decorations in the time periods requested and therefore does not hold any information that falls within the scope of your request.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

13 January 2017

REFERENCE: FOI – 16/163

You requested the following information from the Northern Ireland Office:

Under a freedom of information request could I please ask what costs were incurred by the department during the month of December 2016 to provide a Christmas party/event for staff across the department?

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

The NIO has not spent any money on Christmas Parties this year and therefore does not hold any information that falls within the scope of your request.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 90765431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

06 February 2017

FOI reference FOI/16/164

You requested the following information from the Northern Ireland Office:

Since the EU referendum on 23rd June, 2016, a) how many additional contracts have been awarded in relation to preparing for Brexit? b) How many have been private sector organisations? c) If contracts have been awarded to the private sector, please identify which organisations d) what is the projected estimate of the total cost for these contracts?

I apologise for the delay in responding to your enquiry, however I am pleased to provide you with the information requested.

- a) Since the EU Referendum on 23 June 2016 the Northern Ireland Office has awarded one contract in relation to preparing for EU exit, although this was not the exclusive purpose of the contract. I have provided further details below.
- b) One.
- c) The contract was awarded to SQW Ltd.
- d) The agreed total charges for the work are £20,650, exclusive of VAT.

The contract was awarded in order to enhance the capacity of Northern Ireland Office in its economic analysis. The intent was to support existing work within the department relating primarily to the development of wider macro-economic policy, as well as on EU exit, by providing for additional expertise to be drawn upon where necessary.





Northern
Ireland
Office

**Northern Ireland Office
Freedom of Information Team**
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.x.gsi.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

13 January 2017

REFERENCE: FOI – 16/171

You requested the following information from the Northern Ireland Office:

How much has been spent on Christmas Parties this year by your department.

Your request has been handled under the Freedom of Information Act 2000 (FOIA)

The NIO has not spent any money on Christmas Parties this year and therefore does not hold any information that falls within the scope of your request.





Northern
Ireland
Office

Northern Ireland Office
Freedom of Information Team
Stormont House
Stormont Estate
Belfast
BT4 3SH

T 028 9076 5431
E foi@nio.gov.uk

www.gov.uk/nio
[@niopressoffice](https://twitter.com/niopressoffice)

30 January 2017

REFERENCE: FOI – 16/172

You requested the following information from the Northern Ireland Office:

Under FOI please search your electronic stores of advertised vacancies for jobs offered at a salary range in excess of £30k pa and that in the job title contains any of the following text strings: "EU", "EU exit", "Exiting the EU" "EU transition" or "Leaving the EU" advertised since 01/06/2016.

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The NIO has not advertised any jobs at a salary range in excess of £30k with specific references to the EU in the job title. However, in the spirit of being helpful, please find enclosed two job specifications for policy advisor vacancies offered at a salary range in excess of £30K. These posts were recruited primarily to work on EU related policy matters.



NIO - HCS DRAFT VACANCY TEMPLATE

- DEPARTMENT:** NORTHERN IRELAND OFFICE
- POSTS VACANT:** Three Band A Policy Advisers
- LOCATION:** Belfast and London, dependent on your permanent station, with some travel between the two
- DURATION:** 2 years
- APPLICATIONS INVITED FROM:** HCS Staff who meet the criteria and competences for this post at Band A and analogous grades on level transfer or on promotion for the duration of their appointment. NICS staff on secondment either on level transfer or temporary promotion for the duration of their secondment.
- GUARANTEED INTERVIEW SCHEME:** The Northern Ireland Office operates the Guaranteed Interview Scheme, details of which are attached to the application form for this post.
- PLEASE NOTE:** All candidates are expected to complete the essential criteria page as well as each competence. Further appointments may be made from this competition should NIO positions become vacant which have similar duties and responsibilities. **Application Forms only, no CVs. Line Managers do not need to provide a suitability statement if requested to do so by MoJ**
- CLOSING DATE:** 2pm, Friday 5 August 2016

BACKGROUND:

The Northern Ireland Office represents Northern Ireland interests at a UK Government level and UK Government interests in Northern Ireland. We have a wide range of responsibilities, including: overseeing the Northern Ireland devolution settlement, leading on national security policy in Northern Ireland; addressing the legacy of Northern Ireland's past; delivering elections and constitutional reform in Northern Ireland; and working with the Northern Ireland Executive to rebalance the NI economy. Our small size and diverse portfolio create a stimulating, fast-paced and challenging working environment, with regular engagement with a range of Ministers and senior officials.

We are currently looking to recruit high-calibre individuals who thrive on challenge and have a proven track record in building relationships quickly and effectively to drive the department's critical agenda – particularly following the outcome of the referendum in favour of leaving the EU. These roles will offer

NIO - HCS DRAFT VACANCY TEMPLATE

an exciting opportunity for those who enjoy stretch and pace to work on interesting and high-profile subjects at the heart of the NIO's business.

DUTIES AND RESPONSIBILITIES

These posts will cover a variety of important areas in the NIO where there is a priority business need for additional or new skills, but are likely to have a particular focus on developing the departmental response to the outcome of the EU referendum.

The Prime Minister has been clear that forthcoming negotiations on leaving the EU "*will need to involve the full engagement of the Scottish, Welsh and Northern Ireland governments*". If you are successful, you can expect to work on a number of areas supporting the NIO's and wider UK Government's work to deliver this commitment. This will require you to work collaboratively across the Department and Whitehall and with the devolved institutions to gain a clear understanding and provide advice on the particular Northern Ireland interests or issues that need to be considered in light of the decision to leave the EU. This is very likely to involve leading or being part of a strong co-ordination effort across a range of challenging stakeholders and developing policy solutions on complex issues such as the Common Travel Area (an open borders arrangement between Ireland and the UK) and the economic impact of leaving the EU on Northern Ireland.

These roles will provide an excellent opportunity to develop and enhance a range of skills and to contribute to a range of agendas at the heart of the NIO.

ESSENTIAL CRITERIA

To be successful, you must be able to demonstrate that you have:

- Previous experience of working with Ministers (or equivalent senior decision makers) and senior officials in a demanding or sensitive policy environment;
- Strong planning and organisational skills, including at pace and under pressure;
- The ability to develop and maintain effective, responsive relationships with colleagues and stakeholders, and to use your interpersonal skills to achieve results; and
- A strong political awareness, with the capacity to understand the wider implications of both your work and that of others.

DESIRABLE CRITERIA:

- Understanding of the political and security environment in Northern Ireland; and

NIO - HCS DRAFT VACANCY TEMPLATE

- Experience of working in or with Whitehall.

COMPETENCIES:

The personal competencies required are consistent with the competency framework for the Band A. For these posts, candidates will be expected to demonstrate the following key competencies:

Seeing the big picture

- Identify implications of Departmental and political priorities and strategy on own area to ensure plans and activities reflect these
- Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies

Leading and communicating

- Clarify strategies and plans, communicate purpose and direction with clarity and enthusiasm
- Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals

Collaborating and partnering

- Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests
- Work as an effective team player, managing team dynamics when working across Departmental and other boundaries

Delivering at pace

- Clarify business priorities, roles and responsibilities and secure individual and team ownership
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same

Making effective decisions

- Draw together and present reasonable conclusions from a wide range of incomplete and complex evidence and data – able to act or decide even when details are not clear
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option

SECURITY CLEARANCE: Security clearance to SC level will be required for this post.

ELIGIBILITY SIFT: An eligibility sift will be carried out on the basis of the information contained in the application form. It is therefore important that all applicants demonstrate in their application how and to what extent their

NIO - HCS DRAFT VACANCY TEMPLATE

competences are relevant to the above criteria. Those candidates who do not clearly demonstrate that they meet the experience and competences will not be invited to interview.

PAY AND ALLOWANCES:

The successful candidate will adopt the terms and conditions of the NIO for the length of their appointment.

Neither Detached Duty terms nor relocation costs will apply to this post.

FURTHER INFORMATION

Further information about the post may be obtained from (insert name), on telephone number (insert number) or e-mail to (insert email address)

APPLICATIONS:

Application forms for this post can be obtained through the Civil Service website at: civilservice.gov.uk. Once logged onto the site go to the civil service jobs page and then search for jobs in the Northern Ireland Office where the application form can be found.

Additional information received after the closing date will not be considered. Failure to provide sufficient information in support of an application prior to the closing date will not be considered as grounds for an appeal if an applicant is not short listed for interview.

Applicants who, because of disability, need assistance in completing the application form should contact (insert name) on (insert number) or by email at (insert email address)

All applications for employment are considered strictly on the basis of merit.

This job description should not be taken as constituting conditions of employment.