



Candidate Information Booklet

CATCHMENT OFFICER (HSO) CatchmentCARE

**Temporary – 30th April 2023
(subject to funding)**

**Closing date for applications:
1pm Monday 29th November 2021
REF CO/CC/21**

If you have a disability that makes reading difficult, this application form can be obtained in other formats.

CONTENTS

	Page
About Loughs Agency	3
Loughs Agency Structure	5
CatchmentCARE – The Project	6
Job Description	8
Main Areas of Responsibility	9
Core Competencies	11
Personnel Specification	19
Shortlisting Information	20
Guidance for Making Your Application	20
Guidance for Interview	22
Additional Information	23

ABOUT LOUGHS AGENCY

Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established as one of the North South Implementation Bodies under the Good Friday/Belfast Agreement, constituted under the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British Irish Agreement Acts 1999 and 2002.

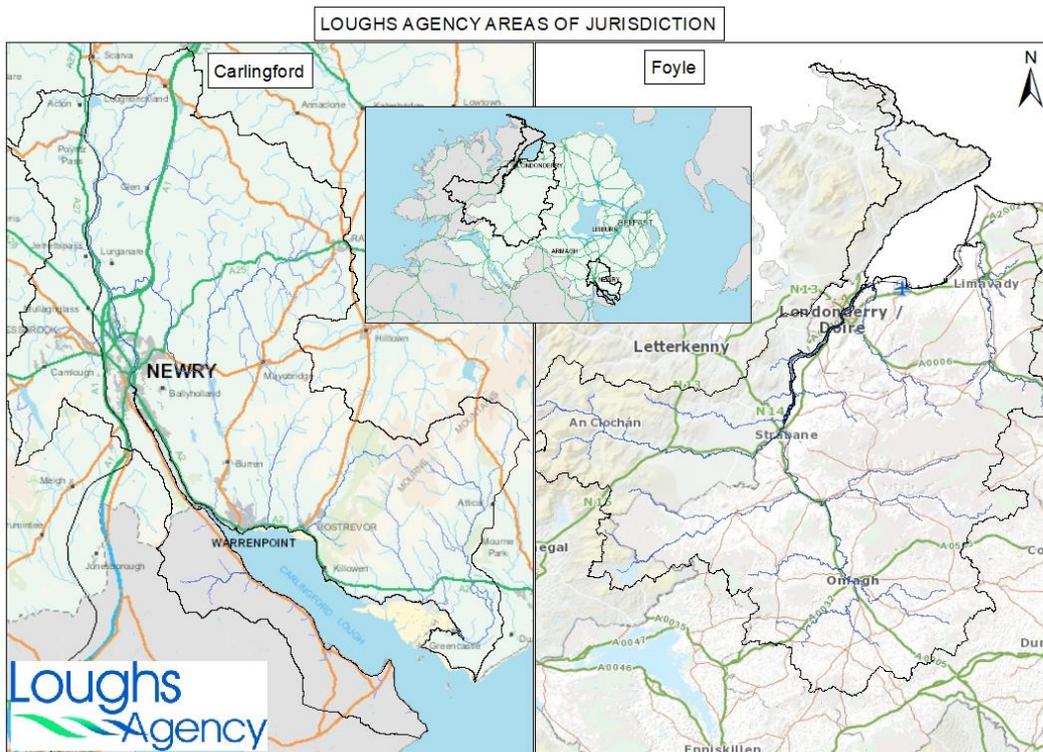
The Board of Loughs Agency reports to the North South Ministerial Council (NSMC) and its government Sponsor Departments – the Department of Agriculture, Environment and Rural Affairs (DAERA) in the North, and the Department of the Environment, Climate and Communications (DECC) in the South. The Agency is funded on a 50/50 basis by DAERA in Northern Ireland and DECC in Ireland.

Our Headquarters are based in Derry~Londonderry, with a Regional Office in Carlingford, Co Louth and an operational depot in Omagh.

The Agency's Vision is *“Through partnership and science, protecting and developing our fisheries and natural resources”*.

Our mission is to *“Sustainably manage, promote and develop the fisheries and resources of the Foyle and Carlingford areas”*.

The Agency has responsibility for 4,070km² of catchment in the Foyle area and 480km² in Carlingford, with responsibility for the 2 sea loughs and an area extending 12 miles out to sea from Lough Foyle, which stretches to Downhill in Northern Ireland, and Malin Head in Donegal. Loughs Agency has been delivering transboundary fisheries management in these waters since the establishment of its predecessor in 1952, the Foyle Fisheries Commission, with the remit of overseeing the management and protection of the Atlantic salmon and the inland fisheries of the Foyle catchment.



Loughs Agency aims to provide sustainable social, economic and environmental benefits through the effective conservation, management, promotion and development of the fisheries and marine resources of the Foyle and Carlingford Areas. The Agency’s statutory functions are as follows:

- Promotion of development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in respect of marine, fishery and aquaculture matters.
- Management, conservation, protection, improvement and development of the inland fisheries of the Foyle and Carlingford Areas.
- Development and licensing of Aquaculture and Shellfisheries.
- Development of Marine Tourism.

The high level Strategic Priorities identified in our [Strategic Direction for a New Decade 2020-30](#), enabling Loughs Agency to fulfil its statutory remit are:

- Our Remit: Raising the Standards.
- Making Connections.
- Just Transition.
- Organisational Excellence.

LOUGHS AGENCY STRUCTURE

Loughs Agency has 4 Directorates with responsibility for delivery of a wide and varied range of activities and functions.

Corporate Services

The Corporate Services Directorate has responsibility for the effective and efficient delivery of financial services, human resources, information and communication technology, fleet and asset management and all other support functions, to facilitate the achievement of strategic business goals. The Directorate ensures financial and budget management systems are implemented, appropriate controls and monitoring mechanisms are in place to ensure maximum efficiency, accountability and compliance with North South Accounting Guidelines. The Directorate ensures that the Agency is compliant with governance arrangements and is responsible for the development of Strategic, Corporate and Business Plans, ensuring that resources are in place to deliver business objectives.

Conservation and Protection Directorate

The Conservation and Protection Directorate is the largest team in the Agency, with a wide and varied remit. The Directorate's primary focus is on the conservation, development, improvement and protection of the fisheries of Foyle and Carlingford. The Directorate is also responsible for the development of fisheries legislation. Regulation is delivered through the enforcement of the Foyle Fisheries Acts and a series of adaptable secondary regulations and provisions, stemming from EU Directives and Legislation on pollution and water quality. The work of the Directorate includes an annual programme of freshwater monitoring, habitat protection and river restoration developments to conserve and improve the environments essential for sustainable populations of Atlantic salmon and other native fish.

Development

The Development Directorate works across the Agency, identifying and supporting projects and opportunities to develop and promote the statutory functions of the Agency. The main focus of this Directorate includes the development of angling, marine tourism, environmental education, outreach and promotional strategies. The Directorate is also responsible for identifying external funding and collaborative working opportunities locally, nationally and internationally.

Aquaculture and Shellfisheries

The primary role of the Aquaculture and Shellfisheries Directorate is the management, development and conservation of the native Irish oyster and

blue mussel populations in Lough Foyle, and the blue mussel population in Carlingford Lough. These species are actively managed to ensure that exploitation of these species is sustainable in the long term. The Directorate also monitors the biodiversity and health status of the Loughs. The Directorate also has responsibility for the licensing of aquaculture in the marine and freshwater environments of both catchments. This responsibility is yet to be commenced, however the primary legislation required for this is in place.

CATCHMENT CARE – THE PROJECT

Preamble

The Water Framework Directive (WFD) underpins the project aims, with its requirement that all waters reach a status of GOOD by a target date. The GOOD status is assessed via various biological quality elements, such as benthic invertebrates and fish community, as well as by hydro morphology assessments.

Project Background

The aim of Catchment CARE is to establish 3 ecosystem/water quality improvement projects in the Finn, Blackwater and Arney Catchments. It will contribute to the INTERREG V programme specific result “Percentage of cross-border fresh water bodies in cross-border river basins with good or high quality. The current baseline is 32% with the Catchment CARE project contributing to achieving the target for 2023 of 65%” through the delivery of two programme specific outputs; (1) Establish 3 water quality improvement projects; (2) Develop and implement 50 cross-border groundwater monitoring wells.

The actions selected to implement these will address ecosystem and water quality issues related to hydro morphology, point and diffuse sources of pollution, farm nutrient management practices, characterisation and monitoring of groundwater quality, lag times in response to the implementation of measures and an economic analysis of the cost of achieving the objectives of the Water Framework Directive in the three catchments.

The consortium has been constructed so as to provide expertise on the main issues related to water body quality improvement such as hydro morphology (IFI & Loughs Agency), water quality (AFBI), catchment management (UU);

stakeholder engagement (ABC Council) and groundwater (BGS). In addition, Donegal County Council's extensive expertise in project, financial and technical management of EU cross-border projects (e.g. NSSHARE) ensures that the cross-border integrated management of the project and governance arrangements will deliver a robust and efficient project. The project partners have a strong track record delivering cross-border coordinated protection of aquatic ecosystems including projects such as the Lough Melvin Nutrient Reduction Programme, the Blackwater TRACE Project and the NSSHARE Project led by Donegal County Council. In addition, each consortium member has established strong working relationships, at both management and operational levels, with a wide range of organisations in each jurisdiction.

Each of the Finn, Blackwater and Arney catchments has a unique 'fingerprint' in terms of the stressor impact on the aquatic ecosystems. They were selected for this project as previous studies in these catchments by members of the project consortium have provided a significant body of information which address these stressors and develop and implement actions. Catchment CARE has been developed to ensure that it compliments and brings added-value to existing programmes such as the Rural Development Programmes (RDP) 2014-2020 and the proposed programme of work for the 2nd cycles of RBMP. The consortium will coordinate the stakeholder engagement activities with NIEA Catchment Officers and LAWCO Community Water Officer in ROI.

Donegal County Council, as lead partner, has established a project Steering Committee and three sub-committees focused on Technical, Governance & Engagement and Catchment Community. The Steering Committee will play a central role in managing project risks; ensure best practice is used in all aspects of project; co-ordinate stakeholder engagement; integration of the project actions and management of the project budget and deliverables. A Communication Plan has been developed and will be updated during the lifetime of the project to ensure that the project and its outputs are widely recognised, understood and appreciated across all relevant stakeholders and wider public.

The Catchment CARE consortium has a clear exit strategy that will enable continuity and provide a project legacy. Central to this strategy is linking the catchment, policy and community actions directly with knowledge exchange and capacity building events for local, regional and national stakeholder. The aim is to provide stakeholders with the skills and knowledge to contribute to improvements in water quality post project; establish links with regional and national initiatives and access funding.

JOB DESCRIPTION

Job Title:	Catchment Officer
Project:	CatchmentCARE INTERREG V
Contract Type:	Temporary to 30th April 2023 (subject to funding)
Organisation:	Loughs Agency
Location:	Based at Loughs Agency Headquarters, Prehen
Grade/Scale:	Higher Scientific Officer (HSO) / Scale £32,328 to £33,459 per annum
Responsible to:	Director of Aquaculture & Shellfisheries
Hours:	The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday.

PURPOSE OF THE ROLE

The Loughs Agency will be investigating the ecosystem / water quality issues on the River Finn in Co. Donegal and will be lead on the Work Package Implementing Catchment Actions across the three areas (Finn, Blackwater and Arney) following the Scoping Exercise led by Inland Fisheries Ireland. The post holder will be responsible for day to day running of the Loughs Agency elements of the Catchment CARE project. They will be expected to liaise with project partners in the standardisation of techniques across the three catchments and be responsible for the line management of the hydro morphologist who will be working on the delivery of instream and riparian works. The post holder will be required to identify a series of matched issues and locations within specified catchments where water quality measures could be put in place in order to improve the current status.

The main areas of responsibility include the carrying out of:-

- The Catchment Officer will have responsibility for the day to day management of the Loughs Agency elements of the Catchment CARE Project and will co-ordinate the delivery of the Loughs Agency targets within the various work packages and activities.
- To manage on a day to day basis the contractual and financial aspects of the projects and contracts liaising closely with the Loughs Agency Lead, Project Administrative Team and the Loughs Agency administrative support.
- To oversee and carry out the accurate collection, collation and interpretation of data.
- To supervise and manage the day to day work of the Hydro-morphologist post.
- To liaise with the other partners in Catchment CARE, co-ordinate activities with other project staff, in particular the other Catchment Officers to ensure standardisation of approach across the three catchments where appropriate and to provide assistance as and when required.
- Develop effective working relationships with farmers, landowners, school community groups and angling clubs along the selected river tributaries and provide advice and information to help them improve and maintain water quality in local streams
- The post holder will have specific responsibility for delivering the Loughs Agency's water chemistry and biological elements of the programme.
- To prepare reports (e.g. press articles and other material) as required to ensure effective transfer of relevant results, and to meet the contractual requirements of research projects.
- To support the Loughs Agency Lead communicate the outcomes of research projects to stakeholders and to the scientific community.
- The post holder will be required to fulfil any other duties and responsibilities as determined by management that fall within the

remit of the Catchment CARE Project. The job description is not intended to be rigid and inflexible. Rather, it should be regarded as working guidelines within which the post holder will work.

CORE COMPETENCIES

Loughs Agency's recruitment and selection process is based on the [Northern Ireland Civil Service Competency Framework](#) which sets out how all Agency employees should work.

The Framework is made up of ten competencies, under four main categories, as set out below.

It is important that all candidates familiarise themselves with the Competency Framework.

Level 3 - Staff Officer and Deputy Principal or analogous

Strategic Cluster – Setting Direction

Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Loughs Agency and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

Positive Indicators:

- Be alert to emerging issues, legislation and trends which might impact or benefit own and team's work.
- Understand own business area strategy and how this contributes to Loughs Agency policies and priorities.
- Contribute to the development of policies, plans and service provision to meet citizens' diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice.
- Ensure own business area / team activities are aligned to Loughs Agency activity, policy and priorities.
- Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.

- Seek to understand how the services, activities and strategies work together in the business area to create value for the customer / end user.

Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive Loughs Agency. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Positive Indicators:

- Find ways to improve systems, policy development and structures to deliver with more streamlined resources.
- Regularly review procedures or systems with teams to identify improvements and simplify processes and decision-making.
- Be prepared to take managed risks, ensuring these are planned and their impact assessed.
- Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking.
- Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
- Prepare for and respond appropriately to the range of possible effects that change may have on role / team.

Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions. At senior levels, leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk

and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Positive Indicators:

- Make decisions when they are needed, even if they prove difficult or unpopular.
- Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources.
- Recognise patterns and trends in a wide range of evidence / data that may affect policy and draw key conclusions.
- Explore different options outlining costs, benefits, risks and potential responses to each.
- Recognise scope of own authority for decision-making and empower team members to make decisions.
- Invite challenge and, where appropriate, involve others in decision-making to help build engagement and present robust recommendations.

People Cluster – Engaging People

Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging people with honesty and integrity, and upholding the reputation of Loughs Agency.

Positive Indicators:

- Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Agency policy and strategy.
- Recognise, respect and reward the contribution and achievements of others.
- Communicate effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed.

- Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
- Promote the work of the Agency and play an active part in supporting its values and culture.
- Convey enthusiasm and energy about their work and encourage others to do the same.

Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Agency, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with all stakeholders.

Positive Indicators:

- Establish relationships with a range of stakeholders to support delivery of policy and business outcomes.
- Invest time to generate a common focus and genuine team spirit.
- Actively seek input from a diverse range of people.
- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.
- Deal with conflict in a prompt, calm and constructive manner.
- Encourage collaborative team working within own team and across the Agency.

Building capability for all

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills which are identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across

all levels in the organisation to inform future plans and transformational change.

Positive Indicators:

- Identify and address team or individual capability requirements and gaps to deliver current and future work.
- Develop team members, devoting time to coach, mentor and develop others.
- Value and respond to different personal needs in the team using these to develop others and promote inclusiveness.
- Proactively manage own career and identify own learning needs with Line Manager, plan and carry out workplace learning opportunities.
- Continually seek and act on feedback to evaluate and improve their own and teams' performance.

Performance Cluster – Delivering Results

Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the Agency maximises its strategic outcomes within the resources available.

Positive Indicators:

- Recommend actions to achieve value for money and cost efficiency and reduce fraud and error.
- Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes.
- Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans.

- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Monitor the use of resources in line with Agency procedures and plans and hold team to account.

Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

Positive Indicators:

- Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
- Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- Work with team to set priorities, goals, objectives and timescales.
- Establish mechanisms to seek out and respond to feedback from customers about policy and service provided.
- Promote a culture that tackles fraud and error, keeping others informed of outcomes.
- Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the

focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Positive Indicators:

- Successfully manage, support and stretch self and team to deliver agreed goals and objectives.
- Show a positive approach in keeping their own and the teams' efforts focused on the goals that really matter.
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.
- Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.
- Regularly monitor own and teams' work against policy, milestones or targets and act promptly to keep work on track and maintain performance.
- Coach and support others to set and achieve challenging goals for themselves.

Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

Positive Indicators:

- Consider, in consultation with experts, alternative ways of working with partners and contractors to identify more efficient outcomes, balancing cost, quality and turnaround times.
- Work with experts in engaging effectively and intelligently with delivery partners in order to define and/or improve policy and service delivery.
- Gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making decisions.

- Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.

PERSONNEL SPECIFICATION

Catchment Officer (HSO)

Essential Criteria

Applicants *must* demonstrate that they possess the following criteria by the closing date for applications:

1. (A) An Honors Degree or equivalent in a relevant environmental area
and
(B) 2 years' experience of handling data and interpreting results.
2. Experience of working on projects in the environmental area (2 years)
3. Staff supervision
4. A proven ability in, and experience of managing resources.
5. A full and current driving licence that enables the holder to drive in Northern Ireland and the Republic of Ireland (held for at least 2 years and no more than 6 penalty points).

Desirable Criteria

Some or all of the following criteria *MAY* be used in the event of a large number of suitably qualified applications:

1. Post-graduate environmentally based Masters Degree or PhD.
2. Experience of working with water chemistry analysis (6 months in last 5 years).
3. Experience of using macro-invertebrates as indicators in the environmental area (6 months in last 5 years).
4. Experience of instream / riparian works (6 months in last 5 years).
5. Experience of dealing with stakeholders.

SHORTLISTING INFORMATION

The technical elements related to the duties and responsibilities of this job will be scored on a competency based framework at shortlisting and interview. This means that **ONLY** those candidates who most closely match the requirements of the post are likely to be shortlisted.

Each applicant should consider carefully if they can demonstrate the required levels of skill and experience before they spend time completing an application form. It is not enough to state that you have an 'awareness' or 'knowledge' of the areas stated, candidates must demonstrate actual skills and experience that can be checked with previous employers where necessary.

Each candidate should take care to complete their application in a way that ensures that the shortlisting Panel fully understands both their academic success and the skills and experience they have gained.

Please do not complete any section unless you can demonstrate actual skills and experience that can be checked with previous employers where necessary. Please confine your answers to the spaces provided.

GUIDANCE FOR MAKING YOUR APPLICATION

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential criteria.

- Loughs Agency will not accept CV's, letters, additional pages of any other supplementary material in place of or in addition to completed application forms.
- The space available on the application form is the same for all applicants and must not be altered.
- Applicants must complete the application form in Arial font 12, or legible, block capitals.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Applications will not be examined until after the closing date.
- Please do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your field of expertise or your job.

- Relevant or equivalent qualifications – if you believe your qualification is equivalent to one required, the onus is on you to provide the Panel with details of modules studied etc. so that a well-informed decision can be made.
- It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post, and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the Selection Panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples that you provide may be discussed at interview and you may need to be prepared to talk about these in detail if you are invited to interview. **It is your unique role that the Panel are interested in, not that of your organisation, team or division.**
- Loughs Agency will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

Application Form Submission

- Applications can be completed online and are accessible from the Loughs Agency website, www.loughs-agency.org/careers any queries can be emailed to careers@loughs-agency.org.
- **Loughs Agency will not accept incomplete application forms, application forms received after the closing deadline or reformatted applications.**
- Loughs Agency does not accept faxed applications.
- Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Loughs Agency to meet the required deadline. Loughs Agency will not accept any application where there is any shortfall in postage.
- Should you have any queries please contact Siobhan McCarron, Human Resource Officer on 02871 342100.

Equal Opportunities Monitoring Form

Please note that the Equal Opportunities Monitoring Form is regarded as part of your application and failure to complete and return it may result in disqualification.

GUIDANCE FOR INTERVIEW

It is anticipated that interviews will be held week commencing Monday 6th December 2021. However this may be subject to change.

At interview, the technical elements related to the duties and responsibilities of this job will be scored on a competency based framework. The Selection Panel will assess candidates against the behavioural competences, qualifications and experience required for the post.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

If this is your first experience of a competency based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience;
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competency based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance of this role;
- Provide specific and verifiable examples of your experience in relation to the required competence areas.

Order of Merit

The Selection Panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The Selection Panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The order of merit is valid for one year. Therefore, if this post becomes available again within this year, the next suitable candidate will be offered the post without further competition.

ADDITIONAL INFORMATION

Disability Requirements

Loughs Agency will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability disclosed are used for this purpose only and do not form any part of the selection process. If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact Siobhan McCarron, Human Resource Officer on 02871 342100.

Vetting Procedures

Prior to appointment the following will be required:

- Proof of qualifications.
- Copy of valid Driving Licence.
- Receipt of 2 satisfactory references (references will not be sought until after the final stage of the assessment process).
- Basic level security clearance which is managed by Access NI.

Availability

The post is based in the Foyle Area, however the successful applicant will also be required to travel within the Foyle and Carlingford Areas and outside both jurisdictions.

Any Other Duties

Appointees may be required to carry out any other duties that may (from time to time) arise and which are reasonably required within the general level of responsibility for the post.

Salary

Starting salary will normally be at the minimum of the scale. Consideration of a higher starting salary may be given to applicants with exceptional relevant experience and/or skills and only then if all 'suitable candidates' (those considered to be appointable by the Selection Panel) have refused the minimum salary offered.

Closing Date

Completed application forms must be returned to arrive not later than **1pm** on **Monday 29th November 2021**.

