**Candidate**

**Information Document**

**AGRI-FOOD AND BIOSCIENCES INSTITUTE**

**DEPUTY CHAIR**

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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

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**Or by email to:** [**EqualityDiversityPublicAppointments@daera-ni.gov.uk**](file:///C%3A%5CUsers%5C1074455%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2KB3C1JH%5CEqualityDiversityPublicAppointments%40daera-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 Deputy Chair of the Agri-Food and Biosciences Institute (AFBI) Board, with effect from 1st April 2020.

Further information about the organisation, including its Annual Report and Statement of Accounts can be obtained from the AFBI website at: [www.afbini.gov.uk](http://www.afbini.gov.uk).

**A Regulated Appointment**

The procedure for this appointment adheres to the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland. This means that it 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: [www.publicappointmentsni.org](http://www.publicappointmentsni.org)

**Background**

AFBI came into full legal existence on 1 April 2006. It was formed as a merger of the former DARD Science Service and the Agricultural Research Institute for Northern Ireland (ARINI). AFBI is a DAERA Executive Non-Departmental Public Body (NDPB) set up under the powers of the Agriculture (NI) Order 2004. It is empowered under the Order to undertake scientific work (research and development, testing, advice and information on scientific matters and dissemination of the results of scientific research) in the fields of agriculture, animal health and welfare, food, fisheries, forestry, the natural environment and rural development and enterprise. It employs approximately 650 staff who are located on seven specialised, DAERA owned, sites across Northern Ireland, comprising 422 ha of land and 37,000 m2 of laboratory, offices and outbuildings.

DAERA is both AFBI’s primary funder and its major customer. An annual work programme, which AFBI has a statutory obligation to deliver, is assigned by the Department to AFBI. This comprises DAERA’s scientific testing, advice, research and development and emergency response requirements. In 2019/2020, DAERA is providing £44.4m of funding to AFBI. A deficit funding model is operated which means that DAERA’s funding represents a contribution towards AFBI’s overall costs (of £65.2m) and AFBI must make up the shortfall by generating additional income from other sources. This non-DAERA income is generated from a range of sources including other government departments, public sector bodies, the European Union (EU), private sector customers, the sale of livestock and farm produce and royalties from patents. AFBI currently secures approximately 32% of its income from outside the core funding provided by DAERA and its commercial work is of increasing importance to the Institute. As part of its Science Transformation Programme, DAERA has undertaken a periodic review of AFBI. This considered its form and function, its efficiency and effectiveness and whether its governance arrangements align with good practice. The review report can be found on the DAERA website or at the following link:

<http://nics.intranet.nigov.net/daera/articles/afbi-agri-food-and-biosciences-institute-review>

**The AFBI Board**

The Board of AFBI is currently comprised of a Chairperson and 11 members who are normally appointed by the Minister of Agriculture, Environment and Rural Affairs (however AFBI’s founding legislation does allow for the Department to make appointments to the AFBI Board).

In making this Deputy Chair appointment to the AFBI Board, the Department seeks to:

1. **ensure that each member has relevant knowledge and experience in order to contribute to the Board and can demonstrate the ability to operate as an effective Deputy Chair; and**
2. **as far as practicable, ensure that the members of the Institute (taken together) are reflective of the community in Northern Ireland.**

The Board provides strategic direction and a challenge function to AFBI’s Chief Executive and Senior Management Team. It promotes good governance, including the highest standards of financial management, and provides assurance on the effectiveness of risk management and internal control. To this end, and in pursuit of its wider corporate responsibilities, the Board shall:

* establish the overall strategic direction of AFBI within the policy and resources framework determined by the Minister and DAERA;
* constructively challenge and support AFBI’s Senior Management Team in its planning, target setting and delivery of performance;
* ensure that DAERA is kept informed of any changes which are likely to impact on the strategic direction of AFBI or on the attainability of its targets, and determine the steps needed to deal with such changes;
* ensure that any statutory or administrative requirements for the use of public funds are complied with; that the Board operates within the limits of its statutory authority and any delegated authority agreed with DAERA, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, the Board takes into account all relevant guidance issued by the Department of Finance (DoF) and DAERA;
* ensure that the Board receives and reviews regular financial information concerning the management of AFBI; is informed in a timely manner about any concerns relating to the activities of AFBI; and provides positive assurance to DAERA that appropriate action has been taken on such concerns;
* demonstrate high standards of corporate governance at all times, including using the audit sub-committee to help the Board to address the key financial and other risks facing AFBI; and
* appointa Chief Executive to AFBI and, in consultation with DAERA, set performance objectives and remuneration terms linked to those objectives for the Chief Executive, which gives due weight to the proper management and use of public monies.

**Section 2 – Role Profile**

**AFBI BOARD DEPUTY CHAIR ROLE AND RESPONSIBILITIES**

The Deputy Chair is responsible to the AFBI Chairperson.

The Deputy Chair of the Institute will attend Board meetings (11 meetings per year), and, as Deputy Chair, attend other meetings, mostly in Northern Ireland, as required with key stakeholders, and undertake the necessary preparatory work for meetings.

In particular they will be required to:

* Assist and support the Chair in providing leadership to the Institute and, in the Chair’s absence, deliver a leadership role within parameters agreed with the Chair;
* Along with the Chair, work closely with AFBI’s Chief Executive and Senior Management Team to ensure that AFBI achieves its objectives;
* Assist and support the Chair in:
* Ensuring all Board members of the Institute, when taking up office, are fully briefed on the terms of their appointment and their duties and responsibilities;
* Enabling all Institute members to make a full contribution to the Institute’s affairs and ensure that the Institute acts as a team;
* Ensuring that key and appropriate issues are determined by the Institute in a timely manner, including by delegation to appropriate sub-committees, such as audit;
* Ensuring that the Institute has adequate support and is provided efficiently with all of the necessary information, including data, on which to base informed decisions;
* Ensuring that AFBI complies with relevant DAERA and Government policies and priorities as specified in AFBI’s Management Statement and Financial Memorandum and other ad-hoc communications;
* Leading members in the promotion of the work of AFBI and developing constructive relationships with key stakeholders;
* Co-ordinating and overseeing the work of sub-groups which will, in part, identify the market for AFBI products and services and its customers’ current and future needs; identify and assess current and future development in the sector, including competitors’ activities and opportunities to expand into new markets and innovations that meet customers’ needs; and
* Attending induction and any other training identified by DAERA.

**Other Information**

**Time commitment**

The AFBI Deputy Chair is required to fulfil his/her role and responsibilities in full. To do so, a time commitment of approximately 20 days per year is envisaged including induction, training and development, attendance at and preparation for Board meetings, Strategy / Away days and joint DAERA and AFBI Board meetings.

**Period of appointment**

The AFBI Deputy Chair will initially be appointed for a term of 3 years. Subject to satisfactory performance, the Deputy Chair’s appointment will continue for the remainder of the three-year term, and the Deputy Chair may be offered an extension at the end of his/her term for up to a further two years. This potential extension is also subject to satisfactory performance.

**Remuneration**

The annual rate of remuneration for the AFBI Deputy Chair will be £11,188 (under review). Appropriate tax and National Insurance deductions will be made. The appointment is not pensionable.

The AFBI Deputy Chair is also eligible to claim allowances, at Northern Ireland Civil Service rates, for travel and subsistence costs necessarily incurred on official business. For the avoidance of doubt, ‘official business’ does **not** include travel between home and AFBI’s headquarters (Newforge Lane, Belfast).

**Location**

AFBI’s headquarters are currently at Newforge Lane, Belfast, with a further six regional sites across the North. Meetings will normally take place in Belfast, but may occasionally be held at other locations in Northern Ireland.

**Training and development**

The new Deputy Chair may be required to attend relevant training courses, organised by AFBI or DAERA.

**Performance Appraisal**

An annual appraisal of the Deputy Chair’s performance against agreed objectives will be conducted by the AFBI Chairman.

**Indemnities for personal liability**

The AFBI Deputy Chair, acting honestly and in good faith, will not have to meet out of his/her own personal resources any personal civil liability which is incurred in the execution of his/her function, save where the person has acted recklessly.

**Conduct**

The Deputy Chair has a duty in relation to conduct, propriety and confidentiality. He/she will be required as a condition of appointment to abide by the Seven Principles Underpinning Public Life (**Annex A**) and by a Code of Practice of the AFBI Board. The Deputy Chair must notify the Chair if he/she becomes the subject of a police investigation or is arrested by the police.

**Attendance**

The Deputy Chair is expected to attend meetings regularly. His/her appointment may be terminated if attendance becomes such that it interferes with the good running of AFBI Board.

**Gifts and Hospitality**

The Deputy Chair will be expected to ensure that the acceptance of gifts and hospitality can stand up to public scrutiny. Gifts should be declined wherever possible, and any offers should be reported to the AFBI Secretariat and considered by the Chair.

**Conflicts of Interest**

The AFBI Deputy Chair must declare any personal or business interests which may, or may not be perceived to, influence his/her judgement when performing his/her duties as a member of AFBI.

These interests will be included in an appropriate register of interests maintained by the Institute Secretariat and the Deputy Chair must ensure that his/her entries are kept up to date.

Should an issue arise subsequent to the completion of the register of interests that could give rise to a potential conflict of interest he/she must inform the Institute Secretariat. If, at a meeting of the Institute, a particular issue arises that could give rise to a potential conflict, the Deputy Chair should disclose his/her interest to the Chair, discuss a way forward and agree with the Chair any further action to be taken. He/she is encouraged to register his/her own non-pecuniary interests and the interests of close family members and persons living in the same household that are closely related to his/her activities as a member of AFBI. Should the Deputy Chair be in any doubt, it is best to err on the side of caution and disclose the information.

The Deputy Chair must inform the Chair in advance of any new appointments which may impinge on his/her duties. The Chair, in turn, will advise the Department.

**Political Activity**

The Deputy Chair of AFBI cannot occupy paid party political posts, hold particularly sensitive positions of responsibility in a political party, or hold a position of elected MP, MEP or MLA, 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.

He/she is expected to inform the Institute Secretariat of any intention to accept a prominent position in any political party and to understand that his/her appointment as a member of AFBI may be terminated if the Department feels that, in the case of the AFBI Deputy Chair accepting such a role, the positions are incompatible.

Subject to the foregoing, the Deputy AFBI Chair is free to engage in political activities provided that he/she is conscious of his/her general public responsibilities and exercises proper discretion, particularly with regard to the work of AFBI.

**Bankruptcy**

The AFBI Deputy Chair may be removed from office before the end of his/her term of appointment if he/she becomes bankrupt, makes an arrangement with creditors or is made the subject of a Bankruptcy Restrictions Order.

**Confidentiality**

The provisions of the Official Secrets Act 1911 to 1989 apply to the AFBI Deputy Chair. Unauthorised disclosure of any information gained in the course of his/her appointment, or its use by him/her or others for personal gain or advancement, could result in his/her appointment being terminated early, or even criminal prosecution.

**Other Public Appointments**

It is not uncommon for applicants for public appointments to hold other appointments or to have done so in the past. DAERA is required, as far as practicable, to take steps to check how applicants have performed in these other roles. As such, the application form includes a section for candidates to list current public appointments and DAERA will seek information on performance from the relevant Department(s).

**Section 3 - Person Specification**

Before applying for this position, 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**

Candidates will need to demonstrate by way of example that they have the following skills, knowledge and experience. It is your responsibility to provide relevant examples, both on the application form and at interview, that show clearly how you meet each of the criteria listed below.

1. **Relevant Experience**

The functions of AFBI, the role of the AFBI Board, Chair and Deputy Chair and some of the challenges facing the organisation are detailed on pages 4-12 of this document.

We are looking for evidence that demonstrates your knowledge and experience of, and to have shown capacity in, the development of strategies that address such key challenges in other organisations. Types of knowledge or experience could include Financial Management, Performance Management, managing Organisational Change or development of strategic plans and targets. This evidence needs to demonstrate your ability to operate as an effective Deputy Chair.

1. **Strategic Thinking and Direction:**

The AFBI Deputy Chair will be responsible for assisting the Chair in leading the Board in establishing the overall strategic direction of AFBI. In doing so, he/she will ensure that AFBI fulfils the aims and objectives set by DAERA and approved by the Minister, including clarifying and shaping AFBI’s role and purpose in helping the Department deliver the Programme for Government.

We are looking for evidence that demonstrates your strategic thinking and the skills you have employed to influence the direction of an organisation, taking account of internal issues, the wider external environment and any operating frameworks or other set parameters (resources, policies, business models etc). This includes evidence of your ability to fully engage with and utilise the AFBI Board and Senior Management Team’s wider experience and knowledge to support strategic decision making.

1. **Influencing and Directing Change:**

The AFBI Deputy Chair will be responsible for supporting the Chair, who is leading the AFBI Board during a time of significant change. This will involve ensuring that AFBI’s corporate, business and other plans identify the challenges and opportunities facing the organisation and outline how they will be addressed.

We are looking for evidence that demonstrates your ability to influence, direct and oversee organisational change, including how you have listened to and inspired others and created a culture to deliver such change and also how you have overcome obstacles when driving change, while seeking out opportunities for innovation.

1. **Governance and Performance Management**

Governance is defined as, “The way in which organisations are directed and controlled”. It means making sure that the organisation is well run (or governed) and carries out the work it was set up to do. This means ensuring that the highest standards of governance, including financial management, are applied, monitoring overall performance, planning for the future and being accountable for the organisations actions and decisions.

We are looking for evidence to demonstrate that you have used your skills

* to ensure high standards of governance and financial management within an organisation;
* to constructively challenge to achieve the best outcomes for the organisation;
* to successfully evaluate, scrutinise and improve the performance of an organisation; and
* to review effectiveness of internal controls.

**Section 4 – Application and Selection Process**

**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 on pages 13 to 15 of this document. 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:**

* the closing date for applications is **4.00pm, Friday 6 December 2019;**
* no other information, other than that supplied under the criteria sought, will be taken into account when shortlisting;
* we will not accept CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms;
* applicants should complete the application form in Arial font size 12, or legible, block capitals using black ink;
* when completing the application form, a maximum of 400 words per criterion is permitted; and
* application forms should not be amended in any way.

**Applications from civil servants/former civil servants**

Civil servants, or former civil servants, are welcome to apply for the post of AFBI Deputy Chair. They should, however, be aware that a judgment will be made by the interviewing panel, taking account of the Cabinet Office guidance on Making and Managing Public Appointments, as to whether the nature of his/her employment could lead to a perceived or real split of loyalties of a sufficiently serious nature to render appointment as AFBI Deputy Chair an unmanageable conflict of interest.

Civil servants, or former civil servants, who wish to apply, may also wish to check their eligibility to do so with Northern Ireland Civil Service (NICS) Human Resources.

**Submission of Application Form**

* Applications should be completed and returned by hard copy or email.
* We will not accept incomplete application forms, or application forms received after the closing deadline.
* It is the responsibility of the applicant to ensure that sufficient time is allowed for their application to arrive with DAERA’s Public Appointments Unit on or before the deadline.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery.
* We will not accept any application where we are asked to pay any shortfall in postage.
* Applicants who send their application form electronically are also required to submit their application to DAERA’s Public Appointments Unit on or before the deadline.
* Applications will be individually date-stamped and the time of receipt formally recorded.
* To ensure equality of opportunity for all, applications will not be examined until after the closing deadline.
* Braille, large print and audio formats are available on request.

**Sift**

An anonymised sift of all application forms received will be carried out by the selection panel.

The eligibility sift is due to take place **w/c** **9 December** **2019**.

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

**Short Listing**

If, following the sift exercise, the number of applicants meeting the essential criteria is, in the Departments view, too many to be interviewed, short listing may be applied. Short listing is an extension of the sift process, and in this competition will involve incrementally increasing the value of the criterion pass mark in the following:

* **Strategic Thinking and Direction**
* **Influencing and Directing Change**
* **Governance and Performance Management**

**Interviews**

**Competence-based interviews**

Competence-based interviewing tests 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, and 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 the interview by:

* reading and thoroughly understanding the selection criteria;
* reminding yourself of the 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.

It is intended that interviews for this position will take place in **Dundonald House, Stormont Estate** **w/c 27 January 2020**. The interview panel will consist of one senior official from DAERA, the AFBI Chairman and an Independent Assessor appointed by the Commissioner for Public Appointments NI (CPANI). It is expected that the successful candidate will be notified by **14 February** **2020** so that he/she can take up the position from **1st April 2020** (subject to the necessary pre-appointment checks).

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

**How Your Application Will Be Processed**

DAERA will process your application in accordance with the Code of Practice of the Commissioner for Public Appointments for Northern Ireland. Your application will be made anonymous before the selection panel conducts its 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 this booklet. The selection panel will assess all application forms against the eligibility and essential criteria. Only those applicants who appear to meet both the eligibility and the essential criteria will be invited to interview. Applicants who do not appear to meet the eligibility and essential criteria will be informed of the decision at that stage. 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. Application forms must be completed in full.

Applicants who are sifted out will be informed of the decision at this stage. The Department has a system in place to reassess applicants who query, challenge, or raise a complaint during the appointment process.

**Appointment**

Ministerial choice is a key element of public appointment policy that enables Minister(s) to indicate if they wish to have the names of candidates suitable for appointment presented in a ranked (strict merit order) or unranked (alphabetical) list. An incoming Minister will be asked for his/her preference on the presentation of results, as well as their agreement to a reserve list being produced. In the absence of a Minister, the Departmental Permanent Secretary may make relevant decisions and appointments.

The successful candidate will be asked to provide further 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:

* your name;
* a brief summary of the skills and knowledge you bring to the role;
* details of all other public appointments you hold and any related remuneration received; and
* details of any political activity declared in the last 5 years.

DAERA will add the following information to the press release:

* a short description of the body to which you 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. They should be aware that AFBI is listed in the terms of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 and the Northern Ireland Assembly Disqualification Act 1975.

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 AFBI Board Members. Public appointees must show a willingness to work under any administration irrespective of public opinion. Public appointees, including the AFBI 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 potential Board members might have, and that may be relevant to the work of the AFBI, 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/CPA%20NI%20Guidance%20on%20conflicts%20of%20interest%2C%20integrity%20and%20how%20to%20raise%20a%20complaint.pdf>

You should declare in your application form any matter(s) which could cause or could be perceived to cause reputational damage to DAERA, the AFBI or the AFBI 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 AFBI 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 AFBI Board 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. attendance becomes such that it interferes with the good running of AFBI 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.

**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.

**Access NI Checks**

If successful, you should be aware that you will be required to complete a basic Access NI 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 Branch as per details on the contents page.

**Section 6 – Equal Opportunities Monitoring Form and Complaints Procedure**

**Equal Opportunities Monitoring Form**

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.

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 will be 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 young people, people from black and ethnic minority backgrounds and people with disabilities are currently under represented on the AFBI Board, applications from these groups would be particularly welcome.

**Complaints and Challenges**

If you wish to challenge or make a complaint about any aspect of this appointment process, you should in the first instance contact Dolores Kelly. Your complaint will be managed in accordance with a set procedure. If you are unhappy with DAERA’s response, you may wish to contact the Commissioner for Public Appointments for Northern Ireland. The Commissioner operates an independent complaints procedure dealing with potential breaches in the Code of Practice for Ministerial Appointments to Public Bodies. Contact details can be found in the enclosed leaflet.

Please address any enquiries about the appointment process, including feedback or applications, to:

Dolores Kelly

Equality, Diversity and Public Appointments Branch

DAERA

Ballykelly House

111 Ballykelly Road

Ballykelly

Limavady

BT49 9HP

**Email:** **EqualityDiversityPublicAppointments@daera-ni.gov.uk.**

**Telephone:** (028) 77 442025

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).

Judena Leslie

Commissioner for Public Appointments (CPANI)

Dundonald House

Annexe B, Stormont Estate

Upper Newtownards Road

Belfast

BT4 3SB

Email: info@publicappointmentsni.org

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

**Making a call from a textphone dial 1 8001 77442025**

**Making a call from a telephone dial 1 8002 77442025**

**Section 7 - public appointments privacy notice**

Data Protection Officer

Department of Agriculture, Environment and Rural Affairs

Ballykelly House

111 Ballykelly Road

Ballykelly

Limavady

BT49 9HP

Telephone: 028 7744 2350

Email: dataprotectionofficer@daera-ni.gov.uk

**Why are you processing my personal information?**

* Your personal information is required for the purposes of making this/these public appointment(s). Public body requirements are specified in law and the process of making appointments is carried out in accordance with the Code of Practice for Ministerial Appointments in Northern Ireland.
* Equal opportunities monitoring information (provided voluntarily) is collected in an anonymous form for analysis by the Northern Ireland Statistics and Research Agency (NISRA). This information is used to monitor diversity in public appointments and a composite analysis is published in a Public Appointments Annual Report for Northern Ireland.

**What categories of personal data are you processing?**

* Contact details;
* Equal opportunities monitoring information which includes sensitive data (special category data): national insurance number; gender; date of birth; marital status; disability; sexual orientation; race; community background; dependants; employment history sector; level of educational attainment; and
* Access NI/criminal history record check.

**Where do you get my personal data from?**

* From the competition application form and Equal Opportunities Monitoring form you will have (voluntarily) submitted.

**Do you share my personal data with anyone else?**

* The relevant details from your application form will be shared with the competition panel which will include a departmental representative, an Independent Assessor and usually a representative from the public body. At the sifting stage this will exclude your identity details.
* The equal opportunities monitoring information, in an anonymous form, is shared with NISRA. Your equal opportunities monitoring information will not be shared with the competition panel.
* Some of the information you have provided will be used in a press release announcing your appointment, including your response to a political activity questionnaire.
* Your name, address, date of birth, details of the post held and remuneration will be shared with NISRA to update the Public Appointments Database.
* Some of the information you have provided will be presented anonymously within the Public Appointments Annual Report.
* Your name, appointment term and details of remuneration will be published in the Public Bodies Annual Report.
* Some of the information you have provided may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

**Do you transfer my personal data to other countries?**

* No.

**How long do you keep my personal data?**

* If you are successful in the competition, your details will be retained for a period of seven years after the appointment ends (including reappointments).
* If you are unsuccessful, your details will be retained for three years from the close of the competition.

**(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?**

Not applicable.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* You have the right to object to the processing,[in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* You have rights in relation to[automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/)

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department of Agriculture, Environment and Rural Affairs Data Protection Officer using the details provided above.

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

Information Commissioner’s Office – Northern Ireland

3rd Floor
14 Cromac Place
Belfast
BT7 2JB

Tel: 028 9027 8757

Email: ni@ico.org.uk

 **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 take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

 **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.