



ELECTORAL OFFICE FOR NORTHERN IRELAND

**APPLICANT
INFORMATION**

**ADMINISTRATIVE OFFICER
FIXED TERM (6 MONTHS)**

Completed application forms must
be returned to HR Section by
12 NOON, FRIDAY 21 DECEMBER 2018

EONI is an equal opportunities employer and welcome applications from all Section 75 groups regardless of age, disability, ethnicity, gender, marital status, people with or without dependants, political opinion, religion, or sexual orientation. At this time we particularly welcome applications from men.



CONTENTS

Page

Background

Job Description

4

Selection Process

6

Interview Guidance

7

Additional information

8

Conflict of Interest/Vetting

10

BACKGROUND

The electoral system in Northern Ireland is administered centrally by the Chief Electoral Officer (CEO) who is a statutory officeholder independent of Government. She is assisted by the staff of the Electoral Office for Northern Ireland (EONI), the administrative structure created to support her in the discharge of her duties. The CEO is both the registration officer and returning officer for all elections in Northern Ireland.

The overall aim of EONI is to serve democracy by providing all electors with the opportunity to exercise their electoral franchise freely and conveniently. To this end EONI will administer the Chief Electoral Officer's functions as defined in law in a comprehensive, professional, timely, effective, efficient and economic manner equally across all the people of NI.

Further information on our offices, the work of the Chief Electoral Officer and her staff is available on our website at www.eoni.org.uk.

JOB DESCRIPTION

LOCATION:

Based in St Anne's House, 15 Church Street, Belfast, BT1 1ER

MAIN JOB ACTIVITIES

The role holder is required to provide administrative support to ensure the effective and efficient running of the organisation. The role holder will assist in maintaining an accurate register of electors and households and running of elections in Northern Ireland. Key job activities commonly falling under the broad headings of:

- Electoral Registration
- Elections
- Business Support

Electoral Registration

- Procedures in relation to online and paper registration forms throughout the year and during canvass periods including processing, scanning and assisting in the maintenance of special category electors.
- Dealing with absent vote applications including checking personal identifiers against the information held on the database, scanning and processing after they have been approved.
- Processing Electoral Identity Card applications including checking details and taking photographs.
- Issue electoral registers in the required format for any valid requests and deal with requests by the public and political representatives to view the Register.

Elections

- Assist with the nomination process in relation to candidates.
- Duties in relation to the recruitment and training of staff employed for the elections including inputting details onto IDOX database and processing payments if requested.
- Undertaking tasks to ensure the efficient operation of polling day and at count centres and assisting in post-election procedures as required.

Business Support

- Customer service duties including public counter, telephone and email enquiries. Procedures in relation to correspondence registers eg FOI requests, complaints and updating EONI website and Twitter feeds, as required.
- Supervising and training temporary staff during busy periods eg elections, canvass.
- Assist in the delivery of outreach and training events.
- General administrative duties including photocopying, filing, mail procedures, collating information and returns, using Microsoft office suite and databases.
- Assist with HR duties, and other admin tasks as required.
- The role holder has a key corporate responsibility to contribute to the effective discharge of the Section 75 duties in line with EONI's Equality Scheme

The above list is not exhaustive. Staff will be rotated across units and duties will vary according to business needs.

SELECTION PROCESS

Applicants should demonstrate in the application form where they meet the following criteria:

ESSENTIAL CRITERIA

- 5 GCSE's at Grade C or above, including English Language or equivalent is essential **OR** three years' experience working in an administrative role in an office environment.

DESIRABLE CRITERIA

- Experience of dealing with customer service queries.
- One year's experience working in an office environment which involved checking of data to ensure accuracy.

TEST

As part of the selection process candidates who meet the shortlisting criteria outlined above will be required to undertake a test using Microsoft Word and Excel relevant to the responsibilities of the post. The test will last no longer than **20 minutes** and will be provided to candidates to undertake immediately before their interview.

All disabled candidates who meet the essential criteria will be invited to interview.

Please note:

- Candidates will be shortlisted for interview solely on the basis of the information given on the application form.
- You should ensure that you provide evidence of your experience giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities. If you do not provide sufficient detail the selection panel will reject your application.
- The panel will not make assumptions from the title of the applicant's post or the nature of the organisation, as to the skills and experience gained.
- Applications will also be considered from candidates with equivalent formal qualifications considered to be of an equal or higher standard to those required. If you believe your qualification is equivalent, the onus is on you to provide full details on your application form e.g. modules studied etc, so that a well informed decision can be made.

The selection panel will assess candidates against the test and interview. Those candidates who pass both parts of the selection process will be deemed suitable for appointment in order of merit with the highest scoring applicant ranked first. Posts will be allocated in the order listed.

INTERVIEW GUIDANCE FOR APPLICANTS

The panel will ask you to provide specific examples from your past experience in relation to skills and competencies for the Administrative Officer post. Further information on the Northern Ireland Civil Service (NICS) competency framework can be accessed through www.nicsrecruitment.gov.uk.

You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your knowledge and experience. You may draw examples from any area of your work / life experiences.

If this is your first experience of a competence-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; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

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

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

ADDITIONAL INFORMATION

EONI employees are not civil servants. However, their terms and conditions are similar but not necessarily identical to those which apply to staff in the NICS. A reserve list may be held for a period of 12 months to cover any further similar vacancies which may arise.

APPOINTMENT

This is a fixed term position for 6 months with the possibility of extension and/or permanent employment as EONI is currently going through a period of transformation. The appointment is subject to the receipt of two satisfactory references.

HOURS OF WORK

The hours of work are full-time 37 net hours per week (42 hours gross) and a flexible working hours scheme is in operation. The candidate will normally be expected to work outside of conditioned hours as dictated by business needs eg during elections.

SALARY:

The salary range for the AO grade is £20,692 - £22,739 and the starting salary will normally be at the minimum point of the scale.

PROBATION PERIOD:

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

HOLIDAYS:

In addition to 12 public/privilege holidays, there is an annual leave allowance on entry of 25 days per annum, which increases to 30 days after 5 years' satisfactory service.

PENSION SCHEME:

New entrants who join the Electoral Office for NI may be eligible to join the NICS pension scheme - the Principle Civil Service Pension Scheme (NI). Further details can be found at:

<http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm>

or if you are unable to access the website please contact Civil Service Pensions by telephoning 02871 319000 or cspensions.cpg@dfpni.gov.uk

Making an Application

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the required criteria.

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Applicants **must not** reformat application forms.
- Information in support of an application will not be accepted after the closing date for receipt of applications.
- EONI will accept applications sent by post or by email to the following address recruitment@eoni.org.uk
- We will not accept incomplete application forms, application forms received after the closing deadline, faxed or reformatted application forms.
- 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 EONI.
- We will not accept any application where we are asked to pay any shortfall in postage.

For information on how we process and manage your personal data please visit our website at www.eoni.org.uk/Utility/About-EONI

Disability Requirements

We will ask on the application form if applicants require any reasonable adjustments, due to disability, to enable them to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If an applicant has indicated on their application that they have a disability, are successful in the selection process and are being considered for appointment, the applicant may be required to outline any adjustments they consider necessary in order for them to take up an appointment. If an applicant wishes to discuss their disability requirements further, please contact the HR Section.

Equal Opportunity Monitoring Form

Please note, this form is regarded as part of any application and failure to complete and return it will result in disqualification.

The Electoral Office for NI is an Equal Opportunities Employer.

CONFLICT OF INTEREST / VETTING

Applicants must declare personal interests where there is, or could be perceived to be, a conflict of interest between their duties as employee and their membership of a particular organisation. Applicants must not be a member of any organisation or society which might be construed as a potential conflict of interest or have any employment background, or personal connections, current or previous, which if you were appointed might give rise to public speculation including:

- Obtained office as a MP, MEP, member of the Assembly, local Councillor or other political office.
- Stood as a candidate for one of the above offices.
- Spoken on behalf of a party or candidate.
- Acted as a political agent.
- Held office such as Chair, Treasurer or Secretary of a local branch of a party.
- Canvassed on behalf of a party/candidate or helped at elections.
- Work (either paid or voluntary) for any political party or candidate, or sign the nomination paper of any candidate(s).
- Applicants must not have been convicted of an offence under electoral law.
- Undertaken any other political activity which may be considered relevant.

CHANGES IN PERSONAL CIRCUMSTANCES

Applicants must ensure that EONI is informed immediately of any changes in personal circumstances.

EMPLOYMENT REQUIREMENTS

EONI must ensure that you are legally entitled to work in the United Kingdom. Entry to the United Kingdom is controlled under the Immigration Act 1971. Everyone who does not have the right of abode is subject to immigration control. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post. If you are invited to interview we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996.

Advice on entitlement to work and nationality requirements may be obtained from the Home Office website: www.ind.homeoffice.gov.uk.

VETTING PROCEDURES

Baseline Personnel Security Standard

For this check an applicant will be required to provide the following:

- a) A valid passport OR
- b) A document verifying their permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND their birth certificate which includes the names of their parents (long version).
- c) Other acceptable documents are listed on www.ind.homeoffice.gov.uk.

We will organise a Criminal Record Check to be carried out by AccessNI. The category of check required for this post is: **Basic Disclosure Certificate**. Those applicants who are being considered for appointment will be contacted by EONI and will be asked to complete the AccessNI application form. Guidance notes of the completion of the form are also included on the website. Please note that a request to complete this form should not be seen as a guarantee of appointment. Failure to complete the above form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Applicants should not be put off from applying for a post because they have a conviction. Each criminal record will be considered in terms of the relevance of the offences to the duties expected to be carried out, and a decision taken in light of same. We deal with all criminal record information in a confidential manner.

For more information, the address of the AccessNI website is: <http://www.accessni.gov.uk/>.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

THIS APPLICANT INFORMATION DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT

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www.eoni.org.uk

**Copies in alternative formats can also be made available on request to the
Information Officer on 02890446688 or 0800 4320 712**