

Public Protection Arrangements for Northern Ireland

Lay Adviser Application Form

Closing date for receipt of applications is 3pm Tuesday 28 June 2022

Completed Application Forms should be returned to thePublic Protection Coordinator at [Julie.smyth@publicprotectionni.gsi.gov.uk](mailto:Julie.smyth@publicprotectionni.gsi.gov.uk) or the

Public Protection Arrangements NI, Secretariat Office, Sea Park Complex,

151 Belfast Rd, Carrickfergus, County Antrim, BT38 8PL

General Notes on Completion of Application Form

* Alternative formats of this application form (Braille, large print, etc.) are available on request from the PPANI Coordination Unit. T: 028 90259612 | E: [Julie.smyth@publicprotectionni.gsi.gov.uk](mailto:Julie.smyth@publicprotectionni.gsi.gov.uk)
* Before completing this form, please read it and the enclosed Candidate Information Booklet carefully.
* Application forms should be completed clearly. Electronically completed applications are preferable using typescript minimum font size 12. If completed in manuscript, please ensure your application is in block capitals, in black ink and legible.
* Applicants are limited to a maximum of 400 words per criterion. Any information over and above the word count will be redacted by the administration team and not seen by the selection panel.
* Please check your application form before submitting it as applications will not be examined until after the closing deadline and failure to complete the application form correctly may result in your application form being excluded from the process.
* Please ensure all sections are completed and the form is signed and dated.
* CVs, letters or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
* Application forms should be submitted online or by post to arrive with HR Connect by the closing date specified. Emailed copies are preferred.
* Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline.
* Please send the completed application form by post or email to:

PPANI Coordination Unit

Seapark Complex

151 Belfast Road

Carrickfergus

BT38 8PL

Email: [Julie.smyth@publicprotectionni.gsi.gov.uk](mailto:Julie.smyth@publicprotectionni.gsi.gov.uk)

* All applications will be acknowledged to the email address provided on the application form within 3 working days of receipt. If you have not received an acknowledgement please telephone PPANI Coordination Unit on 028 9025 9612 to confirm your application has been received.

IT IS IMPORTANT THAT ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED. Applicants should be aware that, if successful, some of the information supplied will be placed in the public domain.

Personal Details: (CAPITAL letters)

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| **Forename(s) in full** |  |

|  |  |
| --- | --- |
| Title (Mr/Mrs/Ms/Other) |  |

|  |  |
| --- | --- |
| Current address |  |
|  |  |
|  |  |
|  | **Postcode:** |

|  |  |
| --- | --- |
| Contact phone numbers: |  |
| Email address: |  |
| **National Insurance Number:** |  |

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| --- | --- | --- | --- | --- |
| For Office Use Only | **Recd.** | **Ack’d** | **Sift** | **Date of Interview** |

### **Guidance on Criteria-Based Selection**

You are expected to demonstrate your ability to meet the criteria by way of practical examples. The Selection Panel will reach a decision on whether or not you meet the criteria on the basis of the evidence you supply. **It is not sufficient to simply list your duties and responsibilities.** **The Panel will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained.** The onus is on you to provide sufficiently detailed examples to demonstrate that you have the experience of putting into use the competences that are needed for the post.

The Department wishes to recognise less traditional career patterns and experiences such as community involvement or voluntary work, as well as those experiences found within the employment field. Therefore, in your application form, you may use examples from your working or personal life, e.g. part-time activities or leisure activities, including any voluntary or community work you are or have been involved in. Though not time bound, examples must demonstrate the relevance of your experience and competence to today’s economic environment.

Make sure you take full advantage to provide practical evidence and examples of how you feel you are suitable for this appointment. **It is strongly recommended that you read Annex A and the Public Appointment Guide which contains guidance on the completion of criteria-based application forms.**

The strength and quality of the evidence you provide will be considered by the selection panel to assess how well you meet the criteria and whether your application should proceed to the next stage of the selection process. It will also be used by them to assess you at the interview stage should you be offered an interview.

Many people are not used to writing about themselves or describing what they have achieved as opposed to what the team has done, however, **it is your unique role the selection panel is interested in.** The key is to give the reader specific information about how well you meet the criteria for appointment. The following model may help you to structure your examples and express them in a logical manner:

**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?**

Below are some points to bear in mind:

* Use actual examples describingyour role or contribution, rather than ‘how you would do something’.
* Avoid statements that describe personal beliefs or philosophies.
* If possible, quantify/qualify your accomplishments.
* Avoid jargon – if it is necessary to use jargon or technical terms, explain them.

**Remember: The maximum word count is 400 words per criterion. Anything over and above this will be redacted and not seen by the selection panel.**

Where did you learn of this appointment?

Newspaper: (please specify)

Website: (please specify)

Social Media: (please specify)

Event: (please specify)

Word of Mouth:

Other: (please specify)

1. **Community Engagement**

*It is important for a Lay Adviser to have experience of working with others on community and social issues and be able to bring the knowledge, skills and experience gained to their role in PPANI.*

**Please provide evidence of your experience in personally contributing to social and community issues by demonstrating through an example(s) of how you have engaged with others to effectively advance a community or social issue(s).**

There are examples of the types of evidence the selection panel will be looking for on page 6 of the information booklet.

1. Social and Communication Skills

*A Lay Adviser needs to have good social and communication skills and be able to work constructively with people in groups and formal meetings to play an effective role in enhancing public understanding of the PPANI process.*

Please demonstrate through an example(s) how you have communicated effectively with communities/stakeholders and ensured that engagement is meaningful and there is clear information and understanding on an issue of concern.

There are examples of the types of evidence the selection panel will be looking for on page 6 of the information booklet.

1. **Informed and Objective Judgement**

*A Lay Adviser is an informed observer to the agencies’ work in reviewing the operation of the public protection arrangements. As such, a Lay Adviser has to make objective judgements based on understanding complex facts and a significant amount of written and verbal information from a range of sources.*

**Please demonstrate through an example(s) how you have processed and considered a significant amount of complex information to make or inform a decision(s).**

There are examples of the types of evidence the selection panel will be looking for on page 7 of the information booklet.

**Teamworking**

*The ability to work corporately and effectively with other Board members, including in meetings of the Board and its committees, and with senior staff*

1. **Personal Effectiveness**

*Using personal expertise and experience to further consideration of the challenges facing an organisation, focusing on the key issues, networking with other relevant bodies, and acting as an ambassador for an organisation.*

1. **Compliance**

*Understanding and complying with the standards required in public life and with relevant legislation and government policy in relation to Human Rights, equality and community relations.*

1. Monitoring and Review

*A Lay Adviser plays an important role in the scrutiny and oversight arrangements of the effectiveness of the PPANI process and has to have the ability to challenge constructively the views and assumptions of senior professionals.*

**Please demonstrate through an example(s) how you have represented your viewpoint effectively in a collective discussion and constructively challenged views and assumptions.**

There are examples of the types of evidence the selection panel will be looking for on page 7 of the information booklet.

1. **Personal Resilience and Sensitivity**

*Given that the issues and cases discussed can be distressing and emotionally challenging at times, a Lay Adviser needs to be sensitive and emotionally resilient whilst dealing with tragic and painful human situations, in particular being able to understand the needs and feelings of victims.*

**Please demonstrate through an example(s) how you have handled a stressful situation.**

Please refer to the examples of the types of evidence the selection panel will be looking for on page 7 of the information booklet.

**Teamworking**

*The ability to work corporately and effectively with other Board members, including in meetings of the Board and its committees, and with senior staff*

1. **Personal Effectiveness**

*Using personal expertise and experience to further consideration of the challenges facing an organisation, focusing on the key issues, networking with other relevant bodies, and acting as an ambassador for an organisation.*

1. **Compliance**

*Understanding and complying with the standards required in public life and with relevant legislation and government policy in relation to Human Rights, equality and community relations.*

Access NI Check and References

The role of Lay Adviser will require an Access NI check at enhanced level which will be undertaken for applicants who are successful in the selection process.

Are you willing to apply for the enhanced Access NI check? (Delete as applicable): YES / NO.

Accessibility

Please indicate any specific arrangements (e.g. wheelchair access or any other assistance) that you may require, to facilitate your attendance, if called for interview.

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Probity & Conflicts of Interest

Before completing this section, it is important to read the guidance in the candidate information booklet on this issue in section 5 and Annex B and associated links.

An issue which may suggest a potential conflict of interest, or issue of probity, need not necessarily disbar an applicant but will be fully explored with the applicant at interview to determine its significance.

Have you, or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied?

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

|  |
| --- |
| If you answered YES please provide details: |

*Note: Any potential conflict of interest detailed above may not prevent you from being called for interview but may, if appropriate, be explored with you at the time to establish how you would address the issue should you be successful in your application.*

Are there any other probity issues which might conceivably give rise to public concern? Are you, or have you in the past been, involved in activities that could call into question your own reputation and/or damage the reputation of PPANI?

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

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| --- |
| If you answered YES please provide details: |

Declaration and Signature

I have read the guidance on conflicts of interest and have completed the conflicts of interest section of this form accordingly. I understand that, if appointed, I must raise with the Chair of the PPANI Strategic Management Board any probity or conflict of interest issue that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I have read the information booklet and the information I have provided is true and complete to the best of my knowledge and belief. I confirm that I am eligible to become a Lay Adviser as set out in the eligibility section in the applicant information pack. If appointed I will be able to carry out my expected duties and undertake the required training.

I understand that my application may be rejected for withholding relevant details or giving false information. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated.

I understand and accept that the information I have provided will be processed in accordance with Data Protection legislation, for the purposes of making public appointments. That this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments, Northern Ireland and anonymously in response to Parliamentary/Assembly Questions and other enquiries. I also understand and accept that, if appointed, my name will be published in the public domain.

Please sign and date as indicated (if submitting electronically, type in both boxes)

Name in Block Capitals:

Signature: Date:

Guaranteed Interview Scheme (GIS)

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet or exceed the pass-mark set for the criteria at the sift stage will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

**Declaration**

**(Only sign this declaration if you are applying under the terms of the GIS Scheme)**

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.**

Name in Block Capitals:

Signature: Date:

### **EQUAL OPPORTUNITIES MONITORING FORM – PUBLIC APPOINTMENTS**

We are committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible. We would be very grateful if you could help by completing and returning this monitoring form as part of your application. **The information you provide in this monitoring form will be held separately detached from the information on the application form, and the information you provide will not be available to selection panels or to anyone else involved in the selection process.** The information will be analysed independently by staff in the Northern Ireland Statistics and Research Agency, and treated in strict confidence.

**Please provide your national insurance number:**

**Are you?**

Male Female

**What is your date of birth?**

DD/MM/YYYY

**Are you married or in a civil partnership?**

Yes No

**The Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out normal day to day activities”. In these terms, do you consider yourself to have a disability?**

Yes No

**What is your sexual orientation?**

Heterosexual/Straight

Gay/lesbian

Bisexual

Other

**What is your ethnic group?**

White

Chinese

Irish Traveller

Indian

Pakistani

Bangladeshi

Black Caribbean

Black African

Black Other

Mixed ethnic group (Please write in)

Any other ethnic group (Please write in)

**What is your community background?**

I have a Protestant community background

I have a Roman Catholic community background

I have neither a Protestant nor a Roman Catholic community background

**Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person? Please select all that apply.**

No dependants

Child/children (under 18)

Disabled child/children (Under 18)

Disabled adult (18 and over)

Older person/people (65 and over)