

FOI Request (received 04 October 2024) - Reference: DFI/2024-0426

...please provide the practical job analysis used to inform the Candidate Information Booklet for IRC297090.

The following is an excerpt from the NICS Recruitment Policy and Procedures Manual Vol 20:

"Prior to the initiation of all competitions the appropriate business area should conduct a practical job analysis in consultation with the line manager, business partner and other stakeholders as appropriate. In filling positions that already exist it is still important that due consideration is given to the job analysis that has been carried out to ensure the nature of the post is still relevant and the requirements of the post remain the same. A record of the practical job analysis must be kept for audit purposes. The practical job analysis will inform the content of the Candidate Information Booklet as the duties and responsibilities and person specification should be defined as part of the job analysis. An effective practical job analysis will ensure the panel receives the correct information to enable them to define suitable and effective eligibility and shortlisting criteria."

Response (issued 31 October 2024)

Thank you for your letter/email dated 4th October 2024 requesting, under the Freedom of Information Act (FOI), the following information held by the Department:

please provide the practical job analysis used to inform the Candidate Information Booklet for IRC297090.

In response to your request, I can advise that the Candidate Information Booklet provides the detail of the SPTO roles and responsibilities. The list was compiled by considering the jobs that would be generally undertaken by SPTO across the Department. This booklet, including the roles and responsibilities, was approved by the Director of Engineering as Head of Profession for Civil Engineering, and accepted by the NICS HR Competitions Team, and Trade Union Side as an appropriate list of the requirements for vacancies within the Department which were to be filled by competition IRC297090.

The roles and responsibilities were developed alongside the Candidate Information Booklet and therefore there is no separate document.

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