**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **Data Management Officer (DMO09/18).**  Please read all the information you find in this pack as follows:

* + NICVA’s Mission Vision and Values statement
	+ NICVA’s Equal Opportunities Policy Statement
	+ Job Application Form, Monitoring form and Disclosure Criminal Convictions form
	+ A Job Description and Personnel Specification including information on **how each criterion will be assessed** throughout the recruitment selection process.

**Job Application Form**

NICVA requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring questionnaire and Disclosure of Criminal Convictions form.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.

Please note that one or more of the desirable criteria may be used by the panel for shortlisting purposes if required.

We request the monitoring information to help NICVA promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of religious or other beliefs.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies;
* the Monitoring Questionnaire and Disclosure of Criminal Convictions form is retained by our Monitoring Officer for compiling statistical information;
* this procedure is approved by the Trade Union recognised by NICVA, SIPTU.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact Human Resources for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers.

Completed applications should be sent by **12noon on Monday 24 September 2018** to monitoringofficer@nicva.org or delivered to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

Thank you

**NICVA's Vision, Mission and Values**

**Vision**

NICVA's vision is of an effective, vibrant voluntary and community sector which helps build a fair and equal society.

**Mission**

NICVA's Mission is to represent and promote the voluntary and community sector in Northern Ireland and to provide support and leadership to it.

**Values**

1. NICVA is committed to equality, justice and promoting diversity and opposes discrimination of any sort.
2. NICVA is committed to positive social change to address poverty and exclusion.
3. NICVA is committed to partnership working and adopts a community development approach.
4. NICVA values its staff and volunteers as the key resource of the organisation.
5. NICVA is committed to pursuing social, environmental and economic sustainability.
6. NICVA is an independent organisation and is non party political.
7. NICVA strives for excellence in all that it does in order to provide high quality services.
8. NICVA conducts its business in an open, honest, transparent and accountable way to its members and stakeholders.

**NICVA Equal Opportunities Policy statement**

NICVA is an Equal Opportunities Employer and as such NICVA management will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that this policy is fully implemented. It is our policy to provide employment equality to all, irrespective of:

* Gender (including persons who intend to undergo, are undergoing or have undergone gender reassignment)
* Pregnancy or Maternity Leave
* Marital status or Civil Partnership or family status
* Religious belief
* Political opinion
* Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
* Disability
* Sexual orientation
* Age
* Having or not having dependents

NICVA is opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Our Equal Opportunities Policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully used to maximise the efficiency of the organisation. We are committed to:

* Promoting a good and harmonious working environment in which all persons are treated with respect and dignity.
* Preventing any form of direct or indirect discrimination or victimisation.
* Promoting equal opportunities for women and men.
* Securing fair participation for Catholics and Protestants.
* Promoting equal opportunities for people with disabilities.
* Promoting equal opportunities for the beliefs of all individuals.
* Promoting equal opportunities for ethnic minorities.
* Promoting equal opportunities for people of different sexual orientation.
* Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
* Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice.
* Taking any necessary positive/affirmative action.

Any act which contravenes the equal opportunities policy and practice will be regarded as gross misconduct and could lead to disciplinary action including dismissal being taken against an employee in breach of the procedure.

**Your right to privacy:**

NICVA is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We protect your personal information and rights in accordance with accepted standards of best practice and our own policies.

We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process. This is outlined in the NICVA Staff Privacy Notice, which can be found at <http://www.nicva.org/staff-privacy-notice>.

Application information is held for 6 months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.

Equal opportunities monitoring information is kept for 3 years from application to satisfy legal requirements in the case of unsuccessful candidates, and 3 years from the end of employment for successful appointees.

By submitting an application form to us, your information will be processed as outlined in the Staff Privacy Notice.

**IN CONFIDENCE**

## NORTHERN IRELAND COUNCIL FOR VOLUNTARY ACTION

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| **POST: Data Management Officer** **APPLICATION REF NO: DMO09/18****CLOSING DATE: 12noon, Monday 24 September 2018** |

This post is open to Job Share This is not a Job Share post

X

(see information for applications)

**Please complete all sections of this application using black ink or typescript.**

|  |
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| PERSONAL PARTICULARS |
| Name:Address:Telephone Number for contact:Email address for contact:  |

|  |  |
| --- | --- |
| EDUCATION Please do not include dates. |  |
| Subjects passed at ‘O’ Level/GCSE (Equivalent) | Subjects passed at ‘A’ Level/GCSE (Equivalent) |
| Degrees or diplomas and institutions attended |
| PROFESSIONAL QUALIFICATIONS |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address of employer  **(*Please state if this is your present or last employer*)**  |
| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| WORK EXPERIENCE |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with the name of the organisation and a brief description of duties and relevant dates. |

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| RELEVANT EXPERIENCE TO THIS POST |
| **Important guidance information for completion of this form:**Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criteria for this post.In responding to the criteria below, it is essential that you **describe fully** how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, **you must specify the job role, organisation name and relevant dates** of the experience gained. It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.** Short listing for this post will be undertaken using only the information you have provided in response to each criteria below.

|  |
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| **You are required to respond to each criterion below in no more than 250 words.** ***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.*** |

**Experience and Qualifications****Essential:**1. Two years’ working in a data analysis/visualisation/quality role to include experience of:
	1. data analysis techniques
	2. producing clear data visualisations and insight contributing to business goals
	3. carrying out data quality control and validation.
2. Proficient in extracting, transforming and integrating data from a range of sources.
3. Experience of contributing to development and improvement of data management policies and practices.
4. Experience in using a broad range of data tools and technologies such as (but not restricted to) SQL server, MySQL, PowerBI, Excel, Salesforce etc

**Desirable**1. Degree level qualification (or equivalent) in a relevant discipline such as Business Information Systems, Computer Science, Economics, Information Management, Mathematics, Statistics.
2. Experience of retrieving and manipulating data through APIs.
3. Experience of using programming languages R, Python, SAS, SQL etc

**Interests and knowledge****Essential:**1. An interest and understanding of the voluntary and community sector in Northern Ireland.
2. Knowledge of data cleansing and data enrichment techniques.
3. An understanding of data protection and security issues.

**Other requirements****Essential:**1. Ability to occasionally work flexible hours and to travel throughout Northern Ireland as may be required at times by the post.
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| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.1 Name: Address:  Position: 2 Name:  Address:  Position:   |
| **Eligibility to work in the UK**Are you eligible to work in the UK? YES NO □ You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |
| **EQUAL OPPORTUNITIES:** I confirm that I have read and understood NICVA’s Equal Opportunities Policy: YES NO You will be required to adhere to NICVA’s Equal Opportunities policy if appointed to the role. |
| **DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.   **Signature:**  **Date:**   |
| **PLEASE RETURN TO:****monitoringofficer@nicva.org** **or post to****THE MONITORING OFFICER** **NICVA 61 DUNCAIRN GARDENS****BELFAST BT15 2GB** |

**NICVA’S EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no: **DMO0918**

1 Perceived Religious Affiliation

 I am a member of the Protestant Community

 I am a member of the Catholic Community

 I am a member of neither the Protestant or the Catholic Community

 Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Gender

 I am FEMALE MALE

3 Marital Status

 I am MARRIED SINGLE OTHER

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

 YES NO

5 Age Band

16-20 21-30 31-40 41-50 51-60 61-65 65 +

6 Cultural / Ethnic Origin

 Chinese Traveller

 Indian Black/African – Caribbean

 Pakistani White

 Asian Others Other

 (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Other Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

NICVA website

Communityni Website

Belfast Telegraph

NIJobfinder Website

Jobs and Benefits Office

NIjobs

Social Media

Other

If Other, state where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosure of Criminal Convictions - Advice to Applicants - Please read this information carefully DMO09/18**

Please complete this disclosure form as accurately as possible. The information provided will not be discussed at the interview itself. Prior to making an offer of employment, the panel will discuss and consider the relevance of the conviction. A separate arrangement will be made with you to discuss the conviction in greater detail only if you have been successful at interview and if the conviction is considered to be relevant to the post. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on the applicant’s ability to carry out the function of the role, or would impact detrimentally for the care of existing members and employees.

 **Please return this form in a sealed envelope even if you are submitting a nil return.**

**Statement of non-discrimination**

NICVA is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal conviction is requested to assist the selection process **and will be taken into account only when the conviction is considered relevant to the post**. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members and employees.

**Question**

Below you are asked to disclose any criminal convictions except those which are considered “SPENT” under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered. To decide if your conviction is “SPENT”, please refer to the information overleaf.

|  |  |  |
| --- | --- | --- |
| DATE OF CONVICTION | OFFENCE | SENTENCE |
|  | NONE |  |

Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to the post.

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Please continue on a separate sheet if necessary….

*I declare that any answers are complete and correct to the best of my knowledge.*

SIGNED: DATE:

**SUMMARY OF LEGISLATION**

**THE REHABILITATION OF OFFENDERS (NI) ORDER 1978**

The following sentences become “SPENT” after fixed periods from the date of conviction.

If a conviction is “spent” you do not have to mention it, even when asked, unless applying for a post which is “excepted” under this legislation.

|  |  |  |
| --- | --- | --- |
| Sentence | Aged 18 or over at conviction (Adult) | Under 18 years at conviction (Juvenile)  |
| Absolute Discharge | 6 months |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date Order ceases OR 1 year – whichever longer  |
| Attendance Centre Order | 1 year after Order expires |
| Fine or Community Service Order Combination Orders | 5 years | 2.5 years |
| Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less | 7 years | 3.5 years |
| Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2.5 years | 10 years | 5 years |
| **NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT** |

* Consecutive prison sentences count as a single term when calculating the rehabilitation period.
* If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
* If a person receives new conviction during rehabilitation period:
	1. for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
	2. for more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
* Cautions, reprimands and final warnings are not considered to be convictions and become “spent” immediately unless relevant to “excepted” posts.
* It is an offence for anyone to give information about spent convictions from official records excepted in the course of official duties.

**THE REHABILITATION OF OFFENDERS (EXEPTIONS) ORDER) (NI) 1978**

**(Amended by 1987, 2001 and 2003 Orders)**

A range of occupations are exempt from the legislation for these posts, applicants **MUST** disclose information on both “spent” **AND** “unspent” convictions. The list of posts is extensive and can be summarised as follows:

* WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OF VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
* PROFESSIONS THAT ARE REGULATED BY LAW – e.g. medical practitioner, nurse, chemist, option, accountant, manager of an insurance company.
* POSTS INVOLVING NATIONAL SECURITY e.g., security personnel or senior civil service posts.
* POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

For further information please contact NIACRO 028 9032 0157