

NILGOSC

How to Apply – Pension Administrator

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1 How to Apply

- 1.1 NILGOSC will be accepting CVs for this vacancy however, to be considered it must be accompanied by a completed Equal Opportunities Monitoring Form (available on our website as part of the application pack).
- 1.2 Applications will be accepted by email or by post only.
- 1.3 Microsoft Word and Adobe PDF versions of the Monitoring Form are available. If you are using the PDF version of the form, please ensure you use the latest version of the software (at least version 10.0). Click [here](#) to download the latest version of Adobe. We also understand that some people have experienced difficulties with PDF forms when using Google Chrome, you may therefore need to consider using an alternative browser.
- 1.4 **Closing date** - your CV and monitoring form must be received no later than **10.00 am on Tuesday, 6 May 2025**. If you are sending your application by post, please post it early to ensure this deadline is met (1st class mail does not necessarily guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid).
- 1.5 **Monitoring Form** - candidates must also complete and submit an Equal Opportunities Monitoring Form (available on our website, as part of the application pack), **your application will not be considered unless this form is completed**. This form will be retained by the Monitoring Officer and therefore not seen by the selection panel.
- 1.6 Please forward your CV and monitoring form by:
Email: info@nilgosc.org.uk;
OR
Post: NILGOSC, Templeton House, 411 Holywood Road, Belfast, BT4 2LP
(Your envelope should be marked Private and Confidential and for the attention of Human Resources).

2 Relevant/equivalent qualifications

- 2.1 The Person Specification sets out the qualifications required for the role. Applications will only be considered from candidates with the qualifications set out or those considered, by the selection panel, to be of an equivalent to those stated. Please ensure you include clear details of the qualifications specified and grades, regardless of whether or not you hold higher level qualifications.

Failure to state individual subjects and their grades may result in your application not being shortlisted.

- 2.2 If you believe your qualification is equivalent to the one required in the Person Specification, the onus is on you to provide specific evidence to demonstrate its equivalency. You must submit clear evidence with your CV in respect of the subjects/modules undertaken, the examining body which has verified its equivalency and the breadth of overlap. If you do not provide this 'equivalency information' the panel will not be able to consider your application further.
- 2.3 It is important to be as specific as possible as relevant qualifications will be used as part of the shortlisting process. If the information you provide is incomplete (e.g. if you do not state the subjects and grades for your GCSEs) then the panel will not be able to consider your application further.

3 Shortlisting, assessments and interviews

- 3.1 We do not normally acknowledge receipt of applications.
- 3.2 Shortlisting - after the closing date, the appointment panel will shortlist candidates based solely on the information contained in the CV. Your application will be assessed against the following criteria (as set out in the Person Spec): qualifications, experience and written communication skills. You will be contacted once shortlisting has been completed. It is anticipated that shortlisting will be completed by **Wednesday, 7 May 2025.**

3.3 Assessment and Interview – shortlisted candidates will be asked to complete online assessments as part of the selection process. It is anticipated that assessments will be completed by **Wednesday, 14 May 2025** and interviews held on **Thursday 29 and Friday 30 May 2025**. It is our intention to hold **face to face interviews**.

3.4 NILGOSC will endeavour to adhere to these timescales however, applicants are asked to note that when assessment/interview dates have been set we are unlikely to be able to accommodate requests for alternative dates.

3.5 **Arrangements for interview** - if your application is shortlisted and if you have any special requirements for test/interview, (e.g. provision of a sign language interpreter, ensuring the interview is accessible) please let us know and we will be pleased to consider your requirements.

All correspondence in relation to your application will be sent via email. Please ensure a valid e-mail address is provided on your application and ensure you check your email including junk folders regularly.

4 Pre employment checks

4.1 If your application is successful you will be asked to provide some additional information (i.e. declare if you have been convicted of a criminal offence which is not yet 'spent'; the names and contact details for two referees (see below) and confirm your sickness record (number of days and occasions of absence) in the last two years). You will also be asked to provide official, original proof of any qualifications supporting your application and evidence of your legal entitlement to work in the UK.

4.2 **References** will be taken up as part of an offer process. If you are not a current NILGOSC member of staff then you will be asked to provide the names (and contact details) of two people willing to act as referee. Please ensure that you have their permission to do so. Both referees must not be related to you and one should be your current (or most recent) employer.

It is however preferable that both referees are in a position to comment on your employment record and professional ability. If you have recently left school/college then you can provide the name of a teacher/lecturer as a referee. NILGOSC will not contact a referee until an offer of employment has been made and we have your permission to do so.

- 4.3 You should note that, in the event of being offered a post, NILGOSC reserves the right to contact a former employer(s) to obtain a reference or to verify information you provide as part of the selection process.

5 NILGOSC contact details

- 5.1 Should you have an enquiry about the recruitment process or if you encounter any difficulty in complying with this process please contact the HR Department on 0345 3197 320 (18001 0345 3197 320 for Typetalk users).

