



## How to Apply – Payroll Team Leader – Pension Services

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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 an Equal Opportunities Monitoring Form (available on our website as part of the application pack).
- 1.2 Applications will be accepted by email.
- 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 Monday, 26 January 2026**.
- 1.5 **Monitoring Form** - candidates must also complete an Equal Opportunities Monitoring Form (available on our website, as part of the application pack), **your application will not be considered unless the monitoring form is completed**. This form will not be seen by the selection panel.
- 1.6 Please forward your CV and monitoring form to: [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk);

## 2 Relevant qualifications, experience, skills and competencies

- 2.1 The Person Specification sets out the required experience, qualifications, skills and competencies required for the position. When preparing your CV, please ensure it:
  - clearly demonstrates evidence of your relevant experience, skills and competencies, giving length of experience/dates as required. The selection panel will not make assumptions from a job title as to the skills and experience gained; and
  - provides full details of the qualifications you possess and as specified for the role. You must list each qualification with individual subjects and

grades, even if you hold higher-level qualifications. The selection panel will only consider applications from candidates with the specified qualifications, or those considered to be equivalent (see 2.3 below).

2.2 Failure to provide adequate detail on the above may result in your application being rejected by the selection panel.

2.3 [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.

### **3 Shortlisting, assessments and interviews**

3.1 We do not normally acknowledge receipt of applications.

3.2 [Shortlisting](#) - after the closing date, your application will be shortlisted based on the information contained in the CV. It is anticipated that shortlisting will be completed by **30 January 2026**.

3.3 [Assessment and Interview](#) –It is anticipated that interviews will be held on **9 February 2026 and/or 10 February 2026**. 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 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.

3.6 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 required for pre-employment checks. This will include providing some additional personal details; completing declarations about your sickness record and any unspent criminal conviction(s) and providing names and contact details of two referees (see below). You will also be asked to provide official, original proof of qualifications relevant to your application; evidence of your legal right to work in the UK, and complete a basic Access NI check. All checks must be satisfactorily completed before employment can begin.

4.2 [References](#) will be taken up as part of an offer process. If you are not an existing member of NILGOSC 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).

