

Construction Industry Training Board Northern Ireland (CITB NI) Competition to appoint new Members Frequently Asked Questions

I've seen CITB NI described as a Non-Departmental Public Body (NDPB). What is this?

An NDPB is a body established by statute to deliver a particular public service and which is overseen by a Board rather than Ministers. It employs its own staff and manages its own budget.

What does the CITB NI do?

CITB NI's role is to encourage the adequate training of those employed or intending to be employed in the construction industry and to improve the skills and productivity of the industry, to deliver a safe, professional and fully qualified workforce across the whole of the construction industry in Northern Ireland.

How do I apply – can I apply online?

Simply download an information pack and apply online or download an application form via the Department for the Economy (DfE) Public Appointments Unit (PAU) website under 'Current Vacancies' at [Department for the Economy - public appointments](#)

Alternatively, you can request a pack by email or in hardcopy from the DfE PAU at pau@economy-ni.gov.uk or by telephone:

Yvonne Green on Tel. no. 028 9052 9282 TextRelay: 18001 028 9052 9282

Completed application forms can be posted to: PAU, DfE, First Floor, Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD or returned via email to: pau@economy-ni.gov.uk

What is the closing date for applications?

The closing date 12:00 Noon (BST) on Friday 5 June 2026. Late applications will not be accepted.

Do I need to complete all sections of the application form?

Yes - all sections of the application form must be completed to the best of your ability.

Applicants are expected to demonstrate their **personal** ability to meet the criteria by way of practical examples. The Selection Panel will reach a decision on whether or not you meet each of 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, so the onus is on the applicant to provide

sufficiently detailed examples to demonstrate that they have the experience of putting into use the competences that are needed for the post.

Is there an eligibility criterion?

Applicants are required to provide details as to how they feel they meet the eligibility criterion for either or both of employee/employer member. Definitions can be found at Paragraph 21 of the Candidate Information Booklet.

Which essential criteria should I complete on the application form?

Candidates must complete all of the following two essential criteria:-

- A Setting the Direction
- B Effective Communication and Collaboration

For the third and final essential criterion, candidates must complete **one criterion only*** from the two available choices:-

- C Good Governance
- D Effective Decision-Making

You may choose either option C or D – choose whichever option you feel gives you the best opportunity to showcase your skills and experience.

*Please note – if a candidate completes more than one criterion between C and D, the panel will only consider C when carrying out the sift and short-listing process.

Can I send you my CV?

The public appointment process does not permit CVs as a form of application. You must complete the application form.

Do you require any professional/academic qualifications?

No specific academic qualifications are required for these appointments.

Am I too young/too old?

There are no restrictions based on age - DfE public appointments are open to all applicants on the basis of ability who are 18 years or older on the due date of commencement of Board membership.

How can I find out more about the public appointment process?

Please contact DfE PAU by email at pau@economy-ni.gov.uk or telephone Yvonne Green on Tel. no. 028 9052 9282 (Text Relay: 18001 028 9052 9282).

How can I find out more about the role?

Information on the expectations of the role of a Board Member or clarification on a particular aspect of the role is available from:

Carole Johnston, DfE, Skills Initiatives Branch Telephone: 028 9041 6919
Email carole.johnston@economy-ni.gov.uk

Information on CITB NI is available on their website: <https://www.citbni.org.uk>

I am already working in the public sector – can I still apply?

Applicants who already work in the public sector need to be aware that, if appointed, they will be asked to obtain confirmation from their employer that any remuneration due and time worked for this position are truly additional to their existing job role and is not a duplication with salaried employment (unless allowed under the terms and conditions of employment). In the interests of minimising the potential for double paying to occur the Department reserves the right to contact your employer regarding your candidature.

As a former civil servant am I still eligible?

Former civil servants are subject to rules on the Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category who wish to apply should check their eligibility to do so with NICS HR Employee Relations to allow them to accept it. You can contact HRConnect using the contact details below:
Email: NICS@HRConnect.nigov.net or External Dial: **0800 1 300 400**

I currently provide services to CITB NI. Does this disqualify me from Board membership?

The Department must take account of actual, or perceived, conflicts of interest. Therefore applicants, in their application form, must disclose information or personal connections which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Conflicts of interest may not be a barrier to appointment but both real and perceived conflicts must be discussed with all candidates by the Selection Panel. This is to ensure that the public can have confidence in the Board's independence and impartiality and the integrity of the potential appointees.

For further information please read the Commissioner for Public Appointments Northern Ireland (CPANI) leaflet

- [Guidance on Conflicts of Interest, Integrity and How to raise a complaint | The Commissioner for Public Appointments for Northern Ireland](#) (English)
- [Irish Version](#)

and the Annex attached to the Candidate Information Booklet for further information on this subject.

Right to work in the UK

DfE have no public appointments that are restricted to UK nationals only. However, there is a mandatory requirement to ensure that those appointed do not contravene immigration legislation.

- Republic of Ireland (RoI) citizens may be appointed to any post.
- Commonwealth citizens who have immigration status allowing them to work in the UK may be appointed to any post.
- There is an onus on non-UK and non-RoI citizens to provide proof of their right to work in the UK and an onus on the appointer to check that.

Therefore, it is the responsibility of the individual to provide evidence that they have the appropriate permission if being offered a post. The Department will check the individual's passport, share code or other documents to confirm if they can legally work in the UK.

How does the interview process work? What is the selection process?

The selection panel have decided upon an anonymised sift and short-listing process for this competition.

When assessing each application against the essential criteria, panel members will use a Marking Frame to determine how an applicant's skills, knowledge, experience and qualities meet the criteria. Applications which do not meet all of the essential criteria will be sifted out.

If the Department receives a high number of applications which meet the selection criteria, the Panel reserves the right to apply a scoring system to further short-list for interview, based on the quality of evidence provided. **No applicant names will be given at this stage of the process .**

How long will the selection process take?

The sift and short-listing process is scheduled take place in mid-June 2026. It is anticipated that interviews will take place at the end of July 2026. It is anticipated that the outcome of the competition will be made known by September 2026.

I am a disabled candidate - how do I get reasonable adjustments for my interview?

For this competition we are using the Guaranteed Interview Scheme (GIS), whereby we guarantee to interview any disabled applicant whose application meets or exceeds the minimum requirement for the post. Their application will not be subjected to any short-listing which may take place. The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage.

If called for interview and you have a disability requiring any reasonable adjustments or specific access needs, please email DfE PAU at pau@economy-ni.gov.uk and we will be happy to discuss these with you.

If I am unsuccessful, can you give me feedback?

All those sifted out or short-listed out will be provided with feedback based on the agreed Panel's assessment of their application. If an applicant wishes to contest the decision not to short-list them for interview, they should do so within 5 working days of receipt of their feedback letter. Further details about the process will be provided in the letter.

Are there any checks I need to go through before being appointed?

For the Department's consideration, applicants are asked to declare in the application form if they have been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978 or if any charges are outstanding.

Individuals who are disqualified from holding Company Directorship either through an Order or an Undertaking, who are bankrupt or who are the subject of a Bankruptcy Restrictions Order, are not eligible for consideration.

Before a decision is made on whom to appoint, a Company Director's disqualification check and a bankruptcy check will be carried out. In addition, a cross-departmental check will be carried out on the probity and performance of those candidates who currently hold or have held public appointment roles.

Will I get training?

Yes - New Board Members will be required to attend induction training and relevant training courses. All members of the Board are supported with additional development needs or training as necessary.

How do I find out about other public appointment opportunities?

Register with us at pau@economy-ni.gov.uk or telephone Yvonne Green on Tel. no. 028 9052 9282 (Text Relay: 18001 028 9052 9282). For a list of current Public Appointment vacancies/competitions throughout the Northern Ireland Civil Service please visit [Public appointment vacancies](#)