

Recruitment to the Northern Ireland Civil Service

Annual Report 2022



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ONE INTRODUCTION

This report is published by People and Organisational Development ('People and OD function') on behalf of all Northern Ireland Civil Service (NICS) Departments and Agencies. The report details recruitment activity across NICS Departments and Agencies during the period 01 January 2022 to 31 December 2022.

In November 2022, to improve HR service delivery and increase support and focus on key organisation development elements of the NICS renewal agenda, a principle of specialisation and separation was adopted for the reorganisation of HR functions in the NICS. The People and OD function sets strategic direction and policy and the provision of guidance and support in areas including strategic workforce planning, NICS workforce model, skills and career pathways, talent management, SCS resourcing, diversity and inclusion and industrial relations. NICS HR functions continue to focus on delivering a wide range of HR services to the government departments.

Recruitment to the NICS is regulated by the Civil Service Commissioners for Northern Ireland ('Commissioners'). Under the Civil Service Commissioners (Northern Ireland) Order 1999 ('the 1999 Order'), Commissioners have a statutory duty to ensure that appointments to the NICS are made on merit, on the basis of fair and open competition known as the 'Merit Principle'.

Commissioners have an important role in seeking to ensure that recruitment decisions are free from personal and political patronage or partiality. Commissioners are independent of Government and the NICS.

This report is published in compliance with Article 4(5) of the 1999 Order which provides that Commissioners may require the publication of information, as specified by them, relating to recruitment and to the use of permitted exceptions to the Merit Principle.

The NICS is committed to the principle of selection for appointment on merit, in fair and open competition and takes proactive measures to ensure equality of opportunity to all. Recruitment, selection and appointment activities are managed in accordance with the Civil Service Commissioners for Northern Ireland Recruitment Code ('Recruitment Code') and in line with best practice set out in the Code of Practice of the Equality Commission for Northern Ireland (ECNI).

The Northern Ireland Statistics and Research Agency (NISRA) produces and publishes annual NICS recruitment statistics. Its report "Analysis of NICS Recruitment Competitions 2022" ('the NISRA Report') summarises applications for, and appointments from, NICS recruitment competitions across various equality categories. Further analysis is presented in the NISRA Report relating to the various stages of recruitment competitions between application and appointment. The report covers competitions for which the closing date for applications was between 01 January 2022 and 31 December 2022. The NISRA Report is published on NISRA's website and can be accessed through the following link: [Analysis of NICS Recruitment Competitions 2022](#)

Previous recruitment annual reports can be found here: [Annual Reports \(nigov.net\)](#)

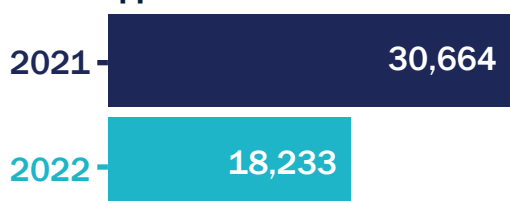
TWO EXECUTIVE SUMMARY

In 2022 NICS HR continued to manage recruitment in accordance with the Recruitment Code.

Following restructuring of HR in the NICS in November 2022, the People and OD function are responsible for managing all recruitment at senior civil service (SCS) level, while NICS HR continues to manage all recruitment competitions below SCS level.

The level of recruitment activity to the NICS has continued to rise with 149 competitions openly advertised in 2022 compared to 132 in 2021. While NICS competitions continued to attract high levels of applications, the level of applications received during 2022 fell to 18,233 compared to 30,664 in 2021. There are a number of factors that may be attributed to this decrease including, an increase in the level of specialist posts advertised, and specific eligibility criteria required for high volume competitions, in particular, the Staff Officer and Deputy Principal competitions, that may have restricted the application pool.

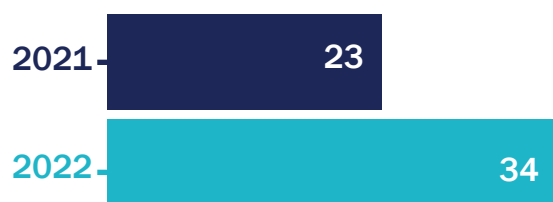
No. of Applications



No. of Competitions



No of External Competition Merit List Extensions



Throughout 2022, work continued to promote the board range of career opportunities available within the NICS, to encourage applications from the widest applicant pool using a mix of advertising, communications and engagement and outreach activity.

In January 2022 the NICS successfully launched a Guaranteed Interview Scheme. This scheme applies to all external NICS recruitment competitions where appropriate, and ensures that a guaranteed number of disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview.

During 2022, the NICS developed a number of employability initiatives to provide career opportunities to young people at risk of long-term unemployment through the JobStart Scheme and a Civil Service Skills Academy pilot aimed at people with Level 5 or higher qualifications, who were unemployed, underemployed or seeking to retrain.

THREE **KEY DEVELOPMENTS, NEW INITIATIVES AND IMPROVEMENTS TO SERVICES IN 2022**



Review of recruitment policy and development of new initiatives

During 2022 the NICS and Commissioners continued to work in partnership, through the Recruitment and Selection Transformation Group, to reform our approach to recruitment in the NICS including the review of associated recruitment policies and the development of new initiatives.

An overarching recruitment policy framework was developed and subsequently approved by the Minister of Finance in October 2021. Consultation with Central Trade Union Side on the framework and development of underpinning policy and guidance is ongoing.

Constructive engagement through this group has resulted in the development of a number of new employability initiatives and policies, such as the NICS participation in the Jobstart Scheme; the introduction of a pilot Civil Service Skills Academy pre-employability training and recruitment scheme; and the introduction of a Guaranteed Interview Scheme to support disabled applicants. More information on these initiatives is included in this section.

Review of secondment policy

Work to review the NICS secondment policy started in 2021 and a new policy and supporting guidance was introduced in July 2022. The revised policy and guidance clarifies roles and responsibilities, and strengthens the governance and approvals required when NICS business areas are agreeing secondments, including those identified through external open competition.

Inward secondment is a permitted exception to merit under the Recruitment Code and requires Commissioners prior approval for inward secondments at SCS level and approval for any inward secondment that extends beyond three years. Engagement with Commissioners as a key stakeholder during the secondment policy review allowed their feedback to be considered as part of the policy development process. This constructive engagement resulted in agreement to amend the Recruitment Code to allow enhanced timescales for inward secondments made as exceptions to the Merit Principle, allowing the NICS, where necessary, to second skilled individuals to support and deliver longer term projects.

Similar enhanced timescales were agreed for outward secondments from the NICS. This allows NICS staff to apply for longer term secondments to gain skills and experience that will benefit the NICS.

Managing and monitoring inward secondments

As part of the 2021/22 Commissioners' audit plan, the NICS reviewed its processes for managing and monitoring the tenure of inward secondments. On an annual basis (every December), NICS HR and/or the People and OD function provide NICS Finance Directors with a summary of all inward secondments recorded within their department and asks them to confirm accuracy.

As part of this process, departments will also be required to provide NICS HR and/or the People and OD function with details of any inward secondments not included in the summary, including method of appointment (i.e. through an open, external competition, in accordance with the Merit Principle or by exception to the Merit Principle).

In circumstances where inward secondments have been by exception to the Merit Principle, secondment agreements and approved business cases for these should also be forwarded to NICS HR and/or the People and OD function, in line with the NICS Secondment policy and underpinning guidance. This will enable the People and OD function and NICS HR to:

- access accurate information, at any given time, on the number of inward secondments to the NICS, their grade, department and branch; and
- proactively manage the duration of secondments, ensuring that in exceptional circumstances, where an extension beyond three years is required, procedures are in place to obtain Commissioners' approval before the agreed secondment end-date.

Through this annual exercise the People and OD function and NICS HR will be able to provide assurance to the Commissioners of the inward secondment details included in the Recruitment to NICS Annual Report.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people the NICS introduced a Guaranteed Interview Scheme (GIS) in January 2022 for use in external competitions, where appropriate. It does not guarantee a job, but it is intended to ensure a guaranteed number of disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview.

The GIS was developed with support from the NICS Disability Working Group, the NICS Disability Staff Network, Central Trade Union Side, the Equality Commission, the Commissioners as well as external organisations working to support disabled people. The GIS will be reviewed annually to ensure there remains a sound evidence base for the scheme as a continued positive action measure.

Ring-Fencing Scheme

As part of our Diversity Action Plan for 2022/23 the NICS has committed to introducing a Ring-Fencing Scheme (RFS) for disabled applicants. Ring fencing guarantees an offer of appointment to a minimum number of disabled applicants who have demonstrated, through the relevant selection process, that they meet the required standard for appointment. An early draft of the RFS is currently under development.

JobStart Scheme

Department for Communities (DfC), in its role supporting people who are unemployed, at risk of long-term unemployment and/or furthest from employment, operated a statutory scheme known as 'JobStart'. The scheme was designed to help young people at risk of long-term unemployment, aged 16 to 24 years, move into the job market by offering six to nine month paid job opportunities with a range of employers across Northern Ireland.

The NICS, as an employer, took part in this scheme during 2021/22, with DfC offering

15 paid work experience placements to disabled young people. Participants were nominated by support organisations or DfC Work Coaches and were placed into roles undertaking work broadly equivalent to Administrative Officer (AO) duties.

During 2022, the People and OD policy team worked with DfC and the Commissioners to explore the potential for some or all of the work placements to result in permanent appointment by way of exception to the Merit Principle. To enable permanent appointments from this scheme, Commissioners agreed to amend Regulation 3(e) of their Recruitment Code. Permanent posts were subsequently identified for nine of the JobStart participants.

Civil Service Skills Academy pilot

A pilot Civil Service Skills Academy, developed in collaboration with Department for Economy (DfE) and The Executive Office (TEO), launched in July 2022. Modelled on DfE's Assured Skills programme, the pilot employability initiative was aimed at people with Level 5 or higher qualifications, who were unemployed, underemployed or seeking to retrain. The pilot offered pre-recruitment training through a Skills Academy, delivered by Belfast Met, which if successfully completed guaranteed an interview for a permanent post in the NICS at Staff Officer (SO) or Deputy Principal (DP) grade (recruitment stage).

As the applicant pool for posts would be restricted to only those candidates who had successfully completed the Academy, prior engagement with Commissioners was necessary to seek their approval to the Skills Academy pilot as an exception to the Merit Principle.

With Commissioners' approval secured, applications for the Skills Academy opened in July 2022. The pilot was promoted through various media including, NI Direct, Belfast Met and NICS Recruitment websites, the three daily local newspapers, and the internal Weekly Opportunities Bulletin. Outreach activities also included information sessions with disability and ethnic minority groups.

Eighty applicants were selected to take part in the Skills Academy (40 for SO training and 40 for DP training). Training cohorts were offered on both a part-time and full-time basis to support inclusion. Participants received training across areas such as policy development, governance and finance, and programme/project management.

The pre-recruitment Skills Academy training started in August 2022 and was completed by early December 2022. Recruitment interviews were held as each training cohort completed, with appointments being made from late October 2022.

From 80 Academy places available:

- 79 participants passed the training course;
- 76 participants applied for SO or DP posts;
- 66 offers of employment were made; and
- 35 participants (18 SO and 17 DP) took up post in 2022.

The final phase of appointments will take place early 2023.

Test score banking

The NICS recruitment and selection process includes several stages and activities, such as, application forms, online tests and interviews. Each stage helps to assess whether or not a candidate meets the requirements of a job role or job level.

Tests (either online or through assessment centres) are a way of assessing people fairly, consistently and transparently. Assessment tools and techniques which are relevant, appropriate and used effectively in recruitment competitions help to ensure the identification, assessment and selection of applicants who best meet the requirements of the job. Decisions on the selection and use of tests are made by professional experts who provide assurance that the tests meet the professional standards and are fit for purpose.

In May 2022, NICS introduced test score banking across the test suites for all General Service competitions from AO to Grade 6. This means that if a candidate reaches the minimum required standard to pass the tests, generally their score will be banked for a period of 12 months from when the test score was first obtained, during which they will not be required to retake the test when applying for future jobs at the same grade. Reducing the need to retest candidates has led to financial savings for the NICS.

Open Data NI

During 2022, NICS continued to publish data on the Portal | Search (opendatani.gov.uk) following the completion of each stage of the selection process of NICS volume recruitment competitions. The data published includes the breakdown of applicants at each stage of the competition under the following headings:

- gender;
- community background;
- age;
- declared disability;
- ethnic background;
- sexual orientation; and
- NICS employment history.

FOUR RECRUITMENT ACTIVITY



Recruitment activity

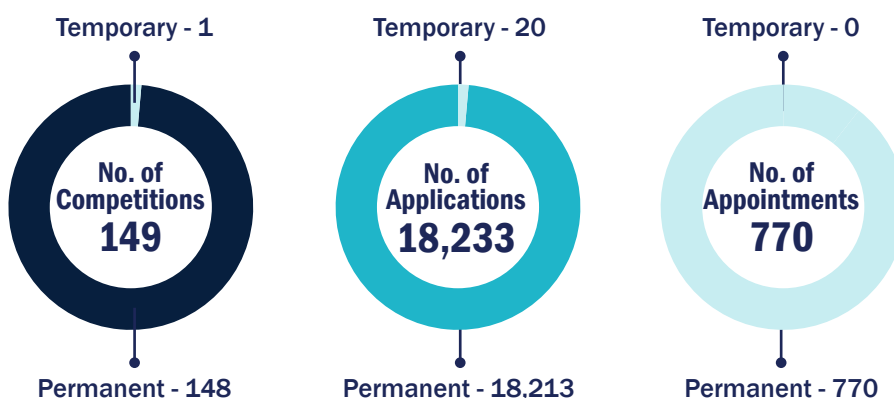
During the reporting period all recruitment competitions for NICS departments were managed by HRConnect. A list of competitions that closed for applications during 2022 can be found at **Appendix 1**.

Over the period 01 January 2022 to 31 December 2022 a total of 149 recruitment competitions were advertised attracting a total of 18,233 valid applications.

The table below shows the breakdown of these competitions including applications received and appointments made. The figures included in the table have been provided by NISRA.

Type of Competition	Permanent		Temporary	Total
	SCS ¹	Below SCS ¹	All Grades	
No. of competitions	28	120	1	149
No. of applications	901	17,312	20	18,233
No. of appointments	24	746	0	770

¹SCS – Senior Civil Service



For comparison purposes, 13 internal competitions (promotions and trawls) were run during the same period. The table below shows details of internal competitions and appointments.

Type of Competition	Internal SCS ¹	Internal Below SCS ¹	Total
No. of competitions	2	11	13
No. of appointments	2	48	50

¹SCS – Senior Civil Service

Senior Civil Service Competitions

The approach to SCS recruitment competitions throughout 2022 continued to demonstrate our commitment to attracting the widest applicant pool.

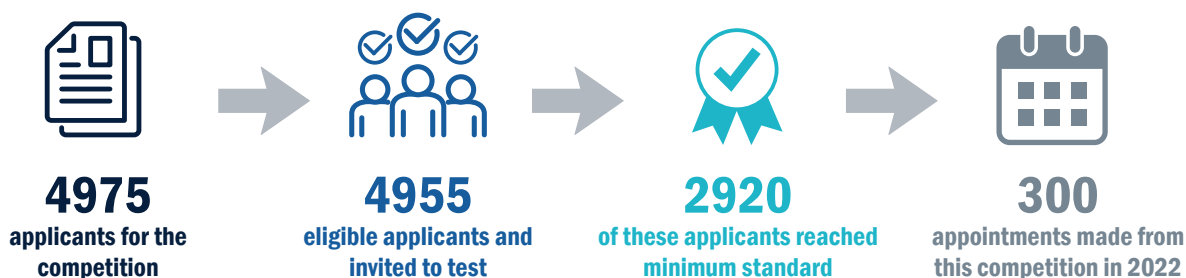
A total of 28 SCS competitions were delivered in 2022, with 24 appointments made. In accordance with Article 6 of the 1999 Order, all SCS appointments were approved by Commissioners, who in addition to exercising their authorisation and approval function at all stages of the competitions, chaired the selection panel of each competition.

Staff Officer and Deputy Principal

During 2022 the NICS launched recruitment competitions for SO and DP grades.

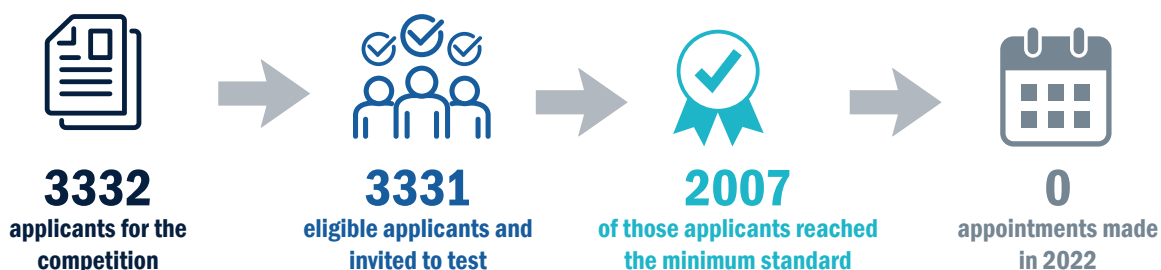
The selection process for these competitions consisted of online assessment tests, an online presentation and interview. Both competitions attracted a high volume of applicants. At 31 December 2022, 300 appointments have been made from the SO competition, with further appointments to be made during 2023. Successful applicants will be appointed from the DP competition, commencing early 2023.

STAFF OFFICER COMPETITION



An analysis of applicants, for each stage of the SO recruitment and selection process can be found on Open Data NI at [\(IRC275969 - Staff Officer\)](#)

DEPUTY PRINCIPAL COMPETITION



An analysis of applicants, for each stage of the DP recruitment and selection process can be found on Open Data NI at [\(IRC277837 - Deputy Principal\)](#)

Executive Officers

The Executive Officer Grade 2 (EO2) and Executive Officer Grade 1 (EO1) competitions, which both launched in 2021, attracted a high volume of applicants (over 11,000 applications were received for each competition). At 31 December 2022, 591 appointments have been made from the EO2 competition and 417 appointments made from the EO1 competition. Appointments from both competitions will continue to be made during 2023.

An analysis of applicants for each stage of the recruitment and selection process can be found on Open Data NI, for EO2 at ([IRC265817 - Executive Officer 2](#)) and EO1 at ([IRC265807 - Executive Officer 1](#))

Administrative Officer

The AO competition launched in December 2019 and vacancies continued to be filled from this competition merit list throughout 2022, with 1,529 appointments made up to 31 December 2022.

2022/23 NICS Student Placement Competition

A competition to fill approximately 140 student placements for a period of up to 51 weeks across a number of NICS departments launched in December 2022. These placements will provide excellent opportunities for students to gain valuable experience with the NICS, develop skills and gain practical experience in a professional working environment.

Twenty-two categories of placement were on offer and candidates were invited to select a maximum of two placement categories. The competition attracted 556 applicants and the assessment process for this competition will involve candidates undertaking an online interview.

Graduate Management Programme

The NICS launched its new Graduate Management Programme recruitment competition in September 2022. This four year accelerated leadership development programme is aimed at graduates who have the ability and potential to become senior leaders. The competition attracted 2,916 candidates with the top scoring 100 candidates who met the eligibility criteria invited to assessment centre. The first intake for this competition are expected to take up appointment in February 2023.

Northern Ireland Prison Service competitions

In June 2021, the delivery model for HR services in Northern Ireland Prison Service (NIPS) changed with the establishment of an embedded NICS HR Business Partnering Team covering all strategic HR areas, and recruitment for all operational grade NIPS roles managed by a dedicated team. During this reporting period the NIPS appointed from competitions commenced in previous years and launched two new volume

recruitment competitions for two of its business critical roles: Custody Prison Officer (CPO); and Night Custody Officer (NCO).

Custody Prison Officer

Final appointments from the 2019 Custody Prison Officer recruitment competition and appointments from the December 2021 CPO recruitment competition were made throughout 2022. At 31 December 2022 there were 10 appointments made from the 2019 CPO competition and 46 appointments made from the December 2021 competition. A final phase of interviews from the December 2021 CPO competition took place during 2022. Final appointments will be made from the 2021 CPO competition during 2023 as pre-appointment checks are completed which is likely to exhaust the merit list supply.

To maintain supply at this grade, a new CPO external recruitment competition was launched in August 2022. In addition to the situational judgement test developed for the 2021 CPO competition, the previous requirement for GCSE qualifications was removed and replaced with two newly developed online assessment tests.

In respect of the August 2022 competition there were:-

- a total of 598 applicants;
- 223 of these applicants completed the three online tests; and
- 152 of those reached minimum standard at test stage.

No appointments were made during 2022 as pre-appointment checks were ongoing.

No interviews were conducted for this competition and offers, which were subject to satisfactory completion of pre-appointment checks, were made to the 152 candidates in test score merit order. Appointments will commence during 2023 as pre-appointment checks are completed.

Night Custody Officer

Final appointments from the 2020 NIPS NCO competition continued to be made throughout 2022. A total of five appointments were made from the 2020 NCO external recruitment competition which exhausted merit list supply.

To maintain NCO supply a new external recruitment competition was launched in June 2022. The previous requirement for GCSE qualifications was removed and replaced with two newly developed online assessment tests.

In respect of the June 2022 NCO recruitment competition there were:-

- a total of 331 applicants;
- 159 of these applicants completed the two online tests; and
- 118 of those reached minimum standard at test stage.

No appointments were made during 2022 as pre-appointment checks were ongoing.

The online assessment tests were convened in August 2022. The first phase of interviews commenced in late August 2022 and continued throughout September 2022, with a total of 50 candidates invited to interview. Out of the 38 candidates (76%) who attended for interview, 30 candidates (79%) were successful. Offers of appointment, which were subject to satisfactory completion of pre-appointment checks, were made to the successful candidates in test score merit order. Appointments will continue to be made from this competition during 2023. Further phases of interviews are planned and will continue as required to maintain supply at this grade.

Prisoner Custody Officer Driver/Escort

Appointments from the 2020 NIPS Prisoner Custody Officer (PCO) Driver/Escort competition continued to be made throughout 2022 with a total of 20 PCO Driver/Escort appointments made.

Analysis of professional and specialist recruitment

The NICS continues to meet its statutory obligations under the Fair Employment & Treatment (NI) Order 1998, which includes submission of an annual Fair Employment Monitoring Return and a tri-annual Article 55 Review to the Equality Commission for NI (ECNI), both of which assess the composition of the NICS workforce and the composition of applicants and appointees.

In addition, the applicant pool for each external recruitment competition, including those for professional and specialist roles, is monitored at three key stages of the selection process (application; invited to interview; and successful at interview) to determine if equality groups are fairly represented.

During 2022, the NICS concluded a review of its approach to internal analysis and reporting of recruitment competition equality data. Following engagement with the Commissioners, equality monitoring is now undertaken when a competition fully closes (i.e. when no further appointments will be made from it).

The analysis of the applicant pool composition spans a range of equality categories including age, ethnicity, disability, sexual orientation etc, across the three stages of the selection process. It includes a comparison of the equality composition (gender and community background) of the applicant pool against the potential applicant pool (i.e. relevant comparator in the NI economically active population); assesses how applicants learned about the post; and details the lifespan of the competition and any outreach activity undertaken.

Analysis of the competitions which closed to appointments in 2021 (101 competitions) and 2022 (117 competitions) is complete. In future, analysis will be undertaken on a quarterly basis for competitions which closed to appointments in the preceding quarter.

The findings from the individual competition analysis and from other equality monitoring undertaken (e.g. the latest NICS Workforce Review) will inform a programme of targeted outreach activity to address any areas of under-representation in the NICS workforce and applicant pools.

Summary of applications received and updated appointment figures

Appendix 2 of this report contains updated data tables for the years 2019, 2020 and 2021. These are extracts from the NISRA report. Updated appointment figures for 2022 will be included in next year's report. For ease of comparison:

- table 1 shows a summary of applications received for the years 2019, 2020 and 2021 by equality group;
- table 2 displays the updated appointment figures (expected and actual) for 2019, 2020 and 2021 by equality group;
- table 3 gives a percentage summary of applications and appointments by equality group for 2019, 2020 and 2021: and
- table 4 gives a summary of internal competitions and appointment for 2019, 2020 and 2021 for comparison purposes.

While these tables are useful in that they give an overall view of the application and appointment rates by equality group, the figures contained within may be heavily influenced by the type of competition advertised within the reporting period. For example, some competitions historically attract more applications from one equality group than another e.g. more females than males or Protestants than Catholics or vice versa. All competitions are now analysed at the close of the competition to identify trends at each stage of a competition. This analysis informs future competition plans.

Recruitment related complaints

HR Connect received 158 complaints relating to external competitions during 2022. Complaints allocated by competition lead department are shown below.

Department	Number of Complaints 2022
Department of Finance (DoF)	132*
Department of Agriculture, Environment and Rural Affairs (DAERA)	8
Department of Education (DE)	1
Department for Communities (DfC)	2
Department for the Economy (DfE)	4
Department for Infrastructure (DfI)	6
Department of Justice (DoJ)	4
The Executive Office (TEO)	1
Department of Health (DoH)	0
Total	158

*This figure includes complaints for corporate (NICS wide) high volume competitions.

During 2022 appointments continued to be made from the 2019 DP and SO competitions with 24 complaints received in relation to these competitions.

The majority of complaints (116) were received from applicants for the following corporate (i.e. NICS wide) high volume competitions led by DoF:

- the DP and SO competitions launched during 2022; and
- the Executive Officer competitions, launched during 2021 and where further assessments and appointments continued to be made during 2022.

Common themes that emerged from the complaints received, related to issues with connectivity during on-line interviews and issues with the decisions taken by panels at sift or interview stage. Complaints are managed in accordance with the complaints procedure for externally advertised competitions. Lessons learned from complaint investigations are, as appropriate, shared with our service provider, HR Connect and/or the resourcing teams in NICSHR and the People and OD function.

Extension to Merit Lists

Merit lists from external competitions are normally valid for 12 months, and up to two years for an internal competition. Any extension beyond these timeframes requires a case to be made by the department and approval given by NICSHR and/or the People and OD function, if relating to an extension of a SCS merit list.

Details of approved merit list extensions, including the cogent and practical reasons for extending each list during 2022 are provided in **Appendix 3**.

Agency workers in the NICS

Temporary recruitment agency workers are used to fill vacancies required for urgent business needs, for example to temporarily fill vacant posts until staff are recruited permanently, cover maternity leave or long-term sickness absence.

Figures include agency staff engaged in work carried out on behalf of the Department for Work and Pensions (DWP), with approximately 40% of agency workers in the NICS engaged in DWP work.

Numbers of agency workers in the NICS has remained comparable over the past three years and the table below shows the breakdown of agency workers being paid by the NICS and DWP as at 31 December 2022.

NICS Recruitment Agency Workers (headcount) at 31 December 2022 split by:

- Full Time (FTE 1.0) / Part Time (FTE <1.0); and
- NICS/DWP funding.

NICS/DWP Funding	Full Time	Part Time	Grand Total
NICS	1,830	10	1,840
DWP	1,140	2	1,142
Total	2,970	12	2,982

FIVE **EXCEPTIONS TO THE MERIT PRINCIPLE**

Exceptions to Merit Principle

Regulation 3 of the Commissioners' General Regulations 2007 sets out the circumstances in which the principle of selection on merit on the basis of fair and open competition shall not apply.

The purpose of exceptions is to provide flexibility where it can be justified to meet the business needs of the NICS. Commissioners monitor and scrutinise any request to make an appointment by way of exception to merit in order to be satisfied that it is not reasonably practicable for the appointment to be made in line with the Merit Principle.

All the appointments made by exception to merit during 2022 were under Regulation 3(a) - Secondment. The updated NICS secondment policy was implemented in July 2022.

Appointments made by departments under Regulation 3 during the reporting period can be found in the following table:

Appointments made by Exception to Merit 1 January to 31 December 2022	
(a) Secondment	
Department of Agriculture, Environment and Rural Affairs (DAERA)	2
Department for the Economy (DfE)	1
Department of Health (DoH)	12
Department of Justice (DoJ)	10
The Executive Office (TEO)	5
Department for Infrastructure (DfI)	1
Department of Finance (DoF)	1
Department for Communities (DfC)	1
(b) Transfer from another Civil Service of the Crown	0
(c) Transfer of persons employed on functions being transferred	0
(d) Exceptional needs of the NICS	0
(f) Reinstatement	0
TOTAL	33

SIX **RECRUITMENT RELATED ASSURANCES**

Formal procedures are in place to ensure that recruitment to the NICS is in accordance with the four principles set out in the Recruitment Code. Policies and procedures are subject to internal monitoring and are reviewed and updated regularly, taking account of good practice and any changes in legislation.

For the period 01 January 2022 to 31 December 2022, the framework in place to provide recruitment assurances to Commissioners included:

- a. a review of four external competitions** which found that the process used was compliant with recruitment policy and procedures. However, three areas for improvement were identified during the review and recommendations made to address these. Action has been taken to revise the process to give effect to the recommendations;
- b. real time monitoring of exceptional appointments and extensions to merit lists is in place.** All exceptional appointments and extensions to merit lists both external and internal are recorded at the point of being actioned. Accurate data on all such appointments and extensions is readily available;
- c. assurance statements signed by HRConnect and competition leads when running an external competition have been provided.** HRConnect has confirmed that assurance statements have been processed in accordance with procedure by HRConnect representatives and NICS competition leads for all external competitions in the 2022 calendar year;
- d. annual assurances from Grade 7s within the NICSHR Resourcing Team and the People and OD function for SCS have been completed** and no areas of non-compliance were reported;
- e. annual confirmation has been received from each Permanent Secretary / Accounting Officer that all appointments to their department have been managed by NICSHR** to provide assurance that appointments to NICS departments have been made by NICSHR in line with NICS policy and procedures;
- f. annual assurance from the People and OD function has been completed** to provide an equality analysis of the 117 competitions closed to appointments in 2022. The analysis included a comparison between the actual applicant pool and the relevant comparator in the Northern Ireland economically active population (i.e. potential applicant pool) for each competition across a range of equality categories. Findings will be used by the NICSHR Resourcing Team and the People and OD function for consideration when designing and planning future competitions; and
- g. a suite of evidence has been collated by the People and OD function and provided to the Permanent Secretary of the Department of Finance (DoF),** who has written to the Chair of the Commissioners confirming that all appointments during the reporting period have been made in line with NICS recruitment policy and procedures and in accordance with the Recruitment Code.

SEVEN AUDITS

NICS Commissioners NI Audits

Commissioners have a duty to conduct independent audits of NICS recruitment policies, procedures and practices to be assured that these are operating in line with the requirements and principles of the [Recruitment Code](#).

This audit activity is in addition to the assurance given by the DoF Permanent Secretary following consideration of the suite of evidence provided by the People and OD function, NICS HR, HRConnect and departmental Permanent Secretaries.

The following paragraphs summarise the reviews that have taken place during 2022. The NICS remains committed to positive and regular engagement with the Commissioners on the topics included in their Audit and Review Plan.

The 2022/23 Commissioners audit plan covered two aspects of recruitment for audit:

- audit of two volume competitions below SCS; and
- a compliance audit of Article 6 approval process for two competitions.

Audit of two volume competitions below SCS

The purpose of this audit was to examine the application of the Recruitment Code to ensure that the selection processes used in both competitions and the manner in which they were deployed in practice were consistent with upholding the Merit Principle. The majority of areas reviewed evidenced compliance with the Recruitment Code, however, the Commissioners made two recommendations to improve processes, which have been accepted and implemented.

Compliance audits of Article 6 approval process

Article 6 of the 1999 Order states that appointments to the SCS cannot be made without the written approval of Commissioners. In order to comply with Article 6, Commissioners chair all SCS open competitions, with each competition subject to their Article 6 approval process.

The Article 6 approval process covers four approval stages during an SCS competition and a final panel chair statement. The purpose of this audit is to examine a number of competitions to determine whether or not the assurances provided to the Commissioner at each stage of the Article 6 process are in order.

Commissioners carried out two audits of the Article 6 Approval Process during 2022. Both audits found evidence that the assurances were in order and that the Article 6 approval process was therefore operating in accordance with Commissioners' requirements.

EIGHT **PROMOTION OF CAREERS IN THE NORTHERN IRELAND CIVIL SERVICE**

Promoting careers in the NICS - advertising, marketing and outreach activities

Throughout 2022 work continued to promote the range of career opportunities available in the NICS and encourage the widest applicant pool by using a mix of advertising, communications and engagement and outreach activity.

Advertising, marketing and communications

Advertising campaigns employing a mix of traditional, digital, social and outdoor channels were developed to support NICS-wide SO and DP recruitments as well as the Graduate Management and Student Placement programmes during 2022. Advertising channels included print, social media (e.g. Facebook and Instagram) and radio advertising (Spotify, radio and podcasts).

A modern campaign-style website was developed to support the launch of the NICS's new Graduate Management Programme (September 2022) featuring video case studies from staff, highlighting the opportunities available within the NICS and the chance to play a part in improving life for our citizens.

Outreach and engagement

Throughout 2022 there was increased engagement with external organisations and participation in events to highlight the many benefits of working in the NICS and to showcase our diversity and inclusion journey, including:

- outreach sessions with the disability and minority ethnic sectors in conjunction with Northern Ireland Union for Supported Employment and TEO's Racial Equality Unit to promote external recruitment competitions including: SO, DP, Civil Service Skills Academy (May and June 2022) and the Graduate Management Programme (August 2022);
- participation as an employer in the 4C UR Future initiative (an industry led social enterprise) which targeted 7500 Year 9 school pupils across Northern Ireland with the aim of helping them make more informed career choices through participation in interactive games and challenges;
- participation in Belfast Pride and Belfast Mela to promote the NICS as an inclusive employer; and
- the continued development of the NICS's relationships with local universities, Queens University Belfast (QUB), Ulster University (UU) and The Open University (OU), through participation in a range of activities, including in-person and online Careers Fairs.

Queen's University Belfast Internship Programme 2022/23

The People & OD function continued to work with QUB to facilitate work experience opportunities for undergraduate students from the School of History, Anthropology, Philosophy and Politics within NICS departments. The aim is to provide a learning environment (a hybrid of workplace-based and remote working) that enables students to apply and develop the knowledge and skills acquired in their first years of university and to help prepare them for further study and/or career.

The internship module enables final year students to spend three days per week, for 12 weeks, at one of several participating public institutions to engage in workplace-based learning. The scheme also includes a placement module option with less commitment required, with students spending one-and-a-half days per week, for 12 weeks, with the host organisation. The types of projects for this module are similar to those for the internship, although more restricted in scope and depth. Both modules enable students to earn academic credit as formal elements of their degree.

The 2022/23 programme received 21 project bids from seven departments for which 21 students were assigned by QUB during the academic year. Two agreed internships did not progress due to student unavailability.

The table below shows the breakdown of internships (I) and placements (P) in which students participated by department:

NICS Department	Semester 1 (Sep – Dec 2022)	Semester 2 (Jan – Mar 2023)	Total
Department of Agriculture, Environment and Rural Affairs (DAERA)	1(1P)		1
Department of Education (DE)	3(1P+2I)		3
Department for Communities (DfC)	2 (2P)		2
Department for the Economy (DfE)	4 (4I)	3 (3I)	7
Department of Finance (DoF)	1 (1I)		1
Department of Justice (DoJ)	3 (3I)	1 (1P)	4
The Executive Office (TEO)	1 (1I)		1
Total	15	4	19

Work experience opportunities

The NICS Work Experience Scheme was suspended in March 2020 due to COVID restrictions and remained suspended until October 2022. However, a small number of opportunities (10) were facilitated through established existing links between departments and organisations.

Scheme information is available on the NICS Recruitment website under [Work Experience](#).

NICS Apprenticeships

The NICS Apprenticeships' Guiding Principles were developed in August 2020, and set out the key elements to be applied to NICS apprenticeships and led work to expand the number of apprenticeship schemes available in the NICS.

Information on NICS apprenticeships is available on NICS Recruitment website under [Apprenticeships \(nigov.net\)](https://nigov.net).

Department	Number of Placements
Department of Agriculture, Environment and Rural Affairs (DAERA)	0
Department for the Economy (DfE)	1
Department for Infrastructure (DfI)	0
Department of Finance (DoF)	21
Department of Health (DoH)	0
Department of Justice (DoJ)	3
The Executive Office (TEO)	1
Public Prosecution Service (PPS)	0
Department for Communities (DfC)	25
TOTAL	51

Operational Delivery Apprenticeship Scheme

The Operational Delivery Apprenticeship Scheme is an entry level route (Administrative Assistant) into a career in operational delivery which gives candidates the opportunity to earn, learn and develop professionally at the same time. No previous experience or qualifications were necessary.

Operational delivery apprentices work four days a week with one day per week allocated to working towards a Level 3 qualification in operational delivery with Belfast Metropolitan College, which may also include Essential Skills in Maths, English and ICT depending on individual needs. On successful completion of the two year apprenticeship, candidates will be offered a permanent AO role within the operational delivery profession.

An operational delivery apprenticeship recruitment competition launched in September 2021 to fill permanent operational delivery apprentice vacancies across a number of NICS departments. Two thousand one hundred applications were received and, after testing, the top 140 candidates were invited to online interviewing with 111 passing the interview and 53 offered appointments. Of these, 40 successful candidates took up post during March and April 2022 within the departments of Communities, Economy, Finance, Justice and The Executive Office.

A full analysis of the competition has been published on the Open Data NI website [here](#).

ICT Level 1 Apprenticeship Scheme

The ICT Level 1 Apprenticeship Scheme is an Apprenticeships NI work-based training programme with Belfast Metropolitan College. Apprentices undertake training at Level 3 on the Apprenticeships NI frameworks in IT and Telecoms, specialising in either Network Infrastructure (which includes Cyber Security) or Software Development.

In April 2022, an ICT Level 1 apprentice competition was advertised. All applicants were required to complete an aptitude test before applying. The test window opened on 29 April 2022 and closed on 08 July 2022. There were 66 applications received, with 16 candidates successful at interview. Appointments will be made during 2023.

A full analysis of the competition will be published on the Open Data NI website in due course.

NINE DIVERSITY AND INCLUSION



NICS Diversity and Inclusion

The NICS is committed to being a diverse and inclusive employer. Its vision is for an inclusive workplace culture where our people are valued for who they are, where they can be free to be themselves and can fulfil their potential. To realise our vision, we have:

- an active Diversity Champions Network, comprising senior leaders from each of our nine departments as well as four thematic diversity leads who raise the profile of diversity and inclusion initiatives both at a departmental and organisation wide level;
- thematic leads representing the areas of gender, race & ethnicity, LGBTQ+ and disability;
- four diversity staff networks across the areas of LGBTQ+, women, disability and race & ethnicity who offer a collective voice in helping raise awareness of issues, advocating and providing peer support, allyship and friendship to members. We also have a student network for those on student placements; and
- an annual Diversity Action Plan which sets out key interventions and priorities for action by diversity and inclusion theme and cross-cutting priorities. Delivery of the plan is overseen by the leadership of the NICS Board, the NICS Diversity Champions Network, NICS staff networks and the People and OD function as well as through partnership working with stakeholder organisations.

Diversity Action Plan 2022/23

The Diversity Action Plan 2022/23 was published in September 2022 as part of National Inclusion Week. It recognises the importance of intersectionality and set out priorities on cross-cutting basis as well under the specific thematic areas of gender, LGBTQ+, disability and race and ethnicity.

Gender / LGBTQ+ / Disability / Race & Ethnicity

Diversity and inclusion initiatives are delivered on a NICS wide and departmental basis and have the commitment and support of senior civil servants. To ensure senior leaders demonstrate and are accountable for visible inclusive leadership and behaviours, a new diversity and inclusion related performance objective for Permanent Secretaries was introduced in 2022.

A concerted effort was made during 2022 to diversify the NICS workforce through:

a) delivery of a range of initiatives to expand the NICS resourcing mix:

- increased use of external recruitment, including a number of large volume recruitment competitions and SCS posts;
- Skills Academy and Graduate Management Programme;
- increased number of student placement offerings; and
- facilitation of 15 JobStart work experience opportunities for young disabled people.



b) **delivery of a programme of outreach to under-represented groups** and increased engagement with the education sector.

c) **expansion of advertising channels, targeted advertising** (including online job portals Proud Employers and Employers for Disability NI) and **development of new sections of the NICS recruitment website** including “[Join Us](#)” and “[Diversity and Inclusion](#)” sections to help attract the widest applicant pool.

d) launching a **Guaranteed Interview Scheme** for disabled applicants.

e) progressing the **review of recruitment and selection** policy which seeks to ensure the NICS is staffed with the right people with the right skills, in the right posts at the right time.

To provide support to colleagues, an awareness campaign on a range of areas was delivered. Topics included:

- health and wellbeing with a specific focus on mental health;
- disability awareness via collaboration with Employers for Disability NI; and
- domestic and sexual abuse support – this included regular communications and messages from senior leaders and provision of easily accessible information in office and staff washrooms areas as colleagues returned to the office post pandemic. The number of Safe Place Advocates also increased as further members of the NICS staff networks and trade union representatives were trained.

A new Diversity and Inclusion hub was also developed and launched in September 2022. The hub is a one-stop shop for all things diversity and inclusion where colleagues can access plans, policies, guidance, as well as the new designated landing pages for each of the staff networks.

In recognition of the invaluable role that staff networks have in promoting inclusion, encouraging active allyship, and providing a sense of belonging and support for colleagues, the four NICS staff networks (LGBTQ+, disability, race and ethnicity and women) were supported to maintain and grow. For the first time, the NICS celebrated National Day for Staff Networks with each of the networks promoting their roles and the value of peer support. A new student network was also established in 2022 for those on student placements within the NICS.



A range of external benchmarking on NICS practices and approaches was undertaken, including the Diversity Mark for gender initiatives, the Stonewall Workplace Equality Index in respect of LGBTQ+ initiatives and the Onus Workplace Charter regarding domestic and sexual abuse support. In 2022, the NICS obtained Stonewall's Silver Employer Award and retained the Gold Onus Workplace Charter on Domestic Violence. The NICS was also awarded the 2022 CIPD NI award for best Diversity and Inclusion initiative for the work undertaken to provide domestic and sexual abuse support.

A cross-departmental working group developed and launched a new socio-economic survey in order to better understand the socio-economic composition of the NICS workforce. Findings of the survey will help shape next steps and inform future thinking.

During 2022, a range of new policies were developed and implemented, and existing policies updated:

- a new menopause policy was launched on International Women's Day 2022 accompanied by an e-learning module which is available to all staff;
- the maternity leave, paternity leave and adoption leave policies were updated to ensure the language and content is inclusive of all genders. Paternity pay, for those who take statutory paternity leave, was increased to full pay to encourage colleagues with parental responsibilities to take time off following the birth or adoption of their child. Two weeks' paid special leave for bereavement was also introduced for any colleague who suffers the loss of a child, spouse/partner, parent, son, daughter or sibling; and
- a new hybrid working policy was launched, accompanied by new Connect2 regional hubs which provide flexible working options for colleagues, helping reduce their travel time and supporting better work life balance.

The NICS celebrated National Inclusion Week for the first time with a series of internal communications and a first joint staff network event. During the week, the 2022/23 Diversity Action Plan, the new Diversity and Inclusion intranet hub and the Diversity and Inclusion section of the NICS recruitment site were launched along with the development of a new equality diversity and inclusion learning bundle announced. The bundle will feature two new mandatory diversity and inclusion e-learning products which will launch mid 2023.

Key actions delivered in each of the specific diversity themes include:**Disability**

The NICS is committed to the employment and career development of disabled people. It continues to be a lead partner of Employers for Disability NI (EFDNI) as part of its commitment to be a disability inclusive employer.

The NICS Disability Champion continues to be supported by the NICS Disability Working Group, which is a consultative group who work to promote disability equality and inclusion across the service. The Group is comprised of disabled colleagues, representatives from the disability sector and trade union side, the NICS Disability Staff Network and colleagues from a range of disability policy branches.

In January 2022, the NICS launched Guaranteed Interview Scheme (GIS). The GIS applies to all external NICS recruitment competitions (at any grade and any discipline) where appropriate, and ensures that a guaranteed number of disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. For more information on the GIS please refer to the new “Information for disabled applicants” section of the [NICS Recruitment Website](#).

In July 2022, the 15 nine-month placement work placement opportunities for young disabled people (aged 16-24) which commenced in 2021 under the Job Start Scheme pilot within DfC concluded. As a result of an amendment to the Recruitment Code, approved by the Commissioners, nine of the successful participants were made permanent offers of appointment in the NICS, by way of exception to the Merit Principle.

In June 2022, the Northern Ireland Executive, in partnership with the Harkin Institute, hosted the Harkin International Summit 2022. The event brought together leaders and activists across Business, Government, Philanthropy, the third and voluntary sector, and academia to highlight and address disability employment issues, showcase best practice, build relationships and challenge for change. The NICS in capacity as an employer, participated, attended and supported the summit to promote its commitment to disability inclusion.

A range of activities to encourage and promote NICS career opportunities to the disability sector were delivered during the year, including positive action advertising, targeted advertising and outreach information sessions for large volume recruitment competitions. The NICS continues to have a permanent presence on the EFDNI Jobs Bulletin Board which is an online career opportunities service circulated to disability organisations.

Data published in 2022, indicated that the number of disabled applicants for permanent NICS jobs in the most recent reporting period (i.e., recruitment competitions with application closing date in 2021) had risen by 1.5% (equating to 1,353 applicants) from the previous year. The figure in 2021 totalled 7.2% in comparison to 3.8% in 2016. Further detail on the composition of the NICS workforce composition and applicant pools can be found on the [Northern Ireland Statistics and Research Agency Website](#). The proportion of staff with a declared disability in the NICS workforce remained at 5.7%, however, a substantial portion of staff have not updated their disability data on their HR records and therefore the true proportion of disabled staff may be higher. Work continues to encourage staff to share and update their disability data.



In recognition that disabled people are currently under-represented in public appointment roles, targeted advertising to the disability sector was undertaken to promote these opportunities.

To provide support to existing disabled colleagues, the Disability Staff Network continued to develop in 2022. The Network supported the delivery of a programme of disability awareness training delivered by EFDNI and initiatives to mark International Day of Persons with Disabilities (IDPWD) 2022 which included an exhibition of materials from Public Record Office of Northern Ireland (PRONI).

The NICS has supported and participated in International Job Shadow Day (IJSJ) since 2018 and in 2022, 13 work placement opportunities were facilitated. IJSJ is an opportunity to celebrate the valuable contribution that disabled people make to our workforce and economy, and to promote inclusion in the workplace for people with disabilities.

LGBTQ+

The NICS is committed to being an LGBTQ+ inclusive employer and data published in 2022 indicated a 1.5% increase in the number of civil servants who identify as LGBTQ+. The number of applicants for permanent NICS jobs in the most recent reporting period (i.e., recruitment competitions with application closing date in 2021) who identified as LGBTQ+ also rose 1.2%.

The LGBTQ+ Staff Network continues to be pivotal in driving LGBTQ+ inclusion across the organisation, through a comprehensive series of events, communications and initiatives focusing on relevant health, wellbeing and lived experiences of colleagues in an effort to raise awareness and understanding across the organisation.

Pride season 2022 was celebrated through a series of internal and external communications and events, and participation in the Belfast Pride provided a valuable outreach opportunity for the NICS. Civil Servants including senior leaders such as the Head of the Civil Service supported the LGBTQ+ Staff Network and participated in the Belfast Pride parade.

In 2022, the NICS achieved Stonewall's Silver Employer Award under the 2021 Workplace Equality Index. As part of benchmarking of policies and practices to ensure that they are LGBTQ+ inclusive, a submission was made to the 2022 Index. Results are due in Spring 2023.

Gender

The NICS has implemented and continues to develop actions to support gender diversity; to seek to remove barriers to female progression; and to promote equal representation at every level of the NICS.

Female representation at senior levels continued to improve in 2022, rising to 41.4% compared to 11.3% in 2000. Latest recruitment data indicates an increase in the number female applicants for permanent NICS jobs – rising from 39.1% for competitions which closed to applications in 2016 compared to 51% for competitions which closed to applications in 2021.

The NICS delivered a number of initiatives to support gender diversity including events to celebrate International Men's Day and International Women's Day. The NICS also for the first-time celebrated World Menopause Month.

In 2022, the NICS prepared its annual submission to Diversity Mark, which is an accreditation recognising an organisation's commitment to diversity and inclusion, initially focussing on gender diversity. The result of the submission is due in early 2023.

The Women's Network continues to grow and played a key role in the development of the menopause policy which was launched as part of IWD 2022. The network delivered a range of virtual and in person events including a "Menopause Café" and virtual sessions with male and female seniors focusing on career progression and gender diversity.

Race & Ethnicity

A range of activities to encourage and promote NICS career opportunities to minority ethnic groups were delivered during the year, including positive action advertising; targeted advertising and outreach information sessions to support large volume recruitment competitions.

In summer 2022 a number of NICS departments as Friends of Mela, once again supported the annual Belfast Mela. Mela offered an important in-person opportunity for the NICS, as an employer, to engage with minority ethnic communities and the public promoting the wide range of careers available.

The Race and Ethnicity Network continues to build its presence across the service and in 2022 launch a new online staff network page, accessible to all colleagues providing information on latest events, personal stories and a "Culture Corner" which features recommended cultural books, podcasts and recipes.

The network also delivered a programme of events and communication including a series of webinars to mark Black History Month 2022 and 12 virtual cultural competence awareness webinars.

TEN CONCLUSION

This Annual Report provides an overview of recruitment related activity in the NICS for the period 01 January 2022 to 31 December 2022 in compliance with the requirements of Article 4(5) of the 1999 Order and as set out in Appendix C of the Recruitment Code.

The People and OD function along with NICSHR continues to develop the evidence-based framework which underpins and supports the assurance given by the DoF Permanent Secretary to the Chair of the Commissioners that appointments to the NICS are made on merit, and in line with the requirements of their Recruitment Code.

Looking forward to 2023, the People and OD function will work in partnership with NICSHR to improve customer service delivery, review and develop the NICS workforce model and approach to workforce planning (organisation shape, size and skills) and deliver best practice, fit for purpose and legally compliant HR policies that underpin people management processes across the NICS.

Appendix 1 – Recruitment competitions closed for applications during 2022

Reference	Title
IRC270813	Director of PRONI
IRC272566	PPSD Head of Division SCS
IRC272882	Investment and Infrastructure Directorate Grade 5
IRC272980	Head of Good Relations & TBUC Division Grade 5
IRC273588	Voluntary Community Grade 5
IRC273800	LPS Head of Rating Policy Division
IRC275658	Head of Pensions
IRC276968	Chief of Staff Office of the Head of the Northern Ireland Civil Service
IRC277406	Director of IT Assist
IRC277854	Inclusion and Well-Being Directorate Assistant Secretary
IRC278391	LPS Head of Rating Policy Division
IRC278499	Director of Further Education
IRC280470	Policy Director EU Medical Supplies Group
IRC280501	Core Multi-Departmental Policy Development & Implementation
IRC280755	Head of Internal Audit and Fraud Investigation Services
IRC282541	Director Construction Division Health Projects
IRC282602	Director of Commercial Delivery Group - Grade 5
IRC271451	Resources & Corporate Management Group Under Sec3
IRC271708	Director of Strategic Policy, Equality & Good Relations Gd 3
IRC272531	Deputy Secretary Transport NI
IRC276081	Director Strategic Policy and Reform
IRC279020	Strategic HR Director
IRC279497	Chief Executive NISRA
IRC284432	Deputy Secretary Social Services Policy Group
IRC281094	Director of Network Services
IRC278857	HOCS Office Chief Scientific and Technology Adviser
IRC284744	Director, Energy Group
IRC285239	Senior Medical Officer
IRC281117	Night Custody Officer (NCO)
IRC284014	DoJ - NIPS Custody Prison Officer (CPO)
IRC284050	Grade 7, Social Services Officer
IRC286634	HR Project Director (Grade 6)
IRC286635	Business Change Director (Grade 6)
IRC276703	Industrial 2 Vehicle and Plant
IRC284873	Industrial 1 River Worker
IRC276805	Industrial 1 Road Worker
IRC273862	NIPS Stores Person Maghaberry
IRC282738	Senior Craftsperson (Joiner) Industrial Grade 2
IRC282739	Senior Craftsperson (Welder) Industrial Grade 2
IRC282755	Industrial 2 Skilled Operative, Underground Worker
IRC275585	Staff Officer Accountant

Reference	Title
IRC275371	Administrative Officer
IRC285636	Agriculture Inspector Grade I - Equine
IRC278084	Deputy Divisional Director
IRC273939	Assistant Statistician
IRC280149	Assistant Economist
IRC277912	DP Audit Manager
IRC273118	GIA DoF Auditor SO (CIA or equivalent)
IRC277690	Careers Adviser
IRC277323	DoJ, YJA Cook
IRC280069	Curatorial D RMCAT
IRC281901	Curatorial E Archaeologists
IRC279169	Curatorial F RMCAT
IRC274566	Deputy Chief Agricultural Economist
IRC274313	Deputy Chief Trading Standards Officer
IRC275330	DP Economist
IRC275366	Senior Information Officer, Executive Information Service
IRC271226	College Services (Greenmount) DP
IRC271991	EEC - Energy Legislation Branch DP
IRC272045	Business Consultancy Service DP
IRC272481	Prisoner Ombudsman NI DP
IRC273925	DP Service Designer
IRC276061	Deputy Principal Digital Transformation
IRC277837	Deputy Principal
IRC284907	Skills Academy DP
IRC282442	Traffic Examiner E02, DVA
IRC287258	E01 - Contracts Manager
IRC283165	HPTO Fire Officer 1
IRC283164	PTO Fire Officer 2
IRC274209	Fisheries Officer 2
IRC279860	Forest Officer III
IRC272261	NIPS Magilligan Psychology Services G7 Psychologist
IRC275310	NICS Graduate Management Programme (Staff Officer)
IRC279093	Graduate Trainee Valuer
IRC270354	Work Psychology Services Higher Psychologist
IRC277349	Higher Scientific Officer - HSENI
IRC281923	Higher Scientific Officer
IRC274208	Higher TG - Assistant Warden
IRC275667	HED Heritage Advice Field Monument Warden
IRC279416	HED Heritage Building Hpto
IRC277266	Engineering Services and Energy Unit HPTO (M and E Eng Asst)
IRC279088	Hpto (M and E Engineer Assistant)
IRC272042	Cost Management Control Unit HPTO (Quantity Surv Asst)

Reference	Title
IRC282441	HPTO Enforcement Regional Manager
IRC280580	ICT Apprentice
IRC280940	ICT4 Senior ICT Specialists
IRC276982	ICT Level 5 Security Professionals
IRC280942	ICT5 Lead ICT Specialists
IRC276506	ICT Level 7 Senior Manager
IRC260896	Chief Operating Officer IT Assist ICTL8
IRC268369	Inspector
IRC274040	Grade 6 Inspector of Primary Education
IRC284696	Medical Officer (Grade 6)
IRC276581	Principal Occupational Health Nurse
IRC277494	NICS Personal Secretary
IRC277394	Architectural Services Unit PPTO (Architect)(G7)
IRC282748	Grade 7 Principal Pharmaceutical Officer
IRC270546	Strategic Policy Division Principal Economist (G7)
IRC278029	Principal Legal Officer - Commercial Properties Division
IRC282684	Principal Scientific Officer
IRC273078	Grade 7 Energy Strategy Division
IRC282780	Procurement Head of Branch (Grade 7)
IRC286507	Finance Shared Services Functional Expert (Grade 7)
IRC286508	HR Workstream Lead (Grade 7)
IRC269878	Multi Discipline Team 2 & Energy Branch PTO (M & E Eng Asst)
IRC279032	PTO Electrical Engineering Assistant
IRC274605	Corporate Communications 1 Graphic Designer
IRC282440	PTO H&S Officer, DVA
IRC275819	Student Placements – up to 51 weeks
IRC286602	Student Placements
IRC275900	Scientific Officer
IRC281156	Scientific officer
IRC278675	Senior Agricultural Economist
IRC276582	Senior Occupational Health Nurse
IRC275323	G6 DoF - HR Project Director Integr8 Programme
IRC275520	Unified Grade 6, NIEA & EMFG
IRC276496	Head of Plant Health Division (G6)
IRC276497	Head of Forestry Division (G6)
IRC277368	Head of Transport Planning & Modelling
IRC279111	G6, Head of Estates
IRC280622	G6, Director of Operations
IRC275179	Senior Scientific Officer, HSENI
IRC276118	Senior Scientific Officer Regulation Unit - Waste
IRC281921	Senior Scientific Officer
IRC271075	NIPS Maghaberry Estate Management SPTO
IRC279082	SPTO Electrical Engineer

Reference	Title
IRC281831	SPTO Client Adviser/Project Manager
IRC265647	Languages Staff Officer
IRC271190	Hydrogen and Advanced Technologies SO
IRC273952	Staff Officer - Management Consultant
IRC275969	Staff Officer
IRC277112	Housing Inspection & Governance Staff Officer
IRC282763	Senior Procurement Officer
IRC284906	Skills Academy SO
IRC287410	Benefit Security Fraud & Compliance Ballymena OFU SO FI
IRC287486	Benefit Security Fraud & Compliance Ballymena Unit Manager
IRC279095	Contractor Escorts
IRC272783	YJA Custodial Services Night Support Worker
IRC276623	Technical Grade 1 - Trading Standards Service
IRC279030	Technical Grade 1
IRC270635	Valuation Valuer I
IRC278028	TG1 Vehicle Examiner
IRC275546	Veterinary Inspector
IRC279843	Temporary Public Prosecutor (Legal Assistant)
IRC270548	Deputy Director (G6) Contract Management
IRC276045	Grade 5 - Director of Marketing, Outreach and Internal Communications
IRC280943	ICT Managers (ICT level 6)
IRC281895	Senior Principal Statistician (Grade 6)

Appendix 2 – Summary of eligible applications and updated appointment figures**Table 1 – Summary of eligible applications by Equality Group received during the years 2019 – 2021**

Equality Category	Description	2019	2020	2021
Overall	Total	24,316	12,490	28,303
Gender	Male	11,860	6,473	13,584
	Female	12,456	6,015	14,719
Community Background	Protestant	10,369	5,291	11,444
	Catholic	11,508	5,978	14,082
	Not Determined	2,434	1,220	2,775
Ethnicity	White	23,819	12,220	27,761
	Minority Ethnic Groups	494	270	539
Disability	With a declared disability	1,708	721	2,112
	Without a declared disability	22,608	11,769	26,191
Age-group	16-24	4,772	2,813	4,828
	25-39	12,571	6,557	14,806
	40-49	4,588	1,960	6,049
	50+	2,385	1,160	2,619
Sexual Orientation	Both sexes / same sex	1,605	870	2,203
	Different sex	22,627	11,268	26,085
NICS employment history	Current	5,827	1,516	9,179
	Previous	2,101	912	2,089
	None	16,304	10,018	17,005

Table 2 – Summary of updated appointments received by Equality Group during the years 2019 - 2021

Equality Category	Description	'Expected' Appointees 2019	Actual Appointees 2019	Difference 2019	'Expected' Appointees 2020	Actual Appointees 2020	Difference 2020	'Expected' Appointees 2021	Actual Appointees 2021	Difference 2021
Overall	Total	3,439	3,439	0	752	752	0	1,896	1,896	0
Gender	Male	1,701	1,756	55	461	460	-1	962	998	36
	Female	1,738	1,683	-55	291	292	1	934	898	-36
Community Background	Protestant	1,434	1,503	69	310	291	-19	730	788	58
	Catholic	1,669	1,628	-41	361	371	10	979	923	-56
	Not Determined	335	305	-30	81	90	9	187	185	-2
Ethnicity	White	3,373	3,394	21	734	738	4	1,854	1,851	-3
	Minority Ethnic Groups	65	44	-21	18	14	-4	41	44	3
Disability	With a declared disability	242	228	-14	45	32	-13	131	115	-16
	Without a declared disability	3,197	3,211	14	707	720	13	1,765	1,781	16
Age-group	16-24	530	522	-8	150	133	-17	366	296	-70
	25-39	1,699	1,858	159	362	391	29	938	1,053	115
	40-49	782	748	-34	143	140	-3	403	400	-3
	50+	429	311	-118	97	88	-9	189	147	-42
Sexual Orientation*	Both sexes / same sex	200	229	29	39	37	-2	136	143	7
	Different sex	3,226	3,189	-37	691	693	2	1,758	1,749	-9
NICS employment history*	Current	1,118	1,562	444	182	206	24	598	897	299
	Previous	283	210	-73	69	72	3	147	101	-46
	None	2,021	1,655	-366	495	469	-26	1,148	894	-254

*Sexual Orientation and NICS employment history not provided by a number of applicants and appointees

Table 3 – Percentage summary of applications and updated appointment figures by Equality Group during the years 2019 – 2021

Equality Category	Description	% Applications			% Actual Appointments		
		2019	2020	2021	2019	2020	2021
Gender	Male	49	52	48	51	61	53
	Female	51	48	52	49	39	47
Community Background	Protestant	43	42	40	44	39	42
	Catholic	47	48	50	47	49	48
	Not Determined	10	10	10	9	12	10
Ethnicity	White	98	98	98	99	98	98
	Minority Ethnic Groups	2	2	2	1	2	2
Disability	With a declared disability	7	6	7	7	4	6
	Without a declared disability	93	94	93	93	96	94
Age-group	16-24	20	23	17	15	18	16
	25-39	52	52	53	54	52	55
	40-49	19	16	21	22	18	21
	50+	9	9	9	9	12	8
Sexual Orientation*	Both sexes / same sex	7	7	8	7	5	6
	Different sex	93	90	92	93	92	92
NICS employment history	Current	24	12	32	46	27	47
	Previous	9	8	8	6	10	6
	None	67	80	60	48	63	47

*The percentage figures for Sexual Orientation Applications 2020 and Sexual Orientation Actual Appointments 2020 do not total 100% as some applicants chose not to provide a response to this question during the application process.

Table 4 – Summary of competition and appointment figures for internal competitions (promotions and trawls only) at all NICS grades for the years 2020 - 2022

	2020		2021		2022	
	No. of Competitions	No. of Appointments	No. of Competitions	No. of Appointments	No. of Competitions	No. of Appointments
Internal SCS Competitions	4	13	1	1	2	2
Internal Competitions below SCS	63	471	81	291	11	48
Total	67	484	82	292	13	50

Note: Includes Trawls and Promotion Boards with a closing date for applications in the relevant year.

Appendix 3 – Extensions to Merit Lists 2022

EXTERNAL COMPETITIONS (Merit list extended for 34 competitions)

PRISONER CUSTODY OFFICER DRIVER/ESCORT (PCO)

Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
28 Sep 2022	28 Jan 2023	11	15

Cogent and practical reasons for extending the merit list

CTC security clearances had been significantly delayed due to COVID. List extended for four months to enable successful candidates to attain their CTC clearance and their offer of appointment.

HPTO PLANNING OFFICER

Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
06 Jan 2022	06 Apr 2022	4	1

Cogent and practical reasons for extending the merit list

Pre-placement checks could not be completed before the merit list expiry of 06 January 2022, list extended for three months to allow for issue of offer letter, following completion of pre-placement checks.

HED STATE CARE OPERATIONS INDUSTRIAL 2 - RANGER

Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
28 Feb 2022	28 May 2022	1	at least 1

Cogent and practical reasons for extending the merit list

Appointments from competition delayed as a result of COVID. List extended for 3 months as post(s) required OHS action, which would not be completed before the original competition merit list expiry date.

DISTRICT VALUER (G6) - LPS

Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
27 Jan 2022	27 Jul 2022	2	1

Cogent and practical reasons for extending the merit list

List extended for 6 months as LPS anticipated a vacancy at this grade due to a pending retirement. Considered appropriate to extend the merit list on value for money grounds and business need having regards to costs and timescales involved in running a new competition.

SPTO CONSERVATION ARCHITECT			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
10 Mar 2022	31 Jul 2022	3	1

Cogent and practical reasons for extending the merit list

Merit list extended for four months due to business need. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

NICS STAFF OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Jan 2022	28 Feb 2023	486	100+

Cogent and practical reasons for extending the merit list

To allow appointments delayed, due to restrictions such as COVID, to be made to remaining successful candidates.

NICS DEPUTY PRINCIPAL			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Jan 2022	31 Oct 2022	536	100+

Cogent and practical reasons for extending the merit list

To allow appointments delayed, due to restrictions such as COVID, to be made to remaining successful candidates.

HSO WASTE REGULATION			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
22 Feb 2022	25 May 2022	9	3

Cogent and practical reasons for extending the merit list

Merit list extended for three months due to unavoidable delays in appointing candidates as a result of COVID.

HSO WASTE REGULATION (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
25 May 2022	25 Jul 2022	9	3

Cogent and practical reasons for extending the merit list

Merit list extended for an additional two months due to unavoidable delay in appointing candidates as a result of COVID.

Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

HSO WASTE REGULATION (3RD REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
25 Jul 2022	25 Sept 2022	9	3

Cogent and practical reasons for extending the merit list

Merit list extended for a further two months because of unavoidable delay in appointing successful candidates as a result of COVID. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

HSO WATER MANAGEMENT UNIT			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
19 Mar 2022	19 Sept 2022	7	1

Cogent and practical reasons for extending the merit list

This is a priority post that is required to be filled promptly in order to meet business needs. Extending the merit list by six months is considered appropriate on value for money grounds and business need having regards to the number of anticipated vacancies, costs and timescales involved in running a new competition.

HSO WATER MANAGEMENT UNIT (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
19 Sept 2022	16 Jun 2023	8	1

Cogent and practical reasons for extending the merit list

This priority post is required to be filled to meet business needs. Extending the merit list by a further nine months is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

NIPS CUSTODY PRISON OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
02 May 2022	02 Nov 2022	99	12

Cogent and practical reasons for extending the merit list

CTC security clearances have been significantly delayed due to COVID. List extended by six months to enable successful candidates to attain their CTC clearance and offer of appointment.

FSNI ASO			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
13 May 2022	13 May 2023	20	6 current + further 10 anticipated

Cogent and practical reasons for extending the merit list

FSNI ASO grade is an entry level grade which has a high attrition rate. Given the critical nature of this work it is important that there is a supply available at this grade. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

CIVIL ENGINEERING SUPPORT GRADE – TECHNICAL GRADE (TG)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
30 Dec 2022	30 Jun 2023	29	13

Cogent and practical reasons for extending the merit list

The competition was run during COVID and as a result timescales for intake could not be determined until there was a relaxing of restrictions due to the nature of induction. Merit list extended by six months to enable appointments to be made and induction to take place.

HSO IPRI			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
11 May 2022	11 Nov 2022	4	4

Cogent and practical reasons for extending the merit list

Due to high number of candidates declining offers, appointments for all vacancies could not be made. The merit list was extended by six months to provide sufficient time for pre-placement checks to be completed and for remaining successful candidates to be made offers of appointment.

HSO IPRI (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
11 Nov 2022	11 Mar 2023	5	3

Cogent and practical reasons for extending the merit list

A further four month extension to the merit list is required to enable the remaining pre-placement checks to be completed and offers of appointment made.

SCIENTIFIC OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
26 May 2022	26 Dec 2022	1	1

Cogent and practical reasons for extending the merit list

Scientific Officer Lab Technician is a specialised post with a low level of turnover in the grade. Extending the merit list for seven months is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

SPTO ARCHITECT CPD			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
17 Aug 2022	01 Nov 2022	3	1

Cogent and practical reasons for extending the merit list

Additional architectural services was required by the Department for Communities (DfC), as identified under the Local Operational Agreement between DoF CPD and DfC 'Housing, Urban, Regeneration & Local Government' (HURLG). Due to an unavoidable delay in filling this vacancy, as a result of COVID, the merit list was extended by three months to enable an offer of appointment to be made to successful candidate.

PUBLIC PROSECUTOR			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
27 Sept 2022	27 Mar 2023	13	5

Cogent and practical reasons for extending the merit list

This competition was used to fill temporary and permanent Public Prosecutors positions for PPS, although supply for the temporary posts was exhausted there are a few remaining candidates on the list to be offered permanent appointments. A six month extension to the merit list enables final candidates to have pre-employment checks completed.

SPTO HED			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Jul 2022	31 Jan 2023	5	1

Cogent and practical reasons for extending the merit list

The last person allocated a place from this competition withdrew, to enable pre-employment checks to be completed and an offer of appointment to be made to the next successful candidate the merit list was extended by six months.

DP SYSTEM MODELLER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
10 Sept 2022	10 Dec 2022	3	1

Cogent and practical reasons for extending the merit list

Merit list extended by three months to enable an offer to be made to the next successful candidate.

DP SYSTEM MODELLER (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
10 Dec 2022	10 Jan 2023	3	1

Cogent and practical reasons for extending the merit list

Merit list extended by a further month to enable an offer to be made to the next successful candidate.

GRADUATE SPECIALISTS INSPECTOR GRADE III – EQUINE			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
04 Nov 2022	04 Feb 2023	2	1

Cogent and practical reasons for extending the merit list

Extending the merit list by three months for this specialist grade is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

DRIVING EXAMINER - DVA (EO2)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
16 Aug 2022	16 Feb 2023	16	16

Cogent and practical reasons for extending the merit list

These are critical front line posts required to increase resources to deliver on the road practical L driving tests and are required to continue the Agency's push to recover from the impact of COVID and reduced service levels. Extending the merit list by six months is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

INDUSTRIAL 2 - STORES PERSON			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
23 Sept 2022	23 Dec 2022	2	2

Cogent and practical reasons for extending the merit list

Merit list extended by three months to enable pre-employment checks to be completed and offers of appointment made.

AGRICULTURAL ECONOMIST			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
04 Oct 2022	04 Jan 2023	2	3

Cogent and practical reasons for extending the merit list

Two candidates had been allocated to fill vacancies in August 2022 but withdrew pre offer, leaving two vacancies unfilled. Due to business need, these vacancies and one further vacancy were required to be filled promptly. Merit list extended by three months to enable offers of appointment to be made to next successful candidates.

SPTO ELECTRICAL ENGINEER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
28 Jul 2022	28 Oct 2022	3	1

Cogent and practical reasons for extending the merit list

Merit list extended by three months to enable an offer of appointment to be made to the next successful candidate.

ADMIN OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
01 Oct 2022	31 Dec 2022	1436	100+

Cogent and practical reasons for extending the merit list

Further appointments from this competition were delayed due to restrictions such as COVID. Merit list extended to enable further appointments to be made.

ADMIN OFFICER (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Dec 2022	31 Mar 2023	1436	100+

Cogent and practical reasons for extending the merit list

To allow preplacement checks to be finalised for appointments from the extended Administrative Officer merit list a request for a further extension of the merit list is required. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

TRAINEE MEAT INSPECTOR			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Oct 2022	30 Dec 2022	16	13

Cogent and practical reasons for extending the merit list

Whilst some appointments have been made, as a result of COVID restrictions and subsequent inability to place trainees within the various meat plant environments to undertake their training and practical's, it was not possible to appoint the number of trainees required to fill all vacancies. Merit list extended by two months to facilitate the completion of training and for final appointments to be made.

TRAINEE MEAT INSPECTOR (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
30 Dec 2022	30 Apr 2023	16	12

Cogent and practical reasons for extending the merit list

Appointments from this competition were delayed due to COVID. Merit list extended by a further four months to enable further appointments to be made.

DP COMMUNICATIONS AND ENGAGEMENT			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
01 Dec 2022	01 Jan 2023	2	1

Cogent and practical reasons for extending the merit list

Merit list extended by one month to enable business area to agree a revised start date, requested by the successful candidate. This was considered the most efficient, cost effective approach to filling vacancy.

DP COMMUNICATIONS AND ENGAGEMENT (2ND REQUEST)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
01 Jan 2023	31 May 2023	2	3

Cogent and practical reasons for extending the merit list

This competition was previously extended to accommodate an appointment. This candidate withdrew from the competition and two additional departments declared vacancies at this grade. Due to financial constraints the most efficient way to fill these vacancies is from this competition. Merit list extended by five months to enable offers of appointment to be made.

AGRICULTURAL ENGINEERING GRADE III			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
01 Nov 2022	01 May 2023	1	2

Cogent and practical reasons for extending the merit list

Merit list extended for six months to enable these business critical vacancies to be filled. Extending list is the most efficient, cost effective option to fill vacancy.

LRNI OPERATIONS PRINCIPAL LEGAL OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
29 Nov 2022	29 May 2023	1	1

Cogent and practical reasons for extending the merit list

This is a specialist post, which is required to support the LPS NOVA Programme. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

HPTO ARCHITECTURAL ASSISTANT			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
07 Nov 2022	07 May 2023	4	2

Cogent and practical reasons for extending the merit list

List extended by six months to enable successful candidates to attain their CTC clearance and offer of appointment to be made.

SPTO QUANTITY SURVEYOR			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
17 Nov 2022	17 May 2023	0	1

Cogent and practical reasons for extending the merit list

CTC security clearances have been delayed due to COVID. List extended by six months to enable successful candidates to attain their CTC clearance and offer of appointment to be made.

DP LEGAL			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
22 Nov 2022	22 May 2023	8	2

Cogent and practical reasons for extending the merit list

CTC security clearances have been delayed due to COVID. List extended for six months to enable successful candidates to attain their CTC clearance and offers of appointment to be made.

SENIOR SCIENTIFIC OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
26 Nov 2022	26 Feb 2023	3	2

Cogent and practical reasons for extending the merit list

This is a specialist post. Extending list is the most efficient, cost effective option to fill this vacancy. Extending the merit list by three months is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

SPTO PLANNING OFFICER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
02 Nov 2022	02 Feb 2023	2	1

Cogent and practical reasons for extending the merit list

Successful candidate did not take up appointment. Merit list extended by three months to enable an offer of appointment to be made to the next successful candidate.

DE FINANCE SENIOR PRINCIPAL (GRADE 6)			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
20 Dec 2022	20 Jun 2023	1	TBC

Cogent and practical reasons for extending the merit list

To fill this senior post, extending the merit list by six months is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

INTERNAL COMPETITIONS (Merit lists extended for 12 competitions)

PTO DEPUTY CENTRE MANAGER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
13 Jan 2022	13 Mar 2022	15	1

Cogent and practical reasons for extending the merit list

Due to the ongoing pressures within DVA to maintain services and manage operational activities it would not be possible to wait for a new competition to fill this critical vacancy. Considered appropriate to extend the merit list on value for money grounds and business need having regards to costs and timescales involved in running a new competition.

HPTO PROMOTION BOARD			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
19 Jan 2022	19 Mar 2022	14	1

Cogent and practical reasons for extending the merit list

Due to the ongoing pressures within DVA to maintain services and manage operational activities it would not be possible to wait for a new competition to fill this critical vacancy. Considered appropriate to extend the merit list on value for money grounds and business need having regards to costs and timescales involved in running a new competition.

NICS HR STRATEGIC BUSINESS PARTNERING DP			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
13 Feb 2022	18 Aug 2022	less than 9	1

Cogent and practical reasons for extending the merit list

Pre-placement checks could not be completed before the merit list expiry, list extended for three months to allow appointment to be made.

PSO REGULATION UNIT - WASTE			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
17 Feb 2022	17 Mar 2022	8	1

Cogent and practical reasons for extending the merit list

Pre-placement checks could not be completed before the merit list expiry, list extended to allow appointment to be made.

SENIOR MEAT INSPECTOR			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
22 Mar 2022	22 Jun 2022	3	2

Cogent and practical reasons for extending the merit list

To facilitate start dates an extension is required. It is considered appropriate to extend the merit list on value for money grounds and business need having regards to costs and timescales involved in running a new competition.

TG DEPOT SUPERVISOR - O&M			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
03 Apr 2022	30 Apr 2022	22	5

Cogent and practical reasons for extending the merit list

This extension is requested as a result of the impact of COVID and a number of staff in critical vacancies being successful on other, higher graded competitions. There are only five candidates remaining to be posted from the merit list, extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

SO CONTRACTS BRANCH			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
20 Apr 2022	20 Oct 2022	5	1

Cogent and practical reasons for extending the merit list

CTC security clearances have been delayed due to COVID. List extended for six months to enable candidates to attain their CTC clearance and their offer of appointment.

FSNI ASO			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
13 May 2022	13 May 2023	20	8+

Cogent and practical reasons for extending the merit list

FSNI ASO grade is an entry level grade which has a high attrition rate. Given the critical nature of this work it is important that there is a supply available at this grade. CTC security clearances have been delayed due to COVID. Extending the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

DOJ DALO			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
11 Oct 2022	11 Apr 2023	7	2

Cogent and practical reasons for extending the merit list

TEO appointment currently underway requires CTC clearance, the extension will ensure that clearance is through and the person is in post before the list expires. Extending the merit list by six months is considered appropriate on value for money grounds.

GRADE 6 CIVIL ENGINEER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
20 Oct 2022	20 Dec 2022	8	2

Cogent and practical reasons for extending the merit list

These critical posts within Roads and Rivers are within the senior management structure of the organisation and are required to be filled substantively to be able to provide strategic direction to the organisation as it undergoes further re-organisation. A small extension to the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

GRADE 7 CIVIL ENGINEER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
15 Nov 2022	15 Mar 2023	27	9

Cogent and practical reasons for extending the merit list

Further PPTO posts will become vacant in the medium term due to the age profile of the organisation. These vacancies are critical in the structure and the list is being recommended for extension on business need grounds and on the basis that only the remaining critical vacancies in the structure should be filled. An extension to the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition.

E01 LPS TRAINER			
Original closing date	New closing date	No. appointments before extension	Anticipated number appointments after extension
31 Oct 2022	28 Feb 2023	16	3

Cogent and practical reasons for extending the merit list

There are seven vacancies at present. An extension to the merit list is considered appropriate on value for money grounds and business need having regards to the anticipated number of vacancies, costs and timescales involved in running a new competition. On business need grounds an extension to the merit list is requested to fill three of these priority vacancies, with the intention of another competition being launched to fill the remaining vacancies.



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