

RECRUITMENT TO THE NORTHERN IRELAND CIVIL SERVICE

ANNUAL REPORT 2014

April 2015

CONTENTS

Foreword

1. Introduction
2. Executive Summary - Recruitment Activity
3. Corporate Recruitment Competitions
4. Departmental Recruitment under Regulation 3
5. Recruiting People with Disabilities
6. Audits
7. Promotion of Careers in the Northern Ireland Civil Service
8. Improvements to Services and Other Developments

Appendices - Analysis of NICS Recruitment Competitions

1 January 2014 – 31 December 2014

- List of recruitment competitions with a closing date
for applications during 2014

FOREWORD

I am pleased to publish this report from the Department of Finance and Personnel (DFP) on recruitment to the Northern Ireland Civil Service (NICS) in 2014. The report provides a summary of recruitment in the NICS Departments during the period 1 January 2014 to 31 December 2014 and includes summary data and analysis of recruitment provided by the Northern Ireland Statistics and Research Agency (NISRA). It also reports on initiatives taken by Resourcing Division in DFP Corporate HR to continuously improve recruitment policies and procedures and to promote the NICS as an employer of choice.

The annual report on recruitment is published in compliance with the Civil Service Commissioners (NI) Order 1999. Article 4(5) of the Order provides that information relating to recruitment must be published in accordance with any requirement which the Commissioners may specify in a recruitment code. The Department has agreed with the Northern Ireland Civil Service Commissioners that NISRA will produce and publish all NICS recruitment statistics. NISRA's analysis of NICS recruitment competitions 1 January 2014 - 31 December 2014 is appended to this report and will be published on NISRA's website at;

www.nisra.gov.uk/publications/Analysis_of_NICS_Recruitment_Competitions_2014.pdf



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1. Introduction

- 1.1 Recruitment to the Northern Ireland Civil Service (NICS) is regulated by the Northern Ireland Civil Service Commissioners, who have a statutory duty to ensure that all appointments are made on merit on the basis of fair and open competition – the merit principle. Recruitment, selection and appointment of staff are managed in line with best practice set out in the Codes of Practice of the Equality Commission and in accordance with the Civil Service Commissioners' Recruitment Code.
- 1.2 The NICS has put formal procedures in place to ensure that recruitment is in accordance with the four principles set out in the Civil Service Commissioners' 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. Departments' adherence to the principles in the Recruitment Code are overseen and reviewed regularly by their respective Human Resource managers and departmental Establishment Officers provide written assurances in this regard. Resourcing Division in Corporate HR in the Department of Finance and Personnel (DFP) has responsibility for policy on recruitment to the NICS. Resourcing Division also carries out regular monitoring of adherence to policy, procedures and service standards for recruitment services delivered to the NICS by HRConnect, our strategic private sector partner. Recruitment arrangements are also subject to external audit conducted by the Northern Ireland Civil Service Commissioners. More information on audits is included in Section 6 of this report.

2. Executive Summary - Recruitment Activity

- 2.1 Staff were recruited and appointed to departments during the period 1 January 2014 to 31 December 2014 by HRConnect, who manage the recruitment process on behalf of the NICS. The only exception was the recruitment of 14 Fast Stream Staff Officers who were appointed through the Cabinet Office Fast Stream Scheme. Recruitment to the Fast Stream scheme is managed by Parity and is governed by the GB Civil Service Commissioners' Recruitment Code which provides for appointments being made on merit on the basis of fair and open competition.
- 2.2 Over the period 1 January 2014 to 31 December 2014, 60 recruitment competitions for permanent NICS jobs were held which attracted a total of 5,599 applications. By 1 February 2015, 61 appointments had been made from these competitions. This reporting period has seen a decrease on last year of the number of permanent competitions run and a significant decrease in the number of applications received. The reduction in recruitment activity reflects the difficult financial challenges faced by the NICS in 2014, which as outlined in paragraphs 3.10 – 3.12 resulted in the introduction of a NICS wide embargo on recruitment and substantive promotion. The reduction in applications is due to the advertising of the permanent Administrative Officer competition during 2013 which attracted an unprecedented high number of applications. Lists for this competition and other

corporate competitions remained live in 2014 therefore new corporate competitions were not required during the 2014 reporting period.

- 2.3 Over the period 1 January 2014 to 31 December 2014, 11 recruitment competitions for temporary NICS jobs were held. These competitions attracted 593 applications. By 1 February 2015 a total of 43 appointments had been made from these competitions. This reporting period has seen a slight decrease on last year for temporary competitions run and a significant decrease in the number of applications received. This reduction in applications is due to the advertising of the temporary Administrative Officer competition during 2013 which attracted a high number of applications. The merit list for this competition also remained live during this reporting period negating the need to run another temporary admin competition.
- 2.4 An overview of all recruitment during 2014 is provided in the NISRA Analysis of NICS Recruitment Competitions 1 January 2014 - 31 December 2014, which is appended to this report (Appendix 1). This provides analysis of applicants across various equality categories, at key stages in the recruitment and selection process and compares the profile of candidates with what might have been expected if all the groups within each equality category had been equal in terms of merit.

3. Corporate Recruitment Competitions

Permanent and Temporary Administrative Officer (AO)

- 3.1 Competitions to recruit new permanent and temporary Administrative Officers (AO) were launched in July 2013 resulting in merit lists for both competitions being available from November 2013.
- 3.2 Up to 31 December 2014, 176 appointments were made from the temporary AO competition and 143 appointments made from the permanent AO competition.

Executive Officer 2 (EO2)

- 3.3 During this reporting period 62 appointments were made from the live EO2 competition merit list which closed on 22 May 2014.
- 3.4 Analysis of this competition formed part of the research conducted into the causes of identified adverse impact in NICS recruitment competitions for first line managers. Sections 7.10 - 7.13 of this report outline the findings of this research.

NI Fast Stream Scheme

- 3.5 During 2014 the NICS appointed 14 Fast Stream Staff Officers through the Cabinet Office Fast Stream Scheme. The recruitment figures provided in NISRA's publication 'Analysis of Recruitment Competitions 1 January 2014 – 31 December 2014' contains data on applications for the 2014 Fast Stream competition.

- 3.6 The NICS decided to take part in the GB Cabinet Office Fast Stream Scheme in 2010/11. Arrangements were put in place during 2014 to review the effectiveness of the Fast Stream Scheme in achieving its aim to recruit and appoint high calibre graduates with potential to reach at least Grade 7 within five years. The review is ongoing and a report will be available during 2015.

Staff Officer (SO) Accountant

- 3.7 In January 2013, Corporate HR launched a competition to fill SO Accountant vacancies across NICS Departments which resulted in a merit list being available from 31 July 2013. 26 appointments from this competition were made during 2014.

Deputy Principal (DP) Accountant

- 3.8 Corporate HR also launched a competition to fill vacancies at DP Accountant grade in 2013 which resulted in a merit list being available from 31 July 2013. 16 appointments were made from this competition during this reporting period.

Senior Civil Service (SCS) Grade 3 and Grade 5

- 3.9 Competitions to recruit staff to general service vacancies at SCS Grade 3 and Grade 5 levels were advertised in October 2013. Following a selection process which comprised of a number of stages, including an assessment centre, the merit order lists were available in June/July 2014. Up to the end of December 2014, 4 appointments had been made from the Grade 3 competition and 12 appointments from the Grade 5 competition. A formal evaluation of the Grade 3 and Grade 5 recruitment exercises was completed in March 2015.

NICS-Wide Embargo on Recruitment and Substantive Promotion

- 3.10 In October 2014, as part of its discussions on developing a draft 2015/16 Budget, the NI Executive agreed that DFP should bring forward a range of proposals for strategic personnel interventions to deliver a significant pay bill reduction across the NICS, including pay restraint and a voluntary exit scheme.
- 3.11 As part of these proposals, it was also decided necessary to introduce a NICS-wide embargo on recruitment and substantive promotion with exceptions to be granted only with agreement of Departmental Accounting Officers.
- 3.12 The embargo came into effect on the 26 November 2014 and applies to recruitment and substantive promotion to all NICS grades and disciplines. The embargo will be reviewed regularly in line with business needs and resource availability.

4. Departmental Recruitment under Regulation 3 – Exceptions to the Merit Principle

4.1 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. Individual departments have provided assurance to Corporate HR that appointments made in 2014 were in accordance with the provisions of Regulation 3 of the Civil Service Commissioners' Recruitment Code. Appointments made by departments under Regulation 3 during the period January 2014 to December 2014 are as follows:

Reg 3. (a) – where the person is appointed on secondment:

Department/Agency	Numbers
Department of Enterprise, Trade and Investment	4
Department of the Environment	2
Department of Health, Social Services and Public Safety	8
Department of Justice	2
Department for Social Development	2

Reg 3. (b) – where the person holds a situation in another Civil Service of the crown:

None

Reg 3. (c) - where the person is, or has recently been, employed on functions which had been or were being transferred to the Crown:

Department/Agency	Numbers
Department of Justice	9

Reg 3. (d) - exceptional needs of the NICS:

Department/Agency	Numbers
Department of the Environment	1

Reg 3. (e) – appointments made under Government initiatives / programmes:
None

Reg 3. (f) - Where the person has previously held a situation in the Civil Service and has been considered for reinstatement

None

(The data presented in section 4 is management information provided by NI Departments and does not fall within the requirements of the Code of Practice for Official Statistics.)

5. Recruiting People with Disabilities

- 5.1 During 2014, 206 applications were received from individuals with a declared disability. This includes applications for both permanent and temporary posts.
- 5.2 All requests for reasonable adjustments to be made in the application, selection and appointment process were considered initially by HRConnect, which referred to test providers, Corporate HR, suitably qualified staff within NISRA or other professional bodies for advice and guidance as appropriate. Reasonable adjustments range from providing extra time at assessment events, ensuring documents are in large print or providing appropriate car parking spaces.
- 5.3 The NICS is committed to offering equality of opportunity to all and aims to provide a positive working environment for all, including people with disabilities. The policy on reasonable adjustments in the NICS (Recruiting People with Disabilities) was in place during the year 2014 and kept under continuous review.

6. Audits

- 6.1 Under Article 4(4) of the Civil Service Commissioners (Northern Ireland) Order 1999, Commissioners have a statutory duty to audit recruitment policies and practices in making appointments to the NICS to establish whether the Recruitment Code is being observed. The following paragraphs outline the audits which took place over this reporting period.

Desktop Compliance Review

- 6.2 The Commissioners announced that the 2012/2013 review would be a Desktop Compliance Review to examine a sample of competitions below Senior Civil Service level. SCS appointments are monitored by Commissioners' secretariat through operation of the 4 stage authorisation process; however the majority of appointments made to the NICS are below SCS level. This topic was chosen therefore to allow examination of the application of the Commissioners' Code in recruitment exercises where neither Commissioners nor the secretariat would have had previous direct involvement. The audit looked for evidence that measures were in place and appropriate policies, procedures and practices were adopted to ensure compliance with the Commissioners' regulations with a particular focus on the merit principle.
- 6.3 This review examined a sample of competitions below SCS and their recruitment and selection processes. The final report issued in July 2013 outlining 11 recommendations coming out of this review and Corporate HR accepted or partially accepted 10 of the 11 recommendations. There are 3 of the recommendations still open and the others have all been actioned / closed.

Senior Civil Service Communication and Feedback Review

- 6.4 In September 2013, the Commissioners announced that a review would be conducted into communication and feedback with SCS candidates during the recruitment process. The Commissioners focused on 3 SCS competitions in different departments during the period 1 January to 31 December 2012. The review was undertaken in January/February 2014. This audit was to provide an assessment of the extent to which feedback to SCS candidates during the recruitment process promotes confidence in the NICS and to determine whether practices employed are consistent with the merit principle.
- 6.5 The final report issued in April 2014 with 7 recommendations coming out of this review and CHR accepted or partially accepted all of them. 5 of the recommendations have been actioned / closed and 2 are ongoing.

The 4 stage authorisation process

- 6.6 This review was announced in April 2014 and sought evidence to support the assurances made by HRConnect, Corporate HR and departments during the authorisation process to identify any potential improvements in the process. The final report was received in August 2014 and outlined 7 recommendations for the NICS coming out of this review. Corporate HR has responded to the Commissioners to advise that we will either accept or partially accept all but one of these recommendations.

Recruitment related data gathered and analysed by the NICS

- 6.7 This audit was also announced in April 2014 however the work on this review commenced in 2015. The objective of this review will be to better understand the data available and how it is used to identify issues; inform recruitment related decisions and strategies; and address the requirements of the Recruitment Code.

AccessNI Audit

- 6.8 Appointments and Marketing Branch within Corporate HR is registered with AccessNI as a responsible and registered body to allow the processing of basic, standard and enhanced clearances for appointments made through HRConnect to the NICS.
- 6.9 Section 2(3) of the AccessNI Code of Practice states that Registered Bodies shall; *“co-operate with requests from AccessNI to undertake assurance checks as to the proper use and safekeeping of disclosure information”*. AccessNI regularly conduct audits with Registered Bodies to ensure conformity with their Code of Practice. Corporate HR remained fully compliant with AccessNI requirements during this reporting period.

7. Strategy for Marketing the Northern Ireland Civil Service and Promotion of Careers in the NICS

- 7.1 During 2014 Corporate HR continued work on an action plan and strategy for marketing the NICS as a career of choice. This work is ongoing however the budget pressures and associated embargo has caused this area to be reprioritised.
- 7.2 Recent Corporate competitions have also had unprecedented levels of applicants for example, Administrative Officer, Executive Officer 2, Grade 3 and Grade 5. The NICS currently has no difficulty attracting candidates for corporate competitions. This strategy in future will therefore seek to prioritise areas of under-representation and work with Departments to identify how this can be improved.

Queen's University Belfast Internship Programme 2014-2015

- 7.3 Resourcing Division continued to work with Queen's University to facilitate a placement programme for interns (in their penultimate year) from the School of Politics, International Studies and Philosophy and those studying the Politics, Philosophy and Economics (PPE) degree to positions within the NICS. The programme helps to promote the NICS as an employer of choice among future graduates. The 2014/2015 programme allocated 6 students to departmental projects during this academic year.
- 7.4 The following table shows the breakdown of the departments to which the successful interns were allocated:

Department	No of interns
DCAL	1
DEL	1
DETI	1
DHSSPS	1
DOJ	1
OFMDFM	1
Total	6

- 7.5 The interns allocated to DCAL, DEL, DETI and OFMDFM commenced their placements in September 2014, and those allocated to DHSSPS and DOJ were given start dates in February 2015. Feedback on the success of these placements will be obtained on their completion. Following their placements the students will have acquired a clear understanding of the operation of the NICS, produced a body of research work that is both academically sound and of practical use for the NICS and developed a range of skills including team working.

Work Placements

7.6 The NICS provides opportunities for young people to benefit from work placements within our large and diverse workforce. We welcome applications for work placements from all schools and colleges providing education to young people. In addition, we also consider requests received from individuals who may not be in full time education and attempt, as far as possible, to facilitate appropriate work placements. Information on the NICS work experience policy can be accessed through our website www.nicsrecruitment.gov.uk as well as the application forms to be used for each request. From 1 January 2014 to 31 December 2014, 278 applications were received for work placements across the various departments in the NICS. Resourcing Division worked in partnership with departments to place individuals into work placement positions. The breakdown of placements facilitated by departments is as follows:

Department	No of placements agreed
DARD	48
DCAL	13
DE	2
DEL	10
DETI	2
DFP	29
DHSSPS	3
DOE	35
DOJ	13
DRD	11
DSD	20
OFMDFM	6
PPS	13
Total	208

Work experience placements for People with Disabilities

7.7 The NICS has made a commitment to work with external disability organisations to develop structured work placement programmes to make sure that people with disabilities can gain real work opportunities and experience within the NICS to improve their opportunities of securing future employment.

7.8 The NICS recognises that for people with disabilities, work placements can be the key to accessing the world of work from which they might otherwise be excluded. Therefore work experience and work placement are excellent interventions to provide opportunities for people with disabilities to gain experience and skills in work which may lead to employment in the future.

7.9 In January 2014, Resourcing Division introduced a pilot scheme aimed at facilitating around 12 placements specifically for those with a disability.

Applications were submitted to Corporate HR on behalf of individuals by a recognised disability organisation. The organisation was required to allocate an Employment Officer for each potential placement who was willing to provide appropriate support, guidance and assistance to the individual during their placement and also to staff directly working with the individual. 14 disability organisations were contacted to register their interest in the scheme, 10 confirmed interest and were keen to participate. 17 applications for placements were received from these organisations from which 12 placements were agreed. Of those applications that were not facilitated, 4 of these were due to applicants withdrawing prior to commencement and 1 which asked for a specialised placement for which the department in question had no resource to facilitate. The breakdown of placements agreed by departments is as follows:

Department	No of applications considered	No of placements agreed
DARD	2	1
DCAL	3	2
DE	0	0
DEL	1	1
DETI	1	0
DOE	2	1
DFP	3	2
DHSSPS	1	1
DOJ	3	1
DRD	1	1
DSD	1	0
OFMDFM	2	2
PPS	0	0
Total	20	12

Please note: some applications were considered by more than 1 department

- 7.10 The pilot scheme is now being evaluated and it is intended that the resultant recommendations will be agreed and implemented during 2015.

Research

- 7.11 Corporate HR commissioned research in 2013 on the causes of identified adverse impact in NICS recruitment competitions for first line managers focusing on the Executive Officer 2 competitions held in 2007 and 2011.
- 7.12 This independent review is now complete. The review concluded that, taken as a whole, neither competition adversely impacted any group. Further, it acknowledged and welcomed the measures the NICS has already put in place to minimise potential adverse impact including:

- Developing its own selection tests to avoid potential adverse impact;
- Reviewing and refreshing the NICS' competency framework to ensure this is up to date, relevant and well-defined as regards acceptable levels of behaviour/performance;
- Making reasonable adjustments for disabled candidates at each stage of the recruitment process; and
- Ensuring that candidates are provided with sufficient opportunity to practice prior to commencing psychometric testing.

7.13 The report provided 11 recommendations as to how the NICS might further mitigate potential adverse impact within selection and recruitment processes. The recommendations have been accepted, in whole or in part and are already being progressed by Corporate HR and NISRA HR Consultancy Services, working in partnership to follow best practice and to minimise the potential for adverse impact, in so far as possible, in recruitment and selection. The report and the department's response were published in 2014 on the DFP website and can be accessed through the following link;
<http://www.dfpni.gov.uk/study-on-identified-adverse-impact-in-nics-recruitment-competitions-for-first-line-managers>.

8. Improvements to Services and Other Developments

HRConnect

8.1 Corporate HR, with colleagues in Enterprise Shared Services, continued to work in partnership with HRConnect to ensure that policy and procedures are followed, an effective recruitment service is provided to all NICS departments and competition applicants are handled in a professional manner. Resourcing Division provided advice and guidance to HRConnect on NICS recruitment policy through regular engagement and continued to work together to learn lessons, reduce error levels and identify opportunities to improve the service.

Review of NICS Recruitment Website

8.2 In 2014, Corporate HR launched the modernised public facing website for recruitment to the NICS. The new site includes the following features:

- clear NICS branding;
- professional, modern image with improved graphics and social media integration;
- enhanced functionality to improve the overall user experience with improved, instinctive navigation throughout site;
- high visibility of job opportunities on the home page with direct access to relevant candidate information and the ability to sign up to receive email notifications of jobs on a weekly basis;
- promotional material on careers in the NICS, including staff profiles and guidance on how to apply for work experience opportunities;

- improved engagement with potential applicants with the inclusion of relevant news items and a designated area of the site for competition updates.

Recruitment Policy and Procedures Manual

8.3 During this reporting period, work has continued on a number of improvements to the Recruitment Policy and Procedures Manual. In September 2014, Version 14 of the manual was published on the NICS Recruitment website. Changes in this version included amendments made to reflect the improvements to recruitment and selection training courses and the introduction of declarations of any conflict of interest throughout all stages of recruitment competitions.

New NICS Competency Framework

8.4 The new Competency Framework was introduced from April 2014 and is being used in Performance Management for 2014/2015. It is already in operation for all Senior Civil Service competitions. Corporate HR has made a commitment that the new Competency Framework will underpin all recruitment competitions from 1st April 2015.

8.5 The new framework comprises of 10 competencies, clustered under 3 strategic themes – Setting Direction, Engaging People and Delivering Results.

NICS People Strategy (2013-2016)

8.6 The NICS People Strategy (2013-2016) launched in October 2013. Corporate HR presented a draft of the People Strategy to the Civil Service Commissioners prior to its launch. The Strategy sets out a number of commitments and actions over a three year period which will enable the NICS to deliver the Executive's priorities through motivated, committed and skilled people.

The People Strategy commitments focus on four key themes -

- Effective Leadership
- High Performance
- Improved Skills and Resourcing
- Enabled Workforce

8.7 The key commitments in relation to recruitment are to introduce new ideas to add greater pace into the recruitment process. This programme of work will include progressing key priorities identified in the scoping phase of the Strategic Review of Resourcing.

Strategic Review of Resourcing

8.8 As part of its on-going work programme to support strategic resourcing in NICS, Corporate HR initiated a strategic review of staff resourcing during 2012 and the initial scoping phase of this work was agreed in early 2013. The review identified

options for improving processes for filling positions through internal vacancy management and through external recruitment. Due to other priorities during 2013/14 this work was put on hold however work is now progressing on these options and will continue during 2015. Key conclusions and proposals may, in due course, have implications for recruitment. These will be the subject of discussions with the Civil Service Commissioners and will be reported on in our next annual report on recruitment.

- 8.9 During the year, positive engagement continued between Head of the Civil Service, departmental Permanent Secretaries, the Director of Corporate HR and the Civil Service Commissioners on a range of strategic recruitment related matters.

ANALYSIS OF NICS RECRUITMENT COMPETITIONS

1 January 2014 – 31 December 2014

March 2015



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Contents

	Page
Executive Summary.....	3
Section 1: Purpose of the report	5
Section 2: NICS recruitment competitions which closed for applications during 2014.....	7
Section 3: NICS Senior Civil Service recruitment competitions which closed for applications during 2014	29

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Executive Summary

Overview

- This report provides a high-level statistical summary, from an equality perspective, of the recruitment of staff to the Northern Ireland Civil Service (NICS). It provides analysis of applicants across various equality categories and compares the profile of appointees and applicants at different stages in recruitment competitions with what might be expected if the groups within each equality category (e.g. males and females) had been equal in terms of merit.
- In 2014, 71 NICS recruitment competitions were held¹, attracting 6,192 applications. By 1 February 2015, 104 appointments had been made. The only competition held which attracted a high volume of applicants was the Fast Stream Staff Officer competition. The volume of recruitment activity was lower than in any of the last three years.

Permanent NICS jobs

- There were 60 competitions for permanent NICS jobs, which attracted a total of 5,599 applications.
- By 1 February 2015, 61 appointments had been made from these competitions. Fewer than expected males and candidates with a Protestant/Not Determined community background were appointed. The number of appointees with no NICS experience was also a little lower than might have been expected. As regards age, a higher than expected number of appointees were aged 40-49. It should be noted that further appointments may be made from these competitions, which could change the profile of appointees.
- The proportion of applicants who were eligible (72.7%) was lower than in 2013.
- In relation to the first key selection stage (invitation to interview), the analysis shows that candidates aged 16-24 were a little less likely to be invited to interview. A few more current NICS employees than expected were successful at this stage - this was also true for candidates with no NICS experience.
- At the interview stage, the analysis shows that fewer than expected males and candidates with a 'Not Determined' community background passed the interview. There were no such imbalances across other equality categories.
- Of those candidates who passed the interview, the number of males offered appointment was slightly lower than expected. Differences across other equality categories were smaller.

Temporary NICS jobs

- There were 11 recruitment competitions for temporary NICS jobs. These competitions attracted 593 applications.
- By 1 February 2015, 43 appointments had been made from these competitions. Fewer males were appointed than might have been expected if the males and females had been equal in merit. It should be noted that further appointments may be made from these competitions, which could change the profile of appointees.
- The proportion of applicants who were eligible (65.4%) was lower than in 2013.
- Analysis of the interim stages of the competitions reveals that a few more males than expected were successful at the 'invitation to interview' stage, while females were more likely to pass the interview.

Senior Civil Service jobs

- There were 7 competitions for Senior Civil Service jobs, attracting 57 applications. By 1 February 2015, 4 appointments had been made from these competitions.
- In relation to the interim stages, the only finding of note was that current NICS employees were more likely to be deemed eligible for the competition.

¹ Had a closing date for applications between 1 January and 31 December 2014.

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1. Purpose of the report

The purpose of this report is to provide a high-level statistical summary, from an equality perspective, of the recruitment of staff to the Northern Ireland Civil Service (NICS). It provides analysis of applicants across various equality categories and compares the profile of appointees and of candidates remaining in the competitions at interim stages with what might be expected if the groups within each equality category (e.g. males and females) had been equal in merit.

Information is presented on those competitions which had a closing date for applications between 1 January 2014 and 31 December 2014.

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2. NICS recruitment competitions which closed for applications during 2014²

2.1 Applications

In 2014, there were 71 NICS recruitment competitions which closed for applications. The total number of applications received was 6,192.

2.1.1 Applications for permanent jobs

Of the 71 recruitment competitions which closed for applications during 2014, 60 were for permanent NICS jobs. These competitions attracted 5,599 applications. A profile of these applicants³ is presented in Table 1.

Almost three out of five applicants were male (57.2%), with females representing 42.8% of applicants. In terms of community background, over half of applicants were from Catholics (52.9%), while 40.4% of applications received were from Protestants and 6.7% of applications were from those whose community background was not determined. The proportion of applications from minority ethnic groups was 1.8% and the proportion of applicants who declared a disability was 3.5%. In terms of age, over half of applicants (55.4%) were aged 25-39, with 25.1% aged 16-24. The proportion of applicants aged 50 or over was 6.4%. In terms of sexual orientation, 96.4% of applicants stated their orientation was towards someone of a different sex, with 2.5% reporting orientation towards someone of the same sex and 1.1% reporting orientation towards both sexes. Around one in five applicants (18.6%) reported they were a current NICS employee, with 9.3% of applicants reporting that they had previously been an NICS employee and 72.1% reporting no NICS employment history.

It should be noted that the profile of applicants is dependent on the occupations for which jobs were advertised. A different set of competitions being launched could yield a different applicant profile.

The number of applicants for each of the various competitions analysed ranged from 1 to 2,704.

2.1.2 Applications for temporary jobs

Of the 71 NICS recruitment competitions analysed in this report, 11 were for temporary NICS jobs. These competitions attracted 593 applications. A profile of these applicants is presented in Table 2.

Around three out of five applications were from males (61.7%) with 38.3% from females. In terms of community background, similar proportions of applications received were from Protestants (44.4%) and Catholics (45.0%), while 10.6% were from applicants whose

² Competitions for which applications closed between 1 January 2014 and 31 December 2014 are included.

³ In this report, the terms 'applicants' and 'applications' are used more or less interchangeably. Thus someone who applies for, say, two competitions is counted as two applicants.

community background was not determined. The proportion of applications from minority ethnic groups was 2.0% and the proportion of applicants who declared a disability was 2.0%. In terms of age, almost three fifths of applicants (59.5%) were aged 16-24, with 30.4% aged 25-39. In the older age categories, 6.9% of applicants were aged 40-49 and 3.2% of applicants were aged 50 or over. In relation to sexual orientation, 96.8% of applicants stated their orientation was towards someone of a different sex, with 2.2% reporting orientation towards someone of the same sex and 1.0% reporting orientation towards both sexes. The proportion of applicants who reported they were a current NICS employee was 1.5%, while 2.1% reported that they had previously been an NICS employee and 96.4% reported no NICS employment history.

The number of applicants for each of the various competitions with a closing date in 2014 ranged from 2 to 224.

2.2 Analysis of appointments from the 2014 recruitment competitions

In analysing the outcomes of recruitment competitions, it is important to ensure that any comparison is made on a 'like with like' basis. For each competition, the profile of applicants has been used to calculate the composition of appointees that would have been expected if the groups of applicants within each equality category (e.g. males and females) had been equal in merit. These results were then added together to obtain the overall 'expected' compositions.

2.2.1 Appointments from competitions held in 2014 for permanent NICS jobs

By 1 February 2015, a total of 61 appointments had been made from 38 of the 60 competitions for permanent NICS jobs, while no appointments had been made from the remaining 22 competitions. Analysis of appointments from these 38 competitions reveals disparities between the actual number of appointees and the number expected if applicants within each category had been equal in merit across a number of equality groups. Details are shown in Table 3.

In terms of gender, more females (30 rather than 21) and fewer males (31 rather than 40) than expected were appointed. The analysis in terms of community background shows the number of Catholic appointees was a little higher than expected (38 rather than 31), while the number of appointees who were Protestant/Not Determined was lower than expected. In terms of age there were a few more appointees than expected in the 40-49 age category. The number of appointees with no NICS experience was a little lower than might have been expected (39 rather than 44); the converse was true for current NICS staff (15 appointed compared with 11 expected). It should be noted that further appointments may be made from these competitions, which could change the profile of appointees.

2.2.2 Appointments from competitions held in 2014 for temporary NICS jobs

By 1 February 2015, a total of 43 appointments had been made from 9 of the 11 competitions for temporary NICS jobs, while no appointments had been made from the remaining 2 competitions. Analysis in terms of gender shows that the number of males appointed was a little lower than expected (22 rather than 29). The community

background profile of appointees was broadly in line with what would be expected. In terms of age, the number of appointees in each group was in line with what would be expected. Details are shown in Table 4. It should be noted that further appointments may be made from these competitions, which could change the profile of appointees.

Table 1: Recruitment competitions for permanent NICS jobs with application closing date in 2014: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	5,599	
Gender⁴	Male	3,201	57.2%
	Female	2,393	42.8%
Community Background	Protestant	2,263	40.4%
	Catholic	2,962	52.9%
	Not Determined	374	6.7%
Ethnicity⁵	White	5,487	98.2%
	Minority Ethnic Groups	102	1.8%
Disability	With a declared disability	194	3.5%
	Without a declared disability	5,405	96.5%
Age-group⁶	16-24	1,402	25.1%
	25-39	3,100	55.4%
	40-49	736	13.2%
	50+	358	6.4%
Sexual Orientation⁷	Both sexes	62	1.1%
	Different sex	5,393	96.4%
	Same sex	141	2.5%
NICS employment history⁸	Current	562	18.6%
	Previous	280	9.3%
	None	2,180	72.1%

4 Gender information missing for 5 applicants.

5 Ethnicity data missing for 10 applicants.

6 Based on age at closing date for applications. Age information is missing or invalid for 3 applicants.

7 Sexual orientation information missing for 3 applicants.

8 NICS employment history missing for 2,577 applicants. For the Fast Stream Staff Officer competition, this information is collected after candidates have passed the online test stage and so is missing for 2,521 applicants. For other competitions, this information is missing for 56 applicants.

Table 2: Recruitment competitions for temporary NICS jobs with application closing date in 2014: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	593	
Gender	Male	366	61.7%
	Female	227	38.3%
Community Background	Protestant	263	44.4%
	Catholic	267	45.0%
	Not Determined	63	10.6%
Ethnicity	White	581	98.0%
	Minority Ethnic Groups	12	2.0%
Disability	With a declared disability	12	2.0%
	Without a declared disability	581	98.0%
Age-group⁹	16-24	353	59.5%
	25-39	180	30.4%
	40-49	41	6.9%
	50+	19	3.2%
Sexual Orientation¹⁰	Both sexes	6	1.0%
	Different sex	573	96.8%
	Same sex	13	2.2%
NICS employment history¹¹	Current	9	1.5%
	Previous	12	2.1%
	None	562	96.4%

⁹ Based on age at closing date for applications.

¹⁰ Sexual orientation information missing for 1 applicant.

¹¹ NICS employment history missing for 10 applicants.

Table 3: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected appointees¹²

Equality Category	Description	'Expected' Appointees (based on proportionate success of applicants) ¹³	Actual Appointees ¹⁴	Difference (Actual minus 'Expected')
Overall	Total	61	61	0
Gender	Male	40	31	-9
	Female	21	30	9
Community Background ¹⁵	Protestant/ Not Determined	30	23	-7
	Catholic	31	38	7
Ethnicity	White	59	#	#
	Minority Ethnic Groups	2	*	#
Disability	With a declared disability	1	0	-1
	Without a declared disability	60	61	1
Age-group ¹⁶	16-39	33	29	-4
	40-49	16	22	6
	50+	11	10	-1
Sexual Orientation ¹⁷	Both sexes/ same sex	1	*	#
	Different sex	60	#	#
NICS employment history ¹⁸	Current	11	15	4
	Previous	5	5	0
	None	44	39	-5

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

12 As of 1 February 2015. Based on proportionate success rates for each group of applicants.

13 Totals within an equality category may not sum to overall total due to rounding or an expected number of appointees with missing information within that category.

14 Further appointments may be made from these competitions, which may change the profile.

15 Protestant and Not Determined groups combined due to small numbers (<5) of appointees in the 'Not Determined' group.

16 Based on age at closing date for applications. The 16-24 and 25-39 categories were combined due to small numbers (<5) of appointees in the 16-24 age group.

17 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of appointees (<5) in these categories.

18 NICS employment history missing for 2 appointees.

Table 4: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected appointees¹⁹

Equality Category	Description	'Expected' Appointees (based on proportionate success of applicants)²⁰	Actual Appointees²¹	Difference (Actual minus 'Expected')
Overall	Total	43	43	0
Gender	Male	29	22	-7
	Female	14	21	7
Community Background²²	Protestant/Not Determined	23	21	-2
	Catholic	20	22	2
Ethnicity	White	42	#	#
	Minority Ethnic Groups	1	*	#
Disability	With a declared disability	1	*	#
	Without a declared disability	42	#	#
Age-group²³	16-24	31	31	0
	25+	12	12	0
Sexual Orientation²⁴	Both sexes/same sex	1	*	#
	Different sex	42	#	#
NICS employment history	Current	0	*	#
	Previous	1	*	#
	None	41	#	#

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

19 As of 1 February 2015. Based on proportionate success rates for each group of applicants.

20 Totals within an equality category may not sum to overall total due to rounding or an expected number of appointees with missing information within that category.

21 Further appointments may be made from these competitions, which may change the profile.

22 Protestant and Not Determined groups combined due to small numbers (<5) of appointees in the 'Not Determined' group.

23 Based on age at closing date for applications. The 25-39, 40-49 and 50+ categories were combined due to small numbers (<5) of appointees in the 40-49 and 50+ age groups.

24 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of appointees (<5) in these categories.

2.3 Analysis of interim stages of the 2014 recruitment competitions for permanent NICS jobs

2.3.1 Eligible applicants

Overall, 4,070 of the 5,599 applicants (72.7%) were deemed to be eligible for the competition for which they had applied. For each competition, the profile of applicants has been used to calculate the composition of eligible applicants that would have been expected if the groups of applicants within each equality category (e.g. males and females) had been equal in merit. These results were then added together to obtain the overall 'expected' compositions reported in Table 5.

In general, the analysis revealed relatively small differences between the actual and expected numbers of eligible applicants. The largest difference was in relation to NICS experience, with current and previous NICS employees having been more likely to meet the eligibility criteria. There were also fewer than expected eligible applicants from a 'Not Determined' community background, and fewer than expected eligible applicants aged 50 or over.

2.3.2 Applicants who withdrew prior to shortlisting

The shortlisting stage can take different forms, depending on the competition, e.g. paper sift, shortlisting test, etc or even a combination of these. Of the 4,070 eligible applicants, a total of 1,388 withdrew prior to shortlisting. The actual and expected numbers of applicants who withdrew prior to shortlisting (based on eligible applicants) are presented in Table 6.

The analysis shows that more female and more Catholics than expected withdrew from the competition at this stage. However a lower than expected number of candidates who had declared a disability withdrew. Fewer candidates who had no NICS experience withdrew prior to shortlisting.

2.3.3 Applicants invited to interview

Following shortlisting, 1,057 (or 38.7%) of the remaining 2,732 candidates were invited to interview.

The analysis presented in Table 7 shows that the profile of applicants invited to interview in terms of gender, community background, disability, ethnicity and sexual orientation was broadly in line with what would be expected if the groups within each equality category were equal in terms of merit. Candidates aged 16-24 were a little less likely to be invited to interview. A few more current NICS employees than expected were successful at this stage (257 rather than 244); this was also true for candidates with no NICS experience.

Table 5: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected eligible applicants²⁵

Equality Category	Description	'Expected' Eligible Applicants (based on proportionate success)²⁶	Actual Eligible Applicants	Difference (Actual minus 'Expected')
Overall	Total	4,070	4,070	0
Gender²⁷	Male	2,251	2,254	3
	Female	1,814	1,811	-3
Community Background	Protestant	1,697	1,708	11
	Catholic	2,133	2,133	0
	Not Determined	240	229	-11
Ethnicity²⁸	White	3,983	3,983	0
	Minority Ethnic Groups	78	78	0
Disability	With a declared disability	148	144	-4
	Without a declared disability	3,922	3,926	4
Age-group²⁹	16-24	1,204	1,184	-20
	25-39	2,243	2,258	15
	40-49	425	442	17
	50+	196	183	-13
Sexual Orientation³⁰	Both sexes	49	45	-4
	Different sex	3,908	3,912	4
	Same sex	111	112	1
NICS employment history³¹	Current	305	342	37
	Previous	130	141	11
	None	1,089	1,044	-45

25 As of 1 February 2015. Based on proportionate success rates for each group of applicants.

26 Totals within an equality category may not sum to overall total due to rounding or an expected number of eligible applicants with missing information within that category.

27 Gender data missing for 5 eligible applicants.

28 Ethnicity data missing for 9 eligible applicants.

29 Based on age at closing date for applications. Age information is missing or invalid for 3 eligible applicants.

30 Sexual orientation information missing for 1 eligible applicant.

31 NICS employment history missing for 2,543 eligible applicants.

Table 6: Recruitment competitions for NICS permanent jobs with application closing date in 2014: comparison of actual and expected applicants who withdrew prior to shortlisting³²

Equality Category	Description	'Expected' Applicants withdrawn prior to shortlisting (based on proportionate withdrawal)³³	Actual Applicants withdrawn prior to shortlisting	Difference (Actual minus 'Expected')
Overall	Total	1,338	1,338	0
Gender³⁴	Male	622	588	-34
	Female	713	747	34
Community Background	Protestant	563	520	-43
	Catholic	715	755	40
	Not Determined	61	63	2
Ethnicity³⁵	White	1,307	1,306	-1
	Minority Ethnic Groups	27	27	0
Disability	With a declared disability	58	21	-37
	Without a declared disability	1,280	1,317	37
Age-group³⁶	16-24	483	484	1
	25-39	751	758	7
	40-49	85	78	-7
	50+	18	18	0
Sexual Orientation	Both sexes	20	23	3
	Different sex	1,273	1,265	-8
	Same sex	46	50	4
NICS employment history³⁷	Current	24	*	#
	Previous	4	*	#
	None	79	12	-67

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

32 As of 1 February 2015. Based on proportionate withdrawal rates for each group of eligible applicants.

33 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who withdrew prior to shortlisting with missing information within that category.

34 Gender data missing for 3 applicants who withdrew prior to shortlisting.

35 Ethnicity data missing for 5 applicants who withdrew prior to shortlisting.

36 Based on age at closing date for applications.

37 NICS employment history missing for 1,320 applicants who withdrew prior to shortlisting.

Table 7: Recruitment competitions for NICS permanent jobs with application closing date in 2014: comparison of actual and expected applicants invited to interview³⁸

Equality Category	Description	'Expected' Applicants invited to interview (based on proportionate success)³⁹	Actual Applicants invited to interview	Difference (Actual minus 'Expected')
Overall	Total	1,057	1,057	0
Gender⁴⁰	Male	741	736	-5
	Female	316	320	4
Community Background	Protestant	433	427	-6
	Catholic	541	546	5
	Not Determined	83	84	1
Ethnicity⁴¹	White	1,038	1,039	1
	Minority Ethnic Groups	19	17	-2
Disability	With a declared disability	24	25	1
	Without a declared disability	1,033	1,032	-1
Age-group⁴²	16-24	143	136	-7
	25-39	573	584	11
	40-49	223	219	-4
	50+	116	115	-1
Sexual Orientation⁴³	Both sexes/ same sex	18	19	1
	Different sex	1,038	1,037	-1
NICS employment history⁴⁴	Current	244	257	13
	Previous	98	93	-5
	None	670	696	26

38 As of 1 February 2015. Based on proportionate success rates for each group of applicants available for shortlisting.

39 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants available for shortlisting with missing information within that category.

40 Gender data missing for 1 applicant invited to interview.

41 Ethnicity data missing for 1 applicant invited to interview.

42 Based on age at closing date for applications. Age information is missing or invalid for 3 applicants invited to interview.

43 The 'Both sexes' and 'Same sex' categories were combined due to small numbers (<5) in the 'Both sexes' category. Sexual orientation information missing for 1 applicant invited to interview.

44 NICS employment history missing for 11 applicants invited to interview.

2.3.4 Applicants who attended interview

The profile of candidates who attended interview is compared with the expected profile, based on those candidates who were invited to interview, in Table 8. Of the 1,057 candidates invited to interview, 710 (or 67.2%) attended interview.

Some small differences between the actual and expected numbers of applicants attending interview were observed, but the analysis reveals no noteworthy imbalances relating to this stage.

2.3.5 Applicants who passed interview

A total of 427 candidates out of the 710 who attended interview (60.1%) passed the interview. In Table 9, the profile of candidates who passed the interview (and who may or may not have been offered a job) is presented alongside the profile that would be expected if each group who attended interview were equal in merit.

The analysis shows that slightly more females than expected passed the interview (127 rather than 121). Fewer than expected candidates whose community background was 'Not Determined' passed the interview, while a few more Protestants than expected passed the interview.

2.3.6 Applicants offered appointment

By 1 February 2015, a total of 70 out of the 427 applicants (16.4%) who passed the interview had been offered a job. A profile of those candidates who had been offered a job is presented in Table 10 and compared with the expected profile, based on the profile of the candidates who passed the interview.

The analysis shows that slightly fewer males and more females than expected were offered appointment.

2.3.7 Appointed candidates.

Of the 70 applicants offered appointment, 61 had started in post by 1 February 2015. A profile of these appointees is compared with the expected profile, if appointments were in line with those offered appointment, in Table 11.

The analysis shows the profile of appointees across all equality categories was very similar to the expected profile.

Table 8: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected applicants who attended interview⁴⁵

Equality Category	Description	'Expected' Applicants who attended interview (based on proportionate attendance)⁴⁶	Actual Applicants who attended interview	Difference (Actual minus 'Expected')
Overall	Total	710	710	0
Gender	Male	511	514	3
	Female	199	196	-3
Community Background	Protestant	286	290	4
	Catholic	368	364	-4
	Not Determined	56	56	0
Ethnicity	White	697	697	0
	Minority Ethnic Groups	13	13	0
Disability	With a declared disability	13	10	-3
	Without a declared disability	697	700	3
Age-group⁴⁷	16-24	72	76	4
	25-39	371	364	-7
	40-49	170	172	2
	50+	97	97	0
Sexual Orientation⁴⁸	Both sexes/ same sex	13	12	-1
	Different sex	696	697	1
NICS employment history⁴⁹	Current	134	135	1
	Previous	58	58	0
	None	509	506	-3

45As of 1 February 2015. Based on proportionate attendance rates for each group of applicants invited to interview.

46 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who attended interview with missing information within that category.

47 Based on age at closing date for applications. Age information is missing or invalid for 1 applicant who attended interview.

48 The 'Both sexes' and 'Same sex' categories were combined due to small numbers (<5) in the 'Both sexes' category. Sexual orientation information missing for 1 applicant who attended interview.

49 NICS employment history missing for 11 applicants who attended interview.

Table 9: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected applicants who passed interview⁵⁰

Equality Category	Description	‘Expected’ Applicants who passed interview (based on proportionate success)⁵¹	Actual Applicants who passed interview	Difference (Actual minus ‘Expected’)
Overall	Total	427	427	0
Gender	Male	306	300	-6
	Female	121	127	6
Community Background	Protestant	175	182	7
	Catholic	218	220	2
	Not Determined	34	25	-9
Ethnicity	White	419	421	2
	Minority Ethnic Groups	8	6	-2
Disability	With a declared disability	7	6	-1
	Without a declared disability	420	421	1
Age-group⁵²	16-24	42	39	-3
	25-39	217	219	2
	40-49	104	107	3
	50+	64	61	-3
Sexual Orientation⁵³	Both sexes/ same sex	6	5	-1
	Different sex	420	421	1
NICS employment history⁵⁴	Current	79	79	0
	Previous	34	35	1
	None	306	307	1

50 As of 1 February 2015. Based on proportionate success rates for each group of applicants who attended interview.

51 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who passed interview with missing information within that category.

52 Based on age at closing date for applications. Age information is missing or invalid for 1 applicant who passed the interview.

53 The ‘Both sexes’ and ‘Same sex’ categories were combined due to small numbers (<5) in these categories. Sexual orientation information missing for 1 applicant who passed the interview.

54 NICS employment history missing for 6 applicants who passed the interview.

Table 10: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected applicants offered appointment⁵⁵

Equality Category	Description	'Expected' Applicants offered appointment (based on proportionate success)⁵⁶	Actual Applicants offered appointment	Difference (Actual minus 'Expected')
Overall	Total	70	70	0
Gender	Male	43	37	-6
	Female	27	33	6
Community Background⁵⁷	Protestant/ Not Determined	31	28	-3
	Catholic	39	42	3
Ethnicity	White	69	#	#
	Minority Ethnic Groups	1	*	#
Disability	With a declared disability	2	*	#
	Without a declared disability	68	#	#
Age-group⁵⁸	16-24	4	6	2
	25-39	33	30	-3
	40-49	19	22	3
	50+	13	12	-1
Sexual Orientation⁵⁹	Both sexes/ same sex	1	*	#
	Different sex	69	#	#
NICS employment history⁶⁰	Current	14	15	1
	Previous	6	5	-1
	None	49	48	-1

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

55 As of 1 February 2015. Based on proportionate success rates for each group of applicants who passed the interview.

56 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants offered appointment with missing information within that category.

57 Protestant and Not Determined groups combined due to small numbers (<5) of applicants offered appointment in the 'Not Determined' group.

58 Based on age at closing date for applications.

59 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of applicants offered appointment (<5) in these categories.

60 NICS employment history missing for 2 applicants offered appointment.

Table 11: Recruitment competitions for permanent NICS jobs with application closing date in 2014: comparison of actual and expected appointees⁶¹

Equality Category	Description	'Expected' Appointees (based on proportionate success)⁶²	Actual Appointees⁶³	Difference (Actual minus 'Expected')
Overall	Total	61	61	0
Gender	Male	32	31	-1
	Female	29	30	1
Community Background⁶⁴	Protestant/ Not Determined	23	23	1
	Catholic	39	38	-1
Ethnicity	White	60	#	#
	Minority Ethnic Groups	2	*	#
Disability	With a declared disability	0	*	#
	Without a declared disability	61	#	#
Age-group⁶⁵	16-39	30	29	-1
	40-49	21	22	2
	50+	11	10	-1
Sexual Orientation⁶⁶	Both sexes/ same sex	2	*	#
	Different sex	60	#	#
NICS employment history⁶⁷	Current	15	15	1
	Previous	5	5	1
	None	40	39	-1

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

61 As of 1 February 2015. Based on proportionate success rates for each group of applicants offered appointment

62 Totals within an equality category may not sum to overall total due to rounding or an expected number of appointees with missing information within that category.

63 Further appointments may be made from these competitions, which may change the profile.

64 Protestant and Not Determined groups combined due to small numbers (<5) of appointees in the 'Not Determined' group.

65 Based on age at closing date for applications. The 16-24 and 25-39 categories were combined due to small numbers (<5) of appointees in the 16-24 age group.

66 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of appointees (<5) in these categories.

67 NICS employment history missing for 2 appointees.

2.4 Analysis of interim stages of the 2014 recruitment competitions for temporary NICS jobs

2.4.1 Eligible applicants

Overall, 388 of the 593 applicants (65.4%) were deemed eligible for the competition for which they had applied.

In Table 12, the profile of eligible applicants is compared with the profile that might be expected if the groups of applicants with each equality category had been equal in merit. The number of Catholics who were eligible was higher than expected (191 rather than 180). The analysis also shows that candidates aged 16-24 were more likely to be eligible than older candidates.

2.4.2 Applicants who withdrew prior to shortlisting

None of the 388 eligible applicants withdrew prior to the shortlisting stage.

2.4.3 Applicants invited to interview

Following any shortlisting that may have taken place, 357 (92.0%) of the 388 eligible applicants were invited to interview.

The analysis presented in Table 13 shows that a few more males than expected were invited to interview (240 rather than 234).

2.4.4 Applicants who attended interview

In Table 14, the profile of the 264 candidates who attended interview is compared with the expected profile, based on those candidates who were invited to interview. The analysis shows that in terms of community background, fewer Protestants and more 'Not Determined' applicants than expected attended interview.

Table 12: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected eligible applicants⁶⁸

Equality Category	Description	'Expected' Eligible Applicants (based on proportionate success) ⁶⁹	Actual Eligible Applicants	Difference (Actual minus 'Expected')
Overall	Total	388	388	0
Gender	Male	241	244	3
	Female	147	144	-3
Community Background	Protestant	167	162	-5
	Catholic	180	191	11
	Not Determined	41	35	-6
Ethnicity	White	380	381	1
	Minority Ethnic Groups	8	7	-1
Disability	With a declared disability	7	6	-1
	Without a declared disability	381	382	1
Age-group⁷⁰	16-24	259	270	11
	25-39	98	90	-8
	40-49	22	20	-2
	50+	9	8	-1
Sexual Orientation⁷¹	Both sexes/ same sex	12	13	1
	Different sex	375	375	0
NICS employment history⁷²	Current	6	6	0
	Previous	8	7	-1
	None	370	372	2

68 As of 1 February 2015. Based on proportionate success rates for each group of applicants.

69 Totals within an equality category may not sum to overall total due to rounding or an expected number of eligible applicants with missing information within that category.

70 Based on age at closing date for applications.

71 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of eligible applicants (<5) in the 'Both sexes' category.

72 NICS employment history missing for 3 eligible applicants.

Table 13: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected applicants invited to interview⁷³

Equality Category	Description	‘Expected’ Applicants invited to interview (based on proportionate success)⁷⁴	Actual Applicants invited to interview	Difference (Actual minus ‘Expected’)
Overall	Total	357	357	0
Gender	Male	234	240	6
	Female	123	117	-6
Community Background	Protestant	147	144	-3
	Catholic	177	179	2
	Not Determined	33	34	1
Ethnicity	White	350	350	0
	Minority Ethnic Groups	7	7	0
Disability	With a declared disability	6	6	0
	Without a declared disability	351	351	0
Age-group⁷⁵	16-24	261	259	-2
	25-39	71	70	-1
	40-49	18	20	2
	50+	8	8	0
Sexual Orientation⁷⁶	Both sexes/ same sex	12	11	-1
	Different sex	345	346	1
NICS employment history⁷⁷	Current	4	6	2
	Previous	5	7	2
	None	345	341	-4

73 As of 1 February 2015. Based on proportionate success rates for each group of applicants available for shortlisting.

74 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants invited to interview with missing information within that category.

75 Based on age at closing date for applications.

76 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of applicants invited to interview (<5) in the 'Both sexes' category.

77 NICS employment history missing for 3 applicants invited to interview.

Table 14: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected applicants who attended interview⁷⁸

Equality Category	Description	‘Expected’ Applicants who attended interview (based on proportionate attendance)⁷⁹	Actual Applicants who attended interview	Difference (Actual minus ‘Expected’)
Overall	Total	264	264	0
Gender	Male	179	183	4
	Female	85	81	-4
Community Background	Protestant	106	101	-5
	Catholic	134	134	0
	Not Determined	24	29	5
Ethnicity	White	259	257	-2
	Minority Ethnic Groups	5	7	2
Disability	With a declared disability	4	6	2
	Without a declared disability	260	258	-2
Age-group⁸⁰	16-24	180	177	-3
	25-39	58	59	1
	40-49	18	20	2
	50+	8	8	0
Sexual Orientation⁸¹	Both sexes/ same sex	8	8	0
	Different sex	256	256	0
NICS employment history⁸²	Current	5	5	0
	Previous	5	6	1
	None	251	250	-1

78 As of 1 February 2015. Based on proportionate attendance rates for each group of applicants invited to interview.

79 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who attended interview with missing information within that category.

80 Based on age at closing date for applications.

81 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of applicants who attended interview (<5) in the 'Both sexes' category.

82 NICS employment history missing for 3 applicants who attended interview.

2.4.5 Applicants who passed interview

Of the 264 candidates who attended interview, 168 candidates (63.6%) passed the interview. In Table 15, the profile of candidates who passed the interview (and who may or may not have been offered a job) is presented alongside the profile that would be expected if each group who attended interview were equal in merit.

The analysis shows that females were more likely to pass the interview.

2.4.6 Applicants offered appointment

By 1 February 2015, a total of 44 out of the 168 applicants who passed the interview had been offered a job (26.2%). A profile of these candidates is presented in Table 16 and compared with the profile that would be expected if candidates in each group who passed the interview were equal in merit.

Any observed differences between the numbers offered appointment and the expected number were relatively small.

2.4.7 Appointed candidates.

By 1 February 2015, 43 of the 44 applicants offered appointment had been appointed. No analysis is presented.

Table 15: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected applicants who passed interview⁸³

Equality Category	Description	'Expected' Applicants who passed interview (based on proportionate success) ⁸⁴	Actual Applicants who passed interview	Difference (Actual minus 'Expected')
Overall	Total	168	168	0
Gender	Male	119	114	-5
	Female	49	54	5
Community Background	Protestant	63	60	-3
	Catholic	88	90	2
	Not Determined	18	18	0
Ethnicity	White	164	#	#
	Minority Ethnic Groups	4	*	#
Disability	With a declared disability	3	*	#
	Without a declared disability	165	#	#
Age-group⁸⁵	16-24	102	98	-4
	25-39	41	44	3
	40-49	18	18	0
	50+	8	8	0
Sexual Orientation⁸⁶	Both sexes/ same sex	5	6	1
	Different sex	163	162	-1
NICS employment history⁸⁷	Current	3	*	#
	Previous	4	*	#
	None	158	158	0

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

83 As of 1 February 2015. Based on proportionate success rates for each group of applicants who attended interview.
84 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who passed interview with missing information within that category.

85 Based on age at closing date for applications.

86 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of applicants who passed the interview (<5) in these categories.

87 NICS employment history missing for 2 applicants who passed the interview.

Table 16: Recruitment competitions for temporary NICS jobs with application closing date in 2014: comparison of actual and expected applicants offered appointment⁸⁸

Equality Category	Description	'Expected' Applicants offered appointment (based on proportionate success) ⁸⁹	Actual Applicants offered appointment	Difference (Actual minus 'Expected')
Overall	Total	44	44	0
Gender	Male	27	23	-4
	Female	17	21	4
Community Background⁹⁰	Protestant/ Not Determined	22	22	0
	Catholic	22	22	0
Ethnicity	White	43	#	#
	Minority Ethnic Groups	1	*	#
Disability	With a declared disability	1	*	#
	Without a declared disability	43	#	#
Age-group⁹¹	16-24	31	32	1
	25+	13	12	-1
Sexual Orientation⁹²	Both sexes/ same sex	2	*	#
	Different sex	42	#	#
NICS employment history	Current	1	*	#
	Previous	1	*	#
	None	41	#	#

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

88 As of 1 February 2015. Based on proportionate success rates for each group of applicants who passed the interview.

89 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants offered appointment with missing information within that category.

90 Protestant and Not Determined groups combined due to small numbers (<5) of applicants offered appointment in the 'Not Determined' group.

91 Based on age at closing date for applications. The 25-39, 40-49 and 50+ categories were combined due to small numbers (<5) of applicants offered appointment in the 40-49 and 50+ age groups.

92 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of applicants offered appointment (<5) in these categories.

3. NICS Senior Civil Service recruitment competitions which closed for applications during 2014⁹³

3.1 Applications

A total of 7 Senior Civil Service competitions were held, which had a closing date for applications in 2014. The total number of applications received was 57. A profile of the applicants is presented in Table 17.

Around two thirds of applications were from males (64.9%) and one third (35.1%) from females. In terms of community background, there were similar proportions Protestants (40.4%) and Catholics (36.8%), with a further 22.8% not determined. The proportion of candidates from a minority ethnic background was 14.0%, largely accounted for by applicants for the post of Director of the Northern Ireland Bureau in China. Two thirds of applicants (66.7%) were aged 50 or over at the closing date for applications, with 22.8% aged 40-49 and 10.5% aged under 40. One in two candidates (49.1%) reported that they were a current NICS employee, with 41.8% reporting no NICS employment history.

It should be noted that the profile of applicants may vary in accordance with the post advertised. A different set of competitions being launched could yield a different applicant profile.

3.2 Appointments

By 1 February 2015, a total of 4 candidates had been appointed from 4 competitions, while no appointments had been made from the other 3 competitions. Given the small number of appointments, no analysis is presented. Two males and two females were appointed, in line with what would be expected given the applicant profile of the competitions which made appointments. It should be noted that further appointments may be made from these competitions, which could change the profile of appointees.

⁹³ Competitions for which applications closed between 1 January 2014 and 31 December 2014 are included.

Table 17: Recruitment competitions for permanent NICS Senior Civil Service jobs with application closing date in 2014: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	57	
Gender	Male	37	64.9%
	Female	20	35.1%
Community Background	Protestant	23	40.4%
	Catholic	21	36.8%
	Not Determined	13	22.8%
Ethnicity	White	49	86.0%
	Minority Ethnic Groups	8	14.0%
Disability	With a declared disability	*	#
	Without a declared disability	#	#
Age-group⁹⁴	16-39	6	10.5%
	40-49	13	22.8%
	50+	38	66.7%
Sexual Orientation⁹⁵	Both sexes	*	#
	Different sex	#	#
	Same sex	*	#
NICS employment history⁹⁶	Current	27	49.1%
	Previous	5	9.1%
	None	23	41.8%

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

94 Based on age at closing date for applications. Due to a small number of applicants in the 16-24 age category (<5), the 16-24 and 25-39 groups were combined.

95 Sexual orientation information missing for 1 applicant.

96 NICS employment history missing for 2 applicants.

3.3 Analysis of key interim stages of the 2014 recruitment competitions for NICS Senior Civil Service jobs

3.3.1 Eligible applicants

Overall, 33 of the 57 applicants (57.9%) were deemed eligible for the competition for which they had applied.

In Table 18, the profile of eligible applicants is compared with the profile that might be expected if the groups of applicants with each equality category had been equal in merit. The most noteworthy finding from the analysis is that current NICS employees were more likely to meet the eligibility criteria.

3.3.3 Applicants who passed interview

A total of 19 candidates out of the 31 who attended interview (61.3%) passed the interview. In Table 19, the profile of candidates who passed the interview (and who may or may not have been offered a job) is presented alongside the profile that would be expected if each group who attended interview were equal in merit.

For the groups within each equality category, the number who passed the interview was only one or two different from what would be expected if the groups were equal in merit.

Table 18: Recruitment competitions for NICS Senior Civil Service jobs with application closing date in 2014: comparison of actual and expected eligible applicants⁹⁷

Equality Category	Description	‘Expected’ Eligible Applicants (based on proportionate success) ⁹⁸	Actual Eligible Applicants	Difference (Actual minus ‘Expected’)
Overall	Total	33	33	0
Gender	Male	20	19	-1
	Female	13	14	1
Community Background	Protestant	15	15	0
	Catholic	11	13	2
	Not Determined	7	5	-2
Ethnicity	White	30	#	#
	Minority Ethnic Groups	3	*	#
Disability	With a declared disability	3	*	#
	Without a declared disability	30	#	#
Age-group⁹⁹	16-49	7	6	-1
	50+	26	27	1
Sexual Orientation¹⁰⁰	Both sexes/same sex	0	*	#
	Different sex	32	#	#
NICS employment history¹⁰¹	Current	19	24	5
	Previous	2	*	#
	None	11	*	#

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

97 As of 1 February 2015. Based on proportionate success rates for each group of applicants.

98 Totals within an equality category may not sum to overall total due to rounding or an expected number of eligible applicants with missing information within that category.

99 Based on age at closing date for applications. The 16-24, 25-39 and 40-49 categories were combined due to small numbers (<5) of eligible applicants in the 16-24 and 25-39 age groups.

100 The 'Both sexes' and 'Same sex' categories were combined due to small numbers of eligible applicants (<5) in these categories. Sexual orientation missing for 1 eligible applicant.

101 NICS employment history missing for 2 eligible applicants.

Table 19: Recruitment competitions for NICS Senior Civil Service jobs with application closing date in 2014: comparison of actual and expected applicants who passed interview¹⁰²

Equality Category	Description	'Expected' Applicants who passed interview (based on proportionate success) ¹⁰³	Actual Applicants who passed interview	Difference (Actual minus 'Expected')
Overall	Total	19	19	0
Gender	Male	12	14	2
	Female	7	5	-2
Community Background	Protestant	10	9	-1
	Catholic/Not Determined	9	10	1
Ethnicity	White	19	#	#
	Minority Ethnic Groups	0	*	#
Disability	With a declared disability	3	*	#
	Without a declared disability	16	#	#
Age-group ¹⁰⁴	16-49	2	*	#
	50+	17	#	#
Sexual Orientation ¹⁰⁵	Both sexes/same sex	0	*	#
	Different sex	18	#	#
NICS employment history ¹⁰⁶	Current	15	#	#
	Previous	1	*	#
	None	2	*	#

Number has been suppressed, to avoid disclosing another number that is too small to publish.

* Number of cases too small to publish (i.e. below 5).

102 As of 1 February 2015. Based on proportionate success rates for each group of applicants who attended interview.

103 Totals within an equality category may not sum to overall total due to rounding or an expected number of applicants who passed interview with missing information within that category.

104 Based on age at closing date for applications.

105 The 'Both sexes' and 'Same sex' categories were combined due to small numbers (<5) who passed the interview in the 'Both sexes' category. Sexual orientation information missing for 1 applicant who passed the interview.

106 NICS employment history missing for 2 applicants who passed the interview.

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APPENDIX 2

Competitions with a closing date for applications in 2014

Plant Operators – Industrial Specialist A Grade 2
Support Grade Band 2 (Part-time)
Industrial Supervisor Grade I
West Industrial Road Worker 2
Agricultural Economist
Equine Lecturer / Technologist – Inspector Grade IV/III (Part-time)
Deputy Chief Veterinary Officer (DCVO) – Unified Grade 5
Principal, Professional and Technical Officer (PPTO) - Electrical Engineer
Chief Planner
Mechanical Engineer – Building Services
Senior Employment Medical Adviser – Part-time (Grade 5)
SPTO Construction Procurement Policy Advisor
Higher Professional & Technical Officer (HPTO), Conservation Architect
Field Monument Warden
Curatorial F
Curatorial Grade E – Architectural Historian
ICT Solutions Architects (ICT Level 6)
Head of Business Consultancy Services (Grade 6)
South East Inland Fisheries Industrial Grade F
Economist - 51 Week Student Placement
Senior Professional Legal Officer
Programme Director – Unified Grade 5 Northern Ireland Food Animal Information System (NIFAIS)
ICT Placement Students
Forest Service – Industrial Placement Student
Head of Communications
Sandwich Course Students – Quantity Surveying
Vehicle Examiner (Technical Grade 1)
Meat Inspector
Graphic Design Unit - 51 Week Sandwich Course Student
Head of Internal Audit – Grade 7
Statistics Placement Students
Mapping and Charting Officer – Photogrammetry and Remote Sensing
Principal Consultant, Business Consultancy Service (Grade 7)
Internal Auditor – Staff Officer
Transport Planner/Modeller (SPTO)
Agricultural Economist
Land-based Engineering and Technology Instructor - Inspector Group 2
Medical Officer (Grade 6) – Occupational Health Service
Engineering Craftsperson
YJA Custodial Services Qualified Careworker|181285
YJA Custodial Services Unqualified Careworker|183188
Strangford Ferry Purser
Valuation HQ District Valuer|154858

Analysis of NICS Recruitment Competitions 1 January 2014 – 31 December 2014

Civil Engineering Placement Student|156379
Inspector of Special Education (Unified Grade 6)
Inspector of Hospitality, Catering and Home Economics (Unified Grade 6)
Inspector of Modern Languages (Irish and French or German or Spanish) at Post-Primary Level (Unified Grade 6)
Student Support Officer
Chief Dental Officer
Senior Principal Pharmaceutical Officer – Grade 6 (Pharmacy and Medicines Policy)
Nursing Officer – Workforce, Regulation and Education
Structural Engineer – Senior Professional and Technical Officer (SPTO)
Allied Health Professions Officer
Inspector of Post-Primary (Fixed Term appointment or Secondment)
Mechanical Engineering Assistant – Higher Professional and Technical Officer (HPTO)
Inspector of English
Agriculturalist, Agriculture Inspector Grade IV/III
Electrical Engineer Support Grade – Technical Grade 1
Graduate Trainee Civil Engineer
Architectural Assistant – Professional Technical Officer (PTO)
Inspector of the Arts (Unified Grade 6)
Inspector of Primary Education (Unified Grade 6)
Higher Scientific Officer – Court Reporting Officer – Road Traffic Collisions
Deputy Chief Nursing Officer (Grade 6) Nursing, Midwifery and Allied Health Professions Directorate
Permanent Secretary (DRD)
Mapping and Charting Officer
Inspector of Special Education (Unified Grade 6)
ICT Solution Architects (ICT Level 6)
Director of the Northern Ireland Bureau in China (Grade 5)
Movanager Fish Farm Industrial Grade F
Fast Stream Staff Officer