

RECRUITMENT TO THE NORTHERN IRELAND CIVIL SERVICE

ANNUAL REPORT 2011

MAY 2012



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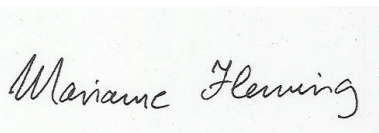
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FOREWORD

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 2011. The report provides a summary on recruitment activity in the NICS Departments during the period 1 January 2011 to 31 December 2011 and includes summary data on and an analysis of recruitment provided by the Northern Ireland Research and Statistics 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, in compliance with the Code of Practice for Official Statistics.

Measures implemented in 2010 to manage surplus staff in the NICS, which included a temporary embargo on recruitment and promotion to administrative general service grades, continued during the first half of 2011. The measures proved effective in reducing the number of staff, so avoiding the need for redundancy, and ensuring that staff numbers were managed in line with departments' efficiency targets and budgets. As a result, the embargo on recruitment to the general service grades was removed from July 2011. During 2011 the NICS continued to recruit and appoint staff to professional and specialist grades which were not affected by the embargo.

A handwritten signature in black ink that reads "Marianne Fleming". The signature is written in a cursive style and is positioned above the printed name and title.

**Head of Resourcing Division
Corporate HR**

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. During the year the Civil Service Commissioners referred to Corporate HR Resourcing Division a small number of complaints they had received from job applicants. In all such cases the issues raised through the Commissioners were investigated and the outcome reported to the Commissioners.

2. Recruitment Activity

2.1 HRConnect provides the service to the NICS through which staff were recruited and appointed to departments during the period 1 January 2011 to 31 December 2011. The only exception was the recruitment of 6 Fast Stream Staff Officers who were appointed through the Cabinet Office's Fast Stream Scheme. Recruitment by the Cabinet Office 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 2011 to 31 December 2011, 60 recruitment competitions for permanent NICS jobs were held. The total number of valid applications received was 14,143. By 1 May 2012, a total of 226 appointments had been made from 46 of these competitions, while no appointments had yet been made from the remaining 14 competitions.
- 2.3 Over the period 1 January 2011 to 31 December 2011, 5 recruitment competitions for temporary or fixed-term NICS jobs were held. The total number of valid applications received was 154. By 1 May 2012, a total of 33 appointments had been made from 4 of these competitions while no appointments had been made from the remaining competition.
- 2.4 An overview of all recruitment during 2011 is provided in the Analysis of NICS Recruitment Competitions 1 January 2011- 31 December 2011, which is appended to this report. This provides analysis of applicants, categorised by various equality groups, at key stages in the recruitment competition 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 merit. The analysis indicates that the profile of appointees was broadly similar to what would be expected. It should be noted that the applicants profile is dependent on the occupations for which jobs were advertised. A different set of competitions could result in a different applicants profile. A list of competitions with a closing date between 1 January 2011 and 31 December 2011 is included in the appendix to this report.

3.0 Corporate Recruitment Competitions

- 3.1 The temporary embargo on recruitment to the Administrative Assistant, Administrative Officer and Executive Officer 2 grades introduced in February 2010 was removed in July 2011. There was no requirement to initiate new corporate recruitment competitions for Administrative Assistant and Administrative Officer staff in 2011 as the NICS extended the duration of previous competitions and the existing merit lists of candidates who could be appointed to fill vacant posts at these grades.

Executive Officer 2

- 3.2 When the embargo was lifted there was no extant Executive Officer 2 (EO2) recruitment competition or merit list to provide a ready supply of candidates who could be appointed to fill departments' vacancies at this grade. In view of departments' demand for EO2 staff, the NICS Strategic Resourcing Board agreed proposals to initiate a corporate recruitment competition. Decisions on the competition were informed by, amongst other things, an analysis of the 2007 EO 2 recruitment exercise and by an equality review of existing staff. It was agreed that the new 2011 EO2 competition would involve positive action advertising, welcoming applications from under-represented groups. Other action undertaken included issuing posters and flyers to all minority groups and community resource centres to raise awareness of the recruitment opportunity.
- 3.3 The EO2 competition was advertised from 26 September 2011 and closed for applications on 7 October 2011. The very high volume of applications received and the good calibre of many of the applicants were extremely positive factors. The competition provided an opportunity to introduce modern assessment tools with the use, for the first time in corporate competitions, of on-line aptitude testing. It is anticipated that appointments from this competition will be made from April 2012 and that the competition will expire on the 1 March 2014. During 2012 NISRA plans to conduct full analyses of both the 2007 and 2011 EO2 competitions which will inform decisions on future recruitment exercises.

NI Fast Stream Scheme

- 3.4 During 2011 the NICS appointed 6 Fast Stream Staff Officers from the 2010 Cabinet Office Fast Stream Scheme. The 2011 Fast Stream competition closed for applications on 30 November 2011 and it is intended to appoint up to 12 Fast Stream candidates from this exercise during 2012. The recruitment figures provided in NISRA's publication 'Analysis of Recruitment Competitions 1 January 2011 – 31 December 2011' contains data on the applications for the 2011 Fast Stream competition.

3.5 Arrangements are being put in place to evaluate 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. Evaluation will include a longitudinal study conducted by NISRA.

4. Departmental Recruitment under Regulation 3

4.1 Regulation 3 of the Commissioners' General Regulations 2005 permits appointments to be made in particular circumstances other than in accordance with the merit principle. Individual departments provided assurance to Corporate HR that appointments made 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 to December 2011 are summarised below:

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

Department/Agency	Numbers
Department of Health, Social Services and Public Safety	4
Office of the First Minister and Deputy First Minister	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:

None

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

None

Reg 3. (e) – appointments made under Government initiatives / programmes:

Department/Agency	Numbers
Department of Culture, Arts and Leisure	1

Reg 3. (f) - Where the person has previously held a situation in the Civil Service and has been considered for reinstatement [Commissioners' General Regulations 2007, with effect from 1 February 2007]:

Department/Agency	Numbers
DOJ	1

(The data presented above 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 2011 there were 114 requests from job applicants with disabilities for reasonable adjustments to be made in the selection and appointment process. Over 98% of these requests originated from applicants to the Executive Officer 2 competition. All requests were considered initially by HRConnect, which referred to test providers, Corporate HR, NISRA Occupational Psychologists or other professional bodies for advice and guidance as appropriate. All reasonable and necessary requests were met. Reasonable adjustments provided included extra time to complete tests and interviews, large print documents, specific seating and advice on car parking arrangements.
- 5.2 The NICS is committed to offering equality of opportunity to all and aims to provide a positive working environment for all groups, including people with disabilities. During 2011, following consultation with key stakeholders, new policy was drafted on "Recruiting and Appointing People with Disabilities." The policy will provide clear guidance, procedures and processes to support high quality decisions on reasonable adjustments. This will help to ensure that NICS recruitment and selection procedures provide equality of opportunity to people with disabilities so that they are encouraged to apply and compete for employment opportunities within the NICS. The new policy on Recruiting People with Disabilities will be published in 2012.

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 followed in making appointments to the NICS to establish whether the Recruitment Code is being observed.

Audit of the Effectiveness of Recruitment and Selection Training.

6.2 In 2009 the Northern Ireland Civil Service Commissioners had arranged for an audit on the Effectiveness of Recruitment and Selection Training and in 2010 Corporate HR drew up an action plan to ensure that agreed key recommendations from the audit were implemented across the NICS. Among the key recommendations which have been implemented are the design and delivery of new recruitment and selection training courses to address the specific needs of each key contributor or participant to the recruitment and selection process. The NICS Centre for Applied Learning (CAL) now delivers a suite of courses on

- Strategic Resourcing
- Practical Job Analysis
- Interview Standards
- Legislation
- Interview Skills

6.3 During 2011 Corporate HR provided the Civil Service Commissioners with a further status report on progress achieved against the action plan. This included work to ensure that the recommended approach to recruitment and selection training becomes fully embedded across departments and that the arrangements for training will be included in revisions to the NICS Recruitment Policy and Procedures Manual (Version 12).

Future Audits

6.4 During 2010/2011 the Civil Service Commissioners decided to revise their approach to audit with an emphasis on ensuring performance improvement. The NICS welcomed the opportunities provided by the Commissioners to engage fully

with them on the development of their strategic approach and the new Audit Guidance and Framework, which was launched in November 2011. Senior management and HR Directors across the NICS benefited from briefings from the Commissioners which raised awareness and understanding of the new approach. During the year the Commissioners also consulted with the NICS to agree arrangements for a pilot audit, to be conducted in accordance with the new procedures in early 2012.

AccessNI Audit

6.5 Appointments and Marketing Branch within Resourcing Division 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.

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 considers that these checks can be carried out either by way of visiting with the Registered Body, or by Registered Body Self Assessment.

Resourcing Division completed a Self Assessment in November 2011. The outcome of this self assessment exercise is not yet available and will therefore be included in the 2012 Annual Report.

7. Promotion of Careers in the Northern Ireland Civil Service

7.1 Due to the moratorium on recruitment to general service posts that continued well into 2011, Resourcing Division decided not to attend any promotional careers events during the year. However, good progress was made on updating promotional materials in preparation for actively promoting employment opportunities at careers events in the future. As previously indicated in Section 3, there was a poster campaign to encourage applications to the 2011 Executive Officer 2 competition from groups which are currently under-represented at that grade. A number of initiatives continued throughout 2011 with the aim of promoting the NICS as an employer of choice and these are reported below.

Queen's University Belfast Internship Programme 2011-2012

7.2 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 2011/2012 programme saw an increase in successful interns with 6 students allocated to departmental projects during this academic year.

7.3 The table below shows the breakdown of the departments to which the successful interns were allocated:

Department	No of interns
DARD	1
DCAL	2
DE	1
DETI	1
DSD	1
Total	6

7.4 The interns working in DE, DETI, DSD and 1 of the DCAL students commenced their placements in September 2011 whilst the second intern with DCAL and the intern in DARD are due to commence in January 2012. 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 Experience

7.5 The NICS recognises that even though the Civil Service is currently reducing in size, it is still very important that young people be given the opportunity to benefit from work experience opportunities within our large and diverse workforce. We welcome applications for work experience opportunities from all schools and colleges providing education to young people. In addition, we also consider positively requests received from individuals who may not be in full time education and attempt, as far as possible, to facilitate applications for work experience. 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 2011 to 31 December 2011 294 applications were received for work experience across the various departments in the NICS. Resourcing Division worked in partnership with departments to place 183 individuals into work experience positions. The breakdown of departments is as follows:

Department	No of placements agreed
DARD	30
DCAL	4
DE	0
DEL	11
DETI	6
DFP	44
DHSSPS	6
DOE	41
DOJ	5
DRD	8
DSD	16
OFMDFM	3
PPS	9
Total	183

8. Improvements to Services

HRConnect

8.1 Corporate HR, with colleagues in Enterprise Shared Service, continues 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 way. Resourcing Division provides advice and guidance to HRConnect on NICS recruitment policy through regular engagement. It is also responsible for formal monthly monitoring of the service level provided by HRConnect in delivering recruitment services to departments, and raising any shortfall or opportunities for improvement with colleagues in Enterprise Shared Services who are responsible for managing the HRConnect contract. During 2011 Resourcing Division engaged with Enterprise Shared Services on a review of the current model of service management for recruitment activity, the recommendations from which will be taken forward in 2012.

Recruitment Policy and Procedures Manual

- 8.2 Version 11 of the NICS Recruitment Policy and Procedures Manual remained in place during 2011, although work continued on developing Version 12 throughout the reporting period. Amendments were prepared in response to lessons learned throughout the year to ensure continuous improvement and to give greater clarity on the interpretation of NICS policy. Key changes reflected arrangements for Ministerial involvement in senior competitions, new requirements for training in recruitment and selection, revised arrangements for the management of requests for reasonable adjustments and clarification on the roles and responsibilities of all contributors to the recruitment and selection process.
- 8.3 During the period the Civil Service Commissioners undertook important work to make final revisions to their new Recruitment Code which was published in April 2012. Resourcing Division worked closely with the Office of the Civil Service Commissioners to make necessary preparations in the NICS and to ensure that the revised Version 12 the NICS Recruitment Policy and Procedures Manual will take account of all the provisions in the Commissioners' Recruitment Code.

Strategic Resourcing

- 8.4 The 2010 Annual Report on Recruitment to the NICS had reported on the context for, and the recent establishment of, the NICS Strategic Resourcing Board. The aim of the Board is to achieve flexible and effective resourcing in the NICS and it is responsible for overseeing and providing strategic direction on staff resourcing, which includes, amongst other things, key decisions on recruitment.
- 8.5 Notable achievements during 2011 included the development and agreement of the first Strategic Resource Plan, which covers the period from 2011 to 2015. The Plan identifies strategic resourcing themes and issues, together with proposals and specific actions to be implemented to manage the workforce and to ensure that staff resourcing supports the delivery of key departmental aims and objectives. Other developments included agreement to building upon current arrangements to ensure a systematic approach to planning and preparing for corporate recruitment competitions. This will include, amongst other things, the Strategic Resourcing

Board's consideration of workforce modelling, areas of under-representation in terms of gender or community background, analyses and lessons learned from previous recruitment exercises, best practice in the use of assessment tools and techniques and continuous improvement in our recruitment process and procedures to ensure the best candidates are selected for posts.

- 8.6 The Strategic Resourcing Board also considered two major reviews which were undertaken during 2011 by the Department of Finance and Personnel's Equality and Diversity Branch. The Article 55 Review and the Gender Review examined the NICS workforce in terms of community background and gender. The Board noted grades or occupational groups where significant progress has been made, or fair participation has now achieved, and areas where there continues to be under-representation in terms gender or community background. The Board recognised the important contribution external recruitment had made to helping to address areas where, in the past, there had been lack of fair participation. The Board noted targets which have been established to help to address lack of fair participation and the actions that will be taken to use positive action advertising to encourage job applications from under represented groups in certain grades or disciplines. The Article 55 Review and the Gender Review can be viewed at <http://www.dfpni.gov.uk/article-55-review-march-12.pdf>
<http://www.dfpni.gov.uk/gender-review-march-2010>



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ANALYSIS OF NICS RECRUITMENT COMPETITIONS

1 January 2011 – 31 December 2011

May 2012



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1. Purpose of the report

The purpose of this report is to provide an overview 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 2011 and 31 December 2011.

2. NICS recruitment competitions which closed for applications during 2011¹

2.1 Applications

Over the period 1 January 2011 to 31 December 2011, 65 recruitment competitions for jobs in the NICS were held. The total number of valid applications received was 14,297. A profile of these applicants² is presented in Table 1.

A majority of applicants were male (52.2%), while females represented 47.8% of applicants. In terms of community background, around half of all applications received were from Catholics (49.9%), 44.8% from Protestants and 5.3% from applicants whose community background was not determined. The proportion of applications from minority ethnic groups was 1.1% and the proportion of applicants who declared a disability was 3.1%. In terms of age, over a quarter of applicants (27.4%) were aged 16-24, while fewer than one in twenty applicants were aged 50 or over (4.2%). Approximately one in four applicants reported that they had dependants (24.7%). In terms of sexual orientation, 97.5% of applicants stated their orientation was towards someone of a different sex, with 1.9% reporting orientation towards someone of the same sex and 0.6% reporting orientation towards both sexes. One in five applicants (21.2%) reported they were a current NICS employee, with 7.1% reporting that they had previously been an NICS employee and 71.7% 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 analysis includes competitions for both permanent and temporary jobs – the total number of applications for the 5 competitions for temporary jobs was 154.

The number of valid applicants for each of the various competitions with a closing date between 1 January 2011 and 31 December 2011 ranged from 4 to 6,175.

¹ Competitions for which applications closed between 1 January 2011 and 31 December 2011 are included.

² 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.

Table 1: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: profile of applicants²

Equality Category	Description	Applicants	Percentage
Overall	Total	14,297	
Gender³	Male	7,457	52.2%
	Female	6,835	47.8%
Community Background	Protestant	6,406	44.8%
	Catholic	7,138	49.9%
	Not Determined	753	5.3%
Ethnicity⁴	White	14,116	98.9%
	Minority Ethnic Groups	163	1.1%
Disability	With a declared disability	440	3.1%
	Without a declared disability	13,857	96.9%
Age-group⁵	16-24	3,896	27.4%
	25-34	8,216	57.8%
	35-49	1,491	10.5%
	50+	603	4.2%
Dependants⁶	With Dependants	2,541	24.7%
	Without Dependants	7,748	75.3%
Sexual Orientation⁷	Both sexes	63	0.6%
	Different Sex	10,070	97.5%
	Same sex	195	1.9%
NICS employment history⁸	Current	2,990	21.2%
	Previous	1,008	7.1%
	None	10,110	71.7%

³ Gender information missing for 5 applicants.

⁴ Ethnicity data missing for 18 applicants.

⁵ Based on age at closing date for applications. Age information is missing or invalid for 91 applicants

⁶ Dependants information missing for 4,008 valid applicants.

⁷ Sexual orientation information missing for 3,969 valid applicants.

⁸ NICS employment history missing for 189 valid applicants.

2.2 Analysis of appointments from the 2011 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. By 1 May 2012, a total of 259 appointments had been made from 50 of the 65 competitions, while no appointments had been made from the remaining 15 competitions. For each competition from which appointments were made, the profile of valid applicants has been used to calculate the composition of appointees that would have been expected if the groups of valid 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 2.

The analysis shows that for the 2011 recruitment competitions, the profile of appointees was broadly similar to what would be expected, if the groups within each equality category had been equal in merit. It may be worth noting, however, that there were more appointees in the 25-34 age group and fewer appointees in the other age categories than might be expected if all groups were equal in merit.

2.3 Analysis of interim stages of the 2011 recruitment competitions

2.3.1 Eligible applicants

Overall, 12,417 of the 14,297 valid applicants were deemed to be eligible for the competition for which they were applying. For each competition from which appointments were made, the profile of valid applicants has been used to calculate the composition of eligible applicants that would have been expected if the groups of valid 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 3.

The results show only proportionately small differences between the actual and expected numbers of eligible applicants, raising no major issues of concern.

2.3.2 Applicants available for 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. Candidates may withdraw prior to the shortlisting stage. Of the 12,417 eligible applicants, a total of 7,504 remained available for shortlisting (e.g. attended the shortlisting test). Aggregating results as in the previous stage, the actual and expected numbers of applicants available for shortlisting are presented in Table 4.

Some variations between the actual and expected numbers for different categories are observed. Applicants who are current NICS employees are more likely to remain in the process than those with no NICS employment history. Similarly a higher than expected number of candidates who declared a disability remained available for shortlisting. Candidates aged 16-24 were more likely to withdraw from the process.

Table 2: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected appointees⁹

Equality Category	Description	'Expected' Appointees (based on proportionate success of valid applicants)	Actual Appointees	Difference (Actual minus 'Expected')
Overall	Total	259	259	0
Gender	Male	142	145	3
	Female	117	114	-3
Community Background	Protestant	114	110	-4
	Catholic	127	131	4
	Not Determined	18	18	0
Ethnicity¹⁰	White	255	#	#
	Minority Ethnic Groups	4	*	#
Disability	With a declared disability	7	*	#
	Without a declared disability	252	#	#
Age-group¹¹	16-24	82	65	-17
	25-34	131	155	24
	35-49	31	25	-6
	50+	15	14	-1
Dependants¹²	With Dependants	59	55	-4
	Without Dependants	196	195	-1
Sexual Orientation¹³	Both sexes	1	*	#
	Different Sex	252	#	#
	Same sex	4	*	#
NICS employment history¹⁴	Current	52	47	-5
	Previous	22	27	5
	None	175	167	-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 10).

⁹ As of 1 May 2012. Based on proportionate success rates for each group of valid applicants.

¹⁰ Ethnicity data missing for 2 appointees

¹¹ Based on age at closing date for applications.

¹² Dependants information missing for 9 appointees.

¹³ Sexual orientation information for 5 appointees.

¹⁴ NICS employment history missing for 18 appointees.

Table 3: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected eligible applicants

Equality Category	Description	'Expected' Eligible Applicants (under equality of outcome)	Actual Eligible Applicants	Difference (Actual minus 'Expected')
Overall	Total	12,417	12,417	0
Gender¹⁵	Male	6,176	6,147	-29
	Female	6,236	6,265	29
Community Background	Protestant	5,633	5,649	16
	Catholic	6,171	6,162	-9
	Not Determined	612	606	-6
Ethnicity¹⁶	White	12,272	12,274	2
	Minority Ethnic Groups	134	131	-3
Disability	With a declared disability	403	394	-9
	Without a declared disability	12,014	12,023	9
Age-group¹⁷	16-24	3,476	3,475	-1
	25-34	7,251	7,232	-19
	35-49	1,157	1,174	17
	50+	444	448	4
Dependants¹⁸	With Dependants	2,058	2,065	7
	Without Dependants	6,389	6,376	-13
Sexual Orientation¹⁹	Both sexes	56	55	-1
	Different Sex	8,237	8,236	-1
	Same sex	167	167	0
NICS employment history²⁰	Current	2,817	2,799	-18
	Previous	833	834	1
	None	8,653	8,662	9

¹⁵ Gender data missing for 5 eligible applicants.

¹⁶ Ethnicity data missing for 12 eligible applicants

¹⁷ Based on age at closing date for applications. Age data missing for 88 eligible applicants.

¹⁸ Dependants information missing for 3,976 eligible applicants.

¹⁹ Sexual orientation information for 3,959 eligible applicants.

²⁰ NICS employment history missing for 122 eligible applicants.

Table 4: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected applicants available for shortlisting

Equality Category	Description	'Expected' Applicants available for shortlisting (based on proportionate success)	Actual Applicants available for shortlisting	Difference (Actual minus 'Expected')
Overall	Total	7,504	7,504	0
Gender	Male	3,838	3,885	47
	Female	3,666	3,619	-47
Community Background	Protestant	3,416	3,435	19
	Catholic	3,699	3,677	-22
	Not Determined	389	392	3
Ethnicity²¹	White	7,431	7,435	4
	Minority Ethnic Groups	69	66	-3
Disability	With a declared disability	238	311	73
	Without a declared disability	7,266	7,193	-73
Age-group²²	16-24	1,846	1,771	-75
	25-34	4,431	4,488	57
	35-49	855	869	14
	50+	362	363	1
Dependants²³	With Dependants	1,779	1,782	3
	Without Dependants	5,495	5,492	-3
Sexual Orientation²⁴	Both sexes Different	47	45	-2
	Sex	7,103	7,116	13
	Same sex	141	130	-11
NICS employment history²⁵	Current	2,367	2,514	147
	Previous	710	702	-8
	None	4,313	4,177	-136

²¹ Ethnicity data missing for 3 applicants available for shortlisting

²² Based on age at closing date for applications. Age data missing or invalid for 13 applicants available for shortlisting

²³ Dependants information missing for 230 applicants available for shortlisting.

²⁴ Sexual orientation information for 213 applicants available for shortlisting.

²⁵ NICS employment history missing for 111 applicants available for shortlisting.

2.3.3 Applicants invited to interview

Following shortlisting, which can take different forms, depending on the competition, e.g. paper sift, shortlisting test, etc or even a combination of these, the candidates deemed most suitable were invited to interview. Of the 7,504 candidates available for shortlisting, 2,294 were invited to interview. In Table 5, the profile of those candidates invited to interview is compared with the profile that might be expected if those candidates who remained available for shortlisting were equal in merit.

The analysis shows that more males and fewer females than expected were invited to interview. The analysis also shows that more Protestants and fewer Catholics than might be expected were invited to interview, although the difference between the actual and expected figures is less than for gender. Fewer than expected candidates with a disability were invited to interview. Candidates aged 25-34 were more likely to be invited to interview, while candidates who had no NICS employment history were also more likely to be 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 6. Of the 2,294 candidates invited to interview, 1,983 attended interview.

Some small differences between the actual and expected numbers of applicants were observed.

2.3.5 Applicants who passed interview

A total of 1,184 candidates out of the 1,983 who attended interview passed the interview. In Table 7, 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 more candidates aged 25-34 than expected passed the interview, with fewer candidates aged 16-24 and aged 35-49 passing the interview. A higher number of candidates with dependants passed the interview than expected.

Table 5: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected applicants invited to interview

Equality Category	Description	'Expected' Applicants invited to interview (based on proportionate success)	Actual Applicants invited to interview	Difference (Actual minus 'Expected')
Overall	Total	2,294	2,294	0
Gender	Male	1,240	1,359	119
	Female	1,054	935	-119
Community Background	Protestant	1,021	1,073	52
	Catholic	1,135	1,069	-66
	Not Determined	138	152	14
Ethnicity²⁶	White	2,262	2,265	3
	Minority Ethnic Groups	30	26	-4
Disability	With a declared disability	75	62	-13
	Without a declared disability	2,219	2,232	13
Age-group²⁷	16-24	603	600	-3
	25-34	1,250	1,295	45
	35-49	302	276	-26
	50+	135	120	-15
Dependants²⁸	With Dependants	544	528	-16
	Without Dependants	1,684	1,694	10
Sexual Orientation²⁹	Both sexes	14	18	4
	Different Sex	2,196	2,178	-18
	Same sex	33	41	8
NICS employment history³⁰	Current	517	465	-52
	Previous	205	207	2
	None	1,505	1,551	46

²⁶ Ethnicity data missing for 3 applicants invited to interview.

²⁷ Based on age at closing date for applications. Age data missing/invalid for 3 applicants invited to interview

²⁸ Dependants information missing for 72 applicants invited to interview.

²⁹ Sexual orientation information for 57 applicants invited to interview.

³⁰ NICS employment history missing for 71 applicants invited to interview.

Table 6: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected applicants who attended interview

Equality Category	Description	'Expected' Applicants who attended interview (based on proportionate success)	Actual Applicants who attended interview	Difference (Actual minus 'Expected')
Overall	Total	1,983	1,983	0
Gender	Male	1,172	1,171	-1
	Female	811	812	1
Community Background	Protestant	936	944	8
	Catholic	917	920	3
	Not Determined	130	119	-11
Ethnicity³¹	White	1,961	1,964	3
	Minority Ethnic Groups	19	16	-3
Disability	With a declared disability	55	54	-1
	Without a declared disability	1,928	1,929	1
Age-group³²	16-24	500	490	-10
	25-34	1,150	1,152	2
	35-49	231	239	8
	50+	99	101	2
Dependants³³	With Dependants	460	471	11
	Without Dependants	1,457	1,441	-16
Sexual Orientation³⁴	Both sexes	15	15	0
	Different Sex	1,877	1,875	-2
	Same sex	36	37	1
NICS employment history³⁵	Current	434	444	10
	Previous	181	177	-4
	None	1,311	1,303	-8

³¹ Ethnicity data missing for 3 applicants who attended interview.

³² Based on age at closing date for applications. Age data missing/invalid for 1 applicant who attended interview.

³³ Dependants information missing for 71 applicants who attended interview.

³⁴ Sexual orientation information for 56 applicants who attended interview.

³⁵ NICS employment history missing for 59 applicants who attended interview.

Table 7: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected applicants who passed interview

Equality Category	Description	'Expected' Applicants who passed interview (based on proportionate success)	Actual Applicants who passed interview	Difference (Actual minus 'Expected')
Overall	Total	1,184	1,184	0
Gender	Male	704	698	-6
	Female	480	486	6
Community Background	Protestant	560	560	0
	Catholic	554	556	2
	Not Determined	71	68	-3
Ethnicity³⁶	White	1,172	#	#
	Minority Ethnic Groups	10	*	#
Disability	With a declared disability	31	30	-1
	Without a declared disability	1,153	1,154	1
Age-group³⁷	16-24	319	301	-18
	25-34	662	689	27
	35-49	141	132	-9
	50+	62	62	0
Dependants³⁸	With Dependants	278	295	17
	Without Dependants	876	854	-22
Sexual Orientation³⁹	Both sexes Different	10	*	#
	Sex	1,130	1,129	-1
	Same sex	22	#	#
NICS employment history⁴⁰	Current	251	252	1
	Previous	106	108	2
	None	790	788	-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 10).

³⁶ Ethnicity data missing for 3 applicants who passed interview.

³⁷ Based on age at closing date for applications.

³⁸ Dependants information missing for 35 applicants who passed interview.

³⁹ Sexual orientation information for 24 applicants who passed interview.

⁴⁰ NICS employment history missing for 36 applicants who passed interview.

2.3.6 Applicants offered appointment

By 1 May 2012, a total of 324 out of the 1,184 applicants who passed the interview had been offered a job. A profile of those candidates who had been offered a job is presented in Table 8 and compared with the expected profile, based on the profile of the candidates who passed the interview.

The analysis shows that a higher than expected number of Catholics and a lower than expected number of Protestants had been offered appointment. The analysis also shows that more candidates in the 25-34 age group were appointed than expected. Candidates with a previous NICS employment history were more likely to be offered appointment than either current NICS staff or candidates with no NICS employment history.

2.3.7 Appointed candidates.

Of the 324 applicants offered appointment, 259 had started in post by 1 May 2012. A profile of these appointees is compared with the expected profile, if appointments were in line with those offered appointment in Table 9.

The analysis in Table 9 shows no major differences between the profile of actual appointees and the expected profile, based on candidates offered appointment.

Table 8: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected applicants offered appointment

Equality Category	Description	'Expected' Applicants offered appointment (based on proportionate success)	Actual Applicants offered appointment	Difference (Actual minus 'Expected')
Overall	Total	324	324	0
Gender	Male	190	183	-7
	Female	134	141	7
Community Background	Protestant	155	139	-16
	Catholic	149	162	13
	Not Determined	20	23	3
Ethnicity⁴¹	White	321	#	#
	Minority Ethnic Groups	2	*	#
Disability	With a declared disability	7	*	#
	Without a declared disability	317	#	#
Age-group⁴²	16-24	86	75	-11
	25-34	184	196	12
	35-49	38	34	-4
	50+	17	19	2
Dependants⁴³	With Dependants	83	81	-2
	Without Dependants	232	231	-1
Sexual Orientation⁴⁴	Both sexes	2	*	#
	Different Sex	311	#	#
	Same sex	5	*	#
NICS employment history⁴⁵	Current	69	62	-7
	Previous	25	34	9
	None	215	207	-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 10).

⁴¹ Ethnicity data missing for 2 applicants offered appointment.

⁴² Based on age at closing date for applications.

⁴³ Dependants information missing for 12 applicants offered appointment.

⁴⁴ Sexual orientation information for 7 applicants offered appointment.

⁴⁵ NICS employment history missing for 21 applicants offered appointment.

Table 9: NICS recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: comparison of actual and expected appointees

Equality Category	Description	'Expected' Appointees (based on proportionate success)	Actual Appointees	Difference (Actual minus 'Expected')
Overall	Total	259	259	0
Gender	Male	147	145	-2
	Female	112	114	2
Community Background	Protestant	108	110	2
	Catholic	132	131	-1
	Not Determined	19	18	-1
Ethnicity⁴⁶	White	256	#	#
	Minority Ethnic Groups	1	*	#
Disability	With a declared disability	5	*	#
	Without a declared disability	254	#	#
Age-group⁴⁷	16-24	66	65	-1
	25-34	153	155	2
	35-49	26	25	-1
	50+	14	14	0
Dependants⁴⁸	With Dependants	60	55	-5
	Without Dependants	191	195	4
Sexual Orientation⁴⁹	Both sexes	2	*	#
	Different Sex	246	#	#
	Same sex	6	*	#
NICS employment history⁵⁰	Current	49	47	-2
	Previous	26	27	1
	None	167	167	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 10).

⁴⁶ Ethnicity data missing for 2 appointees

⁴⁷ Based on age at closing date for applications.

⁴⁸ Dependants information missing for 9 appointees.

⁴⁹ Sexual orientation information for 5 appointees.

⁵⁰ NICS employment history missing for 18 appointees.

3. NICS Senior Civil Service recruitment competitions which closed for applications during 2011⁵¹

3.1 Applications

A total of 9 Senior Civil Service competitions were held, which had a closing date for applications between 1 January 2011 and 31 December 2011. The total number of valid applications received was 152. A profile of the applicants is presented in Table 10.

Applications were almost equally split between males (50.7%) and females (49.3%). The largest proportion of candidates were from a Catholic community background (46.7%), with 40.1% of applicants from a Protestant community background and a further 13.2% whose community background was not determined. Two out of five applicants were aged 35-49 at the closing date for applications (40.8%), with 36.2% aged 25-34 and 23.0% aged 50 or over. Around a third of applicants (33.8%) reported they had dependants. Four out of five candidates (80.5%) reported that they had never been an NICS employee.

3.2 Appointments

By 1 May 2012, a total of 5 candidates had been appointed. As the number of appointments is so low, it is not appropriate to present any further analysis of the appointees.

3.3 Interim stages of NICS Senior Civil Service recruitment competitions 2011

Analysis of the interim stages shows that for every group within every equality category at each stage of the recruitment process, the difference between the actual successful candidates at the stage and the expected number of successful candidates at each stage is less than 3, indicating that the outcomes at each stage are broadly in line with what would be expected.

⁵¹ Competitions for which applications closed between 1 January 2011 and 31 December 2011 are included.

Table 10: NICS Senior Civil Service recruitment competitions for jobs with application closing date between 1 January 2011 and 31 December 2011: profile of valid applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	152	
Gender	Male	77	50.7
	Female	75	49.3
Community Background	Protestant	61	40.1
	Catholic	71	46.7
	Not Determined	20	13.2
Ethnicity	White	#	#
	Minority Ethnic Groups	*	#
Disability	With a declared disability	*	#
	Without a declared disability	#	#
Age-group⁵²	16-24	0	0.0
	25-34	55	36.2
	35-49	62	40.8
	50+	35	23.0
Dependants⁵³	With Dependants	50	33.8
	Without Dependants	98	66.2
Sexual Orientation	Both sexes	0	0.0
	Different Sex	#	#
	Same sex	*	#
NICS employment history⁵⁴	Current	18	13.5
	Previous	8	6.0
	None	107	80.5

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 10).

⁵² Based on age at closing date for applications

⁵³ Dependants information missing for 4 applicants.

⁵⁴ NICS employment history missing for 19 applicants.

**List of NICS Recruitment Competitions which closed
for applications during 2011**

Agriculture Education Inspector
Assistant Accommodation Manager
Assistant Economist
Assistant Statistician
Basic Labourer
Careers Adviser
Causeway Business Manager
Chief Nursing Officer
Communications & Marketing Graphic Designer
Chief Executive- Compensation Agency
Cook
Court Reporting Officer
Crops and Horticultural Development Inspector
Curatorial Grade
Deputy Chief Dental Officer
Deputy Secretary Social Services
Director of Public Prosecution Service
District Foreperson
Division Head Office of the Attorney General NI
Electronics Technician
Equine Worker
Executive Officer 2
Farm Development Centre Supervisor
Fast Stream Staff Officer
Finance & Corporate Services Project Manager
Food Technology Technician

Food Technologists - Agricultural and Meat Inspectors

Graduate Trainee Civil Engineer

Graduate Trainee Valuer

Health Assessment Advisor

Higher Occupational Psychologist

Higher Psychologist

Horticulture Inspector

Horticulturist

HR & Organisational Development Project Manager

Information and Communication Technology (ICT)

Inspector in Divisional Veterinary Office

Inspector of Modern Languages

Inspector of Primary Education

Landbased Instructors

Legislative Counsel

Librarian

Offender Policy & Regimes Project Manager

Operations Manager

Organisation Change Manager

Night Watchperson

Plant Operator

Principal Legal Officer

Principal Inspector – Radioactive Substances

Public Prosecutor

Road Worker

Road Worker - Antrim

Sandwich Course Student - Economics

Sandwich Course Student – Forestry Service

Sandwich Course Student – Graphic Design

Sandwich Course Student – Quantity Surveyor

Senior Lecturer in Agricultural Engineering and
Technology

Senior Principal Legal Officer

Senior Psychologist

Senior Drinking Water Inspector & Senior Technical
Assessor

Senior Scientific Officer -Industrial Pollution &
Radiochemical Inspectorate

Social Services Officer - Children's Services

Support Grade Band 2 Security Guard

Trainee Trading Standards Inspector

Veterinary Officer