

RECRUITMENT TO THE NORTHERN IRELAND CIVIL SERVICE

ANNUAL REPORT 2012

April 2013



Department of
**Finance and
Personnel**
www.dfpni.gov.uk



INVESTORS IN PEOPLE

C O N T E N T S

Foreword

1. Introduction
2. 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

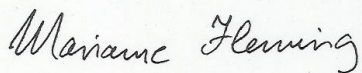
- Appendices
- Analysis of NICS Recruitment Competitions
1 January 2012 – 31 December 2012
 - List of recruitment competitions which closed
for applications during 2012

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 2012. The report provides a summary on recruitment in the NICS Departments during the period 1 January 2012 to 31 December 2012 and includes summary data and 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 Civil Service Commissioners launched their newly revised Recruitment Code in April 2012 and this annual report takes account of revisions and additional requirements set out in the new 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 2012 - 31 December 2012 is appended to this report and can also be viewed at;

http://www.nisra.gov.uk/publications/Analysis_of_NICS_Recruitment_Competitions_2012.pdf



**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.

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 2012 to 31 December 2012. The only exceptions were recruitment of Custody Officers and a Director General by the NI Prison Service and the recruitment of 12 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 2012 to 31 December 2012, 100 recruitment competitions for permanent NICS jobs were held. The total number of valid applications received was 15,219. By 1 February 2013, a total of 268 appointments had been made from these competitions. This reporting period has seen an increase on last year for both the number of permanent competitions run and applications received (60 competitions with 14,143 applications received in 2011).
- 2.3 Over the period 1 January 2012 to 31 December 2012, 10 recruitment competitions for temporary or fixed-term NICS jobs were held. The total number of valid applications received was 1,576. By 1 February 2013, a total of 27 appointments had been made from these competitions. This reporting period has also seen an increase on last year for temporary competitions run and applications received (5 competitions with 154 applications received in 2011).
- 2.4 An overview of all recruitment during 2012 is provided in the Analysis of NICS Recruitment Competitions 1 January 2012 - 31 December 2012, which is appended to this report (Appendix 1). 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 applicant profile is dependent on the occupations for which jobs were advertised. A different set of competitions could result in a different applicant profile. A list of competitions with a closing date between 1 January 2012 and 31 December 2012 is included in Appendix 2 to this report.

3. Corporate Recruitment Competitions

Administrative Assistant and Administrative Officer

- 3.1 There was no requirement to initiate new corporate recruitment competitions for Administrative Assistant (AA) and Administrative Officer (AO) staff in 2012 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. 128 appointments were made during 2012 from the AO competition with only 2 appointments made from the AA.

Executive Officer 2

- 3.2 The EO2 competition which was advertised from 26 September 2011 has a merit list which is not due to expire until the 1 March 2014; therefore this has been the source for EO2 appointments during the 2012 year. In this reporting period 300 appointments were made from this competition.
- 3.3 NISRA conducted a full analysis of the 2007 EO2 competition and a preliminary analysis of the current EO2 competition. A full analysis of the 2011 recruitment exercise will be completed when all appointments have been made at the close of the competition. This analysis will inform decisions on future recruitment exercises.

NI Fast Stream Scheme

- 3.4 During 2012 the NICS appointed 12 Fast Stream Staff Officers through the Cabinet Office's Fast Stream Scheme. The recruitment figures provided in NISRA's publication 'Analysis of Recruitment Competitions 1 January 2012 – 31 December 2012' contain data on applications for the 2012 Fast Stream competition. The 2013 Fast Stream competition closed for applications on 30 November 2012 and it is intended to appoint up to 15 Fast Stream candidates from this exercise during 2013.
- 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.

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 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 2012 to December 2012 are as follows:

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

Department/Agency	Numbers
Department of Culture, Arts and Leisure	3
Department of Enterprise, Trade and Investment	5
Department of Justice	1
Department of Education	3

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

Department/Agency	Numbers
Department of Finance and Personnel	3
Department for Social Development	1

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 Finance and Personnel	1
Department for Social Development	2

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

None

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 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 2012, 377 applications were received from individuals with disabilities with 328 applying for permanent posts within the NICS and 49 for temporary positions.
- 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 provided included extra time to complete tests and interviews, large print documents, specific seating and advice on car parking arrangements.
- 5.3 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 2012, following consultation with key stakeholders, a new policy document was drafted on Reasonable Adjustments in the NICS (Recruiting People with Disabilities). The policy provides clear guidance, procedures and processes to support high quality decisions on reasonable adjustments. This ensures 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 Reasonable Adjustments in the NICS (Recruiting People with Disabilities) was published in November 2012 and can be accessed through www.nicsrecruitment.gov.uk.

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.

Commissioners' Pilot Audit – Secondments by Way Of Exception to the Merit Principle

- 6.2 In November 2011 the Civil Service Commissioners introduced their revised approach to audit. The new Audit Guidance and Audit Framework place emphasis on ensuring continuous improvement in recruitment and selection. The

Commissioners consulted with the NICS to agree arrangements for a pilot audit, to be conducted in accordance with the new procedures.

- 6.3 In January 2012, the Commissioners confirmed the topic of the pilot audit as “Secondments by way of exception to the Merit Principle”. The audit, led by Commissioners, was to undertake a review of NICS appointments made specifically under Regulation 3(a) of the General Regulations, where the person is appointed on secondment by way of exception to the Merit Principle, in order to assess the extent to which they were warranted. The audit looked for evidence that measures were in place to ensure that policies, procedures and practices met the requirements of the Recruitment Code and Audit Framework and that adequate controls were in place to ensure that appropriate policies, procedures and practices were adopted and delivered. Following the pilot audit, involving four selected departments, the final report was produced in July 2012 which outlined 12 recommendations, all of which were accepted by the NICS and are being implemented.
- 6.4 During 2012, in line with these recommendations, CHR implemented quarterly Declarations of Compliance in which each Department’s Establishment Officer signs a declaration confirming that, for any appointment made as an exception to the merit principle (including secondments), systems and processes are in place to provide confirmation that any appointments made comply with the Commissioners’ Recruitment Code and NICS policies.
- 6.5 Arising from the pilot audit, the NICS welcomed the opportunity to engage with the Commissioners to review the advantages and disadvantages of current arrangements, examine the potential for alternative arrangements and consider how best to achieve the balance between the Commissioners’ obligation to uphold the merit principle with the NICS’ need to appoint specific experts and to support cross-fertilisation of knowledge, skills and experience with the wider public and private sectors. The work resulting from this positive engagement with the Commissioners will include, amongst other things, the development of a departmental guide for best practice in relation to appointments made through inward secondment by way of exception to merit which will be taken forward in 2013.

6.6 NICS appreciated greatly the opportunity the Commissioners provided to consider feedback from departments on their experiences of the new approach to audit. Departments welcomed the arrangements for engaging directly with Commissioners on the preparation for, and the conduct of, the audit. Departments reported that the Commissioners' emphasis on using audit to identifying opportunities for improvement had proved both positive and effective.

Audit of the Effectiveness of Recruitment and Selection Training

6.7 As a further follow up on an earlier Civil Service Commissioners' audit relating to the Effectiveness of Recruitment and Selection Training, Corporate HR continued to work with the Centre for Applied Learning (CAL) to review the effectiveness of the structure and content of new training modules which had been developed and introduced following the Commissioners' audit. This review has been completed and development work is now taking place to further improve training modules relating to practical job analysis and strategic resourcing. In January 2012 Corporate HR up-dated the Civil Service Commissioners with a report on key developments and improvements in recruitment and selection training since the audit was completed.

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.

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 resulted in AccessNI deeming it unnecessary to carry out a full compliance visit as it was confirmed that NICS policies and practices were fully compliant with AccessNI's Code of Practice.

7. Promotion of Careers in the Northern Ireland Civil Service

- 7.1 Corporate HR participated in a Queen's University summer scheme for post graduate students to help raise awareness of careers opportunities and through a series of practical exercises to help the students to identify and develop essential skills sought by employers, including team working, influencing, communication and problem solving.
- 7.2 In the absence of new competitions to recruit staff to general service grades, Resourcing Division did not attend any careers promotional 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. Departments were consulted on the content of the Careers Information Booklet especially that which was particularly relevant to their department. The revised booklet will be available on the NICS Recruitment website in early 2013.

Queen's University Belfast Internship Programme 2012-2013

- 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 2012/2013 programme saw an increase in successful interns with 7 students allocated to departmental projects during this academic year.
- 7.4 The table below shows the breakdown of the departments to which the successful interns were allocated:

Department	No of interns
DARD	1
DCAL	1
DE	1
DEL	1
DHSSPS	1
OFMDFM	2
Total	7

- 7.5 The interns working in DARD, DE, DEL, DCAL and 1 of the OFMDFM students commenced their placements in September 2012 whilst the second intern with OFMDFM and the intern in DHSSPS are due to commence in January 2013.

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 NICS provides opportunities to young people to benefit from work placement 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 positively requests received from individuals who may not be in full time education and attempt, as far as possible, to facilitate applications for 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 2012 to 31 December 2012, 273 applications were received for work placements across the various departments in the NICS. Resourcing Division worked in partnership with departments to place 212 individuals into work placement positions. The breakdown of departments is as follows:

Department	No of placements agreed
DARD	92
DCAL	3
DE	3
DEL	7.5*
DETI	4
DFP	30
DHSSPS	5
DOE	28
DOJ	7
DRD	12
DSD	10.5*
OFMDFM	5
PPS	5
Total	212

* Placement shared between DSD & DEL

Research

7.7 During 2012 The Civil Service Commissioners and Corporate HR agreed to jointly sponsor a research project to Assess Perceptions and Attitudes to Careers in the

Northern Ireland Civil Service. The focus of the study will be on positions at Senior Civil Service level and the factors that may influence individuals' decisions to apply for a role or to seek progression in the Senior Civil Service. The research project will be completed in early 2013. The findings and conclusions will add to our knowledge and understanding and will help to inform future decisions and approaches to promoting careers in the NICS.

8. Improvements to Services and Other Developments

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. During 2011 Resourcing Division had engaged with Enterprise Shared Services on a review of the current model of service management for recruitment activity, the recommendations from which were implemented in 2012.

Recruitment Policy and Procedures Manual

- 8.2 In April 2012 the Northern Ireland Civil Service Commissioners published a new Recruitment Code which must be followed in all open competitions for appointments to the Northern Ireland Civil Service. The fundamental principles of the Recruitment Code have not been changed, however there were a number of amendments to provide greater clarity on the interpretation and application of the Merit Principle.
- 8.3 In April 2012, Corporate HR published version 12 of the NICS Recruitment Policy and Procedures manual. This was followed by version 13 in September 2012. These revisions took account of changes to the Recruitment Code. Other key changes updated 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, clarification on the roles and responsibilities of all contributors to the recruitment and selection process and changes to elements of the security vetting process for new staff.

Learning Good Practice

- 8.4 In February 2012 representatives of Corporate HR and NISRA HR Consulting Services participated in a workshop organised by the Commissioners on good practice in the use of assessment tools in recruitment.

Assurance Process for Competitions

- 8.5 Taking account of provisions in the revised Recruitment Code 2012 CHR undertook work during 2012 to develop further improvements to the assurance process. There will in future be an additional and greater focus on individual competitions, with the competition leads in both NICS and HRConnect asked to provide written assurance at the end of each competition that NICS policy and the Recruitment Code have been adhered to.

Strategic Resourcing

- 8.6 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. This will consider arrangements for filling positions through internal vacancy management and through external recruitment. The first key stage of the review was to seek the views of NICS stakeholders to gain a clearer view and consensus of the strengths of current resourcing policies and procedures and to identify opportunities for improvement. This was completed and work has begun on the next key stage of the Review which will involve benchmarking with other public and private sector organisations to identify possible options for improvements for the NICS. It is anticipated that the Review will be completed in 2013. Key conclusions and proposals may, in due course, have implications for recruitment. These will be the subject of consultation with the Civil Service Commissioners and will be reported on in our next annual report on recruitment.
- 8.7 In March 2012 the Department of Finance and Personnel published reports on a 2010 Article 55 Review and a 2010 Gender Review on the NICS workforce. Notable findings and conclusions from the publications were the significant areas of progress towards achieving fair participation in relation to community background and gender in general service and professional and specialist

disciplines and grades. Both reviews indicated where further work is needed to address areas of under representation and to achieve fair participation. Both reports set out affirmative actions and specific challenging targets for achievement by 2013, when the next Article 55 and Gender reviews will be conducted. The NICS Strategic Resourcing Board considered the findings of the Article 55 and Gender reviews and agreed that decisions on staff resourcing should take account of key information in the review reports. The board recognised, in particular, the important contribution resourcing decisions, outreach activity and positive action advertising of job opportunities can contribute, over time, to achieving fair participation.

- 8.8 During the year positive engagement continued between departmental Permanent Secretaries and Civil Service Commissioners across a range of strategic recruitment related matters. In December 2012 the Head of Resourcing Division in Corporate HR attended the Civil Service Commissioners' business meeting to update the Commissioners on recruitment and selection work programmes and initiatives.



Department of
**Finance and
Personnel**

www.dfpni.gov.uk

ANALYSIS OF NICS RECRUITMENT COMPETITIONS

1 January 2012 – 31 December 2012

March 2013



Contents

	Page
Executive Summary	3
Section 1: Purpose of the report	4
Section 2: NICS recruitment competitions which closed for applications during 2012.....	5
Section 3: NICS Senior Civil Service recruitment competitions which closed for applications during 2012	27

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 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.
- In 2012, there were 110 NICS recruitment competitions which closed for applications. The total number of applications received was 16,795.

Permanent NICS jobs

- There were 100 competitions for permanent NICS jobs, which attracted a total of 15,219 applications.
- By 1 February 2013, 268 appointments had been made from these competitions. In terms of gender, the number of male appointees was a little lower than might have been expected. The imbalance in terms of community background was more marked with substantially fewer Catholics being appointed than expected. In terms of age there were substantially fewer appointees than expected in the older age categories. The number of appointees with no NICS experience was also substantially lower than might have been expected.
- In relation to the first key selection stage (invitation to interview), the analysis shows that across a number of equality categories the profile of successful candidates was similar to what might be expected. However, slightly fewer than expected candidates whose community background was not determined were invited to interview. The analysis also shows that fewer than expected candidates with a disability were invited to interview and that older candidates were less likely to be successful at this stage.
- At the interview stage, the analysis shows that slightly fewer than expected candidates whose community background was not determined passed the interview. The analysis also shows that fewer than expected candidates aged 50 or over passed the interview. There were no significant imbalances across the other equality categories.
- The analysis shows that a lower than expected number of Catholics had been offered appointment. The analysis also shows that the number of older candidates offered appointment was lower than expected. In addition, slightly fewer than expected candidates with no NICS employment history were offered appointment.

Temporary NICS jobs

- There were 10 recruitment competitions for temporary NICS jobs. These competitions attracted 1,576 applications.
- By 1 February 2013, 27 appointments had been made from these competitions. The analysis shows that the overall number of appointees across the various equality categories was broadly in line with what would have been expected if the groups of applicants within each equality category had been equal in merit.
- Analysis of the interim stages of the competitions reveals that the profile at each stage was generally similar to what might be expected, although substantially fewer than expected candidates aged 50 or over were invited to interview.

Senior Civil Service jobs

- There were 15 competitions for Senior Civil Service jobs, which attracted 261 applications. By 1 February 2013, 11 appointments had been made from these competitions.
- Analysis of the interim stages shows that for every group, the outcomes at each stage were broadly in line with what would be expected had the groups been equal in merit.

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.

More detailed explanatory analysis on individual competitions will be presented in the annual report “Equality Statistics for the Northern Ireland Civil Service”.

Information is presented on those competitions which had a closing date for applications between 1 January 2012 and 31 December 2012.

2. NICS recruitment competitions which closed for applications during 2012¹

2.1 Applications

In 2012, there were 110 NICS recruitment competitions which closed for applications. The total number of applications received was 16,795.

2.1.1 Applications for permanent jobs

Of the 110 recruitment competitions which closed for applications during 2012, 100 were for permanent NICS jobs. These competitions attracted 15,219 applications. A profile of these applicants² is presented in Table 1.

Approximately two thirds of applicants were male (64.2%) and one third female (35.8%). In terms of community background, around half of all applications received were from Protestants (51.7%), 40.3% from Catholics and 8.0% from applicants whose community background was not determined. The proportion of applications from minority ethnic groups was 1.3% and the proportion of applicants who declared a disability was 2.2%. In terms of age, over half of applicants (51.5%) were aged 25-39, with 30.2% aged 16-24. Fewer than one in twenty applicants were aged 50 or over (4.9%). In terms of sexual orientation, 97.1% of applicants stated their orientation was towards someone of a different sex, with 2.1% reporting orientation towards someone of the same sex and 0.8% reporting orientation towards both sexes. One in six applicants (16.8%) reported they were a current NICS employee, with 10.7% reporting that they had previously been an NICS employee and 72.5% 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 ranged from 1 to 4,903.

2.1.1 Applications for temporary jobs

Of the 110 NICS recruitment competitions featured in this report, 10 were for temporary NICS jobs. These competitions attracted 1,576 applications. A profile of these applicants is presented in Table 2.

Approximately three quarters of applicants were male (72.8%), and one quarter female (27.2%). In terms of community background, over half of all applications received were from Catholics (55.5%), 36.7% from Protestants and 7.8% from

¹ Competitions for which applications closed between 1 January 2012 and 31 December 2012 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.

Analysis of NICS Recruitment Competitions 1 January 2012 – 31 December 2012 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, around a third of applicants (32.9%) were aged 16-24, with 38.3% aged 25-39. In the older age categories, 14.8% of applicants were aged 40-49 and 14.0% of applicants were aged 50 or over. In relation to sexual orientation, 96.4% of applicants stated their orientation was towards someone of a different sex, with 2.4% reporting orientation towards someone of the same sex and 1.2% reporting orientation towards both sexes. The proportion of applicants who reported they were a current NICS employee was 2.9%, while 18.6% reported that they had previously been an NICS employee and 78.5% reported no NICS employment history.

The number of applicants for each of the various competitions with a closing date in 2012 ranged from 7 to 891.

2.2 Analysis of appointments from the 2012 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 2012 for permanent NICS jobs

By 1 February 2012, a total of 268 appointments had been made from 57 of the 100 competitions for permanent NICS jobs, while no appointments had been made from the remaining 43 competitions. Analysis of these 57 competitions reveals disparities across a number of equality categories. Details are shown in Table 3.

In terms of gender, the number of male appointees was a little lower than might have been expected (165 rather than 178). The imbalance in terms of community background was more marked with substantially fewer Catholics being appointed than expected (69 rather than 98). In terms of age there were substantially fewer appointees than expected in the older age categories. The number of appointees with no NICS experience was also substantially lower than might have been expected.

2.2.2 Appointments from competitions held in 2012 for temporary NICS jobs

By 1 February 2012, a total of 27 appointments had been made from 7 of the 10 competitions for temporary NICS jobs, while no appointments had been made from the remaining 3 competitions. Analysis shows that the number of appointees across the various equality categories was broadly in line with what would have been expected if the groups of applicants within each equality category had been equal in merit. Details are shown in Table 4.

Table 1: Recruitment competitions for permanent NICS jobs with application closing date in 2012: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	15,219	
Gender³	Male	9,760	64.2%
	Female	5,452	35.8%
Community Background	Protestant	7,861	51.7%
	Catholic	6,139	40.3%
	Not Determined	1,219	8.0%
Ethnicity⁴	White	14,987	98.7%
	Minority Ethnic Groups	196	1.3%
Disability	With a declared disability	328	2.2%
	Without a declared disability	14,891	97.8%
Age-group⁵	16-24	4,591	30.2%
	25-39	7,836	51.5%
	40-49	2,036	13.4%
	50+	752	4.9%
Sexual Orientation⁶	Both sexes	122	0.8%
	Different Sex	14,731	97.1%
	Same sex	320	2.1%
NICS employment history⁷	Current	1,192	16.8%
	Previous	761	10.7%
	None	5,159	72.5%

³ Gender information missing for 7 applicants.

⁴ Ethnicity data missing for 36 applicants.

⁵ Based on age at closing date for applications. Age information is missing or invalid for 4 applicants.

⁶ Sexual orientation information missing for 46 applicants

⁷ NICS employment history missing for 8,107 applicants. For competitions organised by NI Prison Service (4,909 applicants), this information is not stored in a manner readily available for analysis. For the Fast Stream Staff Officer competition, this information is collected after candidates have passed the online test stage and so is missing for 3,105 applicants. For other competitions, this information is missing for 93 applicants.

Table 2: Recruitment competitions for temporary NICS jobs with application closing date in 2012: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	1,576	
Gender	Male	1,147	72.8%
	Female	429	27.2%
Community Background	Protestant	579	36.7%
	Catholic	874	55.5%
	Not Determined	123	7.8%
Ethnicity⁸	White	1,554	98.9%
	Minority Ethnic Groups	17	1.1%
Disability	With a declared disability	49	3.1%
	Without a declared disability	1,527	96.9%
Age-group⁹	16-24	518	32.9%
	25-39	604	38.3%
	40-49	233	14.8%
	50+	220	14.0%
Sexual Orientation¹⁰	Both sexes	18	1.2%
	Different Sex	1,504	96.4%
	Same sex	38	2.4%
NICS employment history¹¹	Current	44	2.9%
	Previous	287	18.6%
	None	1,209	78.5%

⁸ Ethnicity data missing for 5 applicants.

⁹ Based on age at closing date for applications. Age information is missing or invalid for 1 applicant.

¹⁰ Sexual orientation information missing for 16 applicants

¹¹ NICS employment history missing for 36 applicants.

Table 3: Recruitment competitions for permanent NICS jobs with application closing date in 2012: comparison of actual and expected appointees¹²

Equality Category	Description	'Expected' Appointees (based on proportionate success of applicants)¹³	Actual Appointees	Difference (Actual minus 'Expected')
Overall	Total	268	268	0
Gender	Male	178	165	-13
	Female	90	103	13
Community Background	Protestant	146	176	30
	Catholic	98	69	-29
	Not Determined	24	23	-1
Ethnicity	White	264	268	4
	Minority Ethnic Groups	3	0	-3
Disability	With a declared disability	4	*	#
	Without a declared disability	264	#	#
Age-group¹⁴	16-24	69	67	-2
	25-39	127	149	22
	40-49	51	37	-14
	50+	21	15	-6
Sexual Orientation	Both sexes	1	*	#
	Different Sex	261	259	-2
	Same sex	5	#	#
NICS employment history¹⁵	Current	34	57	23
	Previous	12	13	1
	None	81	58	-23

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 2013. 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 Based on age at closing date for applications.

¹⁵ NICS employment history missing for 140 appointees.

Table 4: Recruitment competitions for temporary NICS jobs with application closing date in 2012: comparison of actual and expected appointees¹⁶

Equality Category	Description	'Expected' Appointees (based on proportionate success of applicants)¹⁷	Actual Appointees	Difference (Actual minus 'Expected')
Overall	Total	27	27	0
Gender	Male	19	17	-2
	Female	8	10	2
Community Background	Protestant	7	#	#
	Catholic	17	17	0
	Not Determined	3	*	#
Ethnicity	White	26	27	1
	Minority Ethnic Groups	1	0	-1
Disability	With a declared disability	1	*	#
	Without a declared disability	26	#	#
Age-group¹⁸	16-24	25	#	#
	25+	2	*	#
Sexual Orientation	Both sexes	0	0	0
	Different Sex	27	27	0
	Same sex	0	0	0
NICS employment history	Current	0	0	0
	Previous	1	*	#
	None	26	#	#

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).

¹⁶ As of 1 February 2013. Based on proportionate success rates for each group of applicants.

¹⁷ 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.

¹⁸ Based on age at closing date for applications.

2.3 Analysis of interim stages of the 2012 recruitment competitions for permanent NICS jobs

2.3.1 Eligible applicants

Overall, 11,172 of the 15,219 applicants were deemed to be eligible for the competition for which they had applied. For each competition from which appointments were made, 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.

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 11,172 eligible applicants, a total of 8,874 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 (based on eligible applicants) are presented in Table 6.

Across the equality categories, the number of applicants available for shortlisting was broadly similar to what might have been expected.

2.3.3 Applicants invited to interview

Of the 8,874 candidates available for shortlisting, 2,882 were invited to interview.

The analysis presented in Table 7 shows that slightly fewer candidates whose community background was not determined than might be expected were invited to interview. The analysis also shows that fewer than expected candidates with a disability were invited to interview. Older candidates were also less likely to be invited to interview.

Table 5: Recruitment competitions for permanent NICS jobs with application closing date in 2012: comparison of actual and expected eligible applicants¹⁹

Equality Category	Description	‘Expected’ Eligible Applicants (based on proportionate success)²⁰	Actual Eligible Applicants	Difference (Actual minus ‘Expected’)
Overall	Total	11,172	11,172	0
Gender²¹	Male	7,044	7,028	-16
	Female	4,123	4,140	17
Community Background	Protestant	5,892	5,940	48
	Catholic	4,440	4,403	-37
	Not Determined	840	829	-11
Ethnicity²²	White	11,018	11,027	9
	Minority Ethnic Groups	127	122	-5
Disability	With a declared disability	238	229	-9
	Without a declared disability	10,934	10,943	9
Age-group²³	16-24	3,725	3,684	-41
	25-39	5,665	5,702	37
	40-49	1,346	1,372	26
	50+	433	411	-22
Sexual Orientation²⁴	Both sexes	81	72	-9
	Different Sex	10,809	10,828	19
	Same sex	249	252	3
NICS employment history²⁵	Current	629	677	48
	Previous	377	399	22
	None	2,769	2,699	-70

¹⁹ As of 1 February 2013. 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 Gender data missing for 4 eligible applicants.

²² Ethnicity data missing for 23 eligible applicants.

²³ Based on age at closing date for applications. Age data missing/invalid for 3 eligible applicants

²⁴ Sexual orientation information missing for 20 eligible applicants

²⁵ NICS employment history missing for 7,397 eligible applicants.

Table 6: Recruitment competitions for NICS permanent jobs with application closing date in 2012: comparison of actual and expected applicants available for shortlisting

Equality Category	Description	'Expected' Applicants available for shortlisting (based on proportionate success)²⁶	Actual Applicants available for shortlisting	Difference (Actual minus 'Expected')
Overall	Total	8,874	8,874	0
Gender²⁷	Male	5,812	5,891	79
	Female	3,060	2,980	-80
Community Background	Protestant	4,908	4,943	35
	Catholic	3,253	3,209	-44
	Not Determined	713	722	9
Ethnicity²⁸	White	8,764	8,765	1
	Minority Ethnic Groups	94	92	-2
Disability	With a declared disability	154	196	42
	Without a declared disability	8,720	8,678	-42
Age-group²⁹	16-24	2,806	2,793	-13
	25-39	4,457	4,458	1
	40-49	1,235	1,244	9
	50+	373	376	3
Sexual Orientation³⁰	Both sexes	51	49	-2
	Different Sex	8,617	8,624	7
	Same sex	189	185	-4
NICS employment history³¹	Current	603	611	8
	Previous	331	328	-3
	None	2,321	2,316	-5

²⁶ As of 1 February 2013. Based on proportionate success rates for each group of eligible applicants.

²⁷ Gender data missing for 3 applicants available for shortlisting.

²⁸ Ethnicity data missing for 17 applicants available for shortlisting.

²⁹ Based on age at closing date for applications. Age data missing/invalid for 3 applicants available for shortlisting

³⁰ Sexual orientation information missing for 16 applicants available for shortlisting

³¹ NICS employment history missing for 5,619 applicants available for shortlisting

Table 7: Recruitment competitions for NICS permanent jobs with application closing date in 2012: comparison of actual and expected applicants invited to interview

Equality Category	Description	'Expected' Applicants invited to interview (based on proportionate success)³²	Actual Applicants invited to interview	Difference (Actual minus 'Expected')
Overall	Total	2,882	2,882	0
Gender	Male	2,017	2,024	7
	Female	865	858	-7
Community Background	Protestant	1,472	1,527	55
	Catholic	1,155	1,117	-38
	Not Determined	255	238	-17
Ethnicity³³	White	2,848	2,854	6
	Minority Ethnic Groups	30	26	-4
Disability	With a declared disability	45	37	-8
	Without a declared disability	2,837	2,845	8
Age-group³⁴	16-24	645	637	-8
	25-39	1,457	1,543	86
	40-49	550	494	-56
	50+	228	207	-21
Sexual Orientation³⁵	Both sexes	13	14	1
	Different Sex	2,815	2,813	-2
	Same sex	46	48	2
NICS employment history³⁶	Current	384	397	13
	Previous	193	198	5
	None	1,389	1,373	-16

³² As of 1 February 2013. Based on proportionate success rates for each group of applicants available for shortlisting

³³ Ethnicity data missing for 2 applicants invited to interview

³⁴ Based on age at closing date for applications. Age data missing/invalid for 1 applicant invited to interview

³⁵ Sexual orientation information missing for 7 applicants invited to interview

³⁶ NICS employment history missing for 914 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 2,882 candidates invited to interview, 2,347 attended interview.

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

2.3.5 Applicants who passed interview

A total of 1,393 candidates out of the 2,347 who attended interview 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 fewer than expected candidates whose community background was not determined passed the interview. The analysis also shows that fewer than expected candidates aged 50 or over passed the interview.

2.3.6 Applicants offered appointment

By 1 February 2013, a total of 307 out of the 1,393 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 10 and compared with the expected profile, based on the profile of the candidates who passed the interview.

The analysis shows that a lower than expected number of Catholics had been offered appointment. The analysis also shows that the number of older candidates offered appointment was lower than expected. Slightly fewer than expected candidates with no NICS employment history were offered appointment.

2.3.7 Appointed candidates.

Of the 307 applicants offered appointment, 268 had started in post by 1 February 2013. 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 similar to the expected profile.

Table 8: Recruitment competitions for permanent NICS jobs with application closing date in 2012: 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	2,347	2,347	0
Gender	Male	1,629	1,628	-1
	Female	718	719	1
Community Background	Protestant	1,294	1,301	7
	Catholic	865	864	-1
	Not Determined	188	182	-6
Ethnicity³⁷	White	2,326	2,324	-2
	Minority Ethnic Groups	20	2,320	2
Disability	With a declared disability	26	27	1
	Without a declared disability	2,321	2,320	-1
Age-group³⁸	16-24	559	556	-3
	25-39	1,226	1,217	-9
	40-49	394	401	7
	50+	167	172	5
Sexual Orientation³⁹	Both sexes	12	13	1
	Different Sex	2,288	2,289	1
	Same sex	42	41	-1
NICS employment history⁴⁰	Current	315	318	3
	Previous	138	139	1
	None	997	992	-5

³⁷ Ethnicity data missing for 1 applicant who attended interview

³⁸ Based on age at closing date for applications. Age data missing/invalid for 1 applicant who attended interview

³⁹ Sexual orientation information missing for 4 applicants who attended interview

⁴⁰ NICS employment history missing for 898 applicants who attended interview

Table 9: Recruitment competitions for permanent NICS jobs with application closing date in 2012: 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	1,393	1,393	0
Gender	Male	967	967	0
	Female	426	426	0
Community Background	Protestant	778	799	21
	Catholic	508	493	-15
	Not Determined	107	101	-6
Ethnicity	White	1,383	1,386	3
	Minority Ethnic Groups	10	7	-3
Disability	With a declared disability	15	14	-1
	Without a declared disability	1,378	1,379	1
Age-group ⁴¹	16-24	335	326	-9
	25-39	708	726	18
	40-49	240	242	2
	50+	110	98	-12
Sexual Orientation ⁴²	Both sexes	7	8	1
	Different Sex	1,360	1,360	0
	Same sex	24	24	0
NICS employment history ⁴³	Current	191	198	7
	Previous	82	84	2
	None	555	547	-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).

⁴¹ Based on age at closing date for applications. Age data missing/invalid for 1 applicant who passed interview

⁴² Sexual orientation information missing for 1 applicant who passed interview

⁴³ NICS employment history missing for 564 applicants who passed interview

Table 10: Recruitment competitions for permanent NICS jobs with application closing date in 2012: 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	307	307	0
Gender	Male	199	192	-7
	Female	108	115	7
Community Background	Protestant	183	192	9
	Catholic	100	88	-12
	Not Determined	24	27	3
Ethnicity⁴⁴	White	305	307	2
	Minority Ethnic Groups	2	0	-2
Disability	With a declared disability	5	*	#
	Without a declared disability	302	#	#
Age-group⁴⁵	16-24	70	72	2
	25-39	157	169	12
	40-49	59	47	-12
	50+	21	19	-2
Sexual Orientation⁴⁶	Both sexes	1	*	#
	Different Sex	300	297	-3
	Same sex	5	#	#
NICS employment history⁴⁷	Current	56	63	7
	Previous	18	18	0
	None	93	86	-7

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).

⁴⁴ Ethnicity data missing for 2 applicants offered appointment

⁴⁵ Based on age at closing date for applications.

⁴⁶ Sexual orientation information missing for 7 applicants offered appointment

⁴⁷ NICS employment history missing for 21 applicants offered appointment

Table 11: Recruitment competitions for permanent NICS jobs with application closing date in 2012: comparison of actual and expected appointees

Equality Category	Description	'Expected' Appointees (based on proportionate success)	Actual Appointees	Difference (Actual minus 'Expected')
Overall	Total	268	268	0
Gender	Male	167	165	-2
	Female	101	103	2
Community Background	Protestant	174	176	2
	Catholic	72	69	-3
	Not Determined	23	23	0
Ethnicity⁴⁸	White	268	268	0
	Minority Ethnic Groups	0	0	0
Disability	With a declared disability	4	*	#
	Without a declared disability	264	#	#
Age-group⁴⁹	16-24	67	67	0
	25-39	148	149	1
	40-49	37	37	0
	50+	16	15	-1
Sexual Orientation	Both sexes	2	*	#
	Different Sex	259	259	0
	Same sex	7	#	#
NICS employment history⁵⁰	Current	54	57	3
	Previous	13	13	0
	None	61	58	-3

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).

⁴⁸ Ethnicity data missing for 2 appointees

⁴⁹ Based on age at closing date for applications.

⁵⁰ NICS employment history missing for 140 appointees

2.4 Analysis of interim stages of the 2012 recruitment competitions for temporary NICS jobs

2.4.1 Eligible applicants

Overall, 1,488 of the 1,576 applicants 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 analysis shows the profile of eligible applicants is similar to the expected profile.

2.4.2 Applicants available for shortlisting

Of the 1,488 eligible applicants, 914 remained available for shortlisting (e.g. attended the shortlisting test). The actual and expected numbers of applicants available for shortlisting (based on eligible applicants) are presented in Table 13.

The analysis reveals that the number of females who remained available for shortlisting was lower than expected. The analysis also shows that fewer candidates with a community background which is not determined remained in the process. Slightly fewer candidates aged 16-24 stayed in the process and candidates with no NICS employment history were less likely to remain available for shortlisting.

2.4.3 Applicants invited to interview

Of the 914 candidates available for shortlisting, 544 were invited to interview.

The analysis presented in Table 14 shows that based on those candidates available for shortlisting, substantially fewer than expected candidates aged 50 or over were invited to interview.

2.4.4 Applicants who attended interview

The profile of the 492 candidates who attended interview is compared with the expected profile, based on those candidates who were invited to interview, in Table 15.

The analysis reveals no significant imbalances relating to this stage.

2.4.5 Applicants who passed interview

A total of 481 candidates passed the interview. In Table 16, 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 profile is similar to that which might be expected.

Table 12: Recruitment competitions for temporary NICS jobs with application closing date in 2012: comparison of actual and expected eligible applicants⁵¹

Equality Category	Description	'Expected' Eligible Applicants (based on proportionate success)⁵²	Actual Eligible Applicants	Difference (Actual minus 'Expected')
Overall	Total	1,488	1,488	0
Gender	Male	1,087	1,082	-5
	Female	401	406	5
Community Background	Protestant	551	554	3
	Catholic	823	820	-3
	Not Determined	114	114	0
Ethnicity⁵³	White	1,468	1,468	0
	Minority Ethnic Groups	16	16	0
Disability	With a declared disability	47	47	0
	Without a declared disability	1,441	1,441	0
Age-group⁵⁴	16-24	478	475	-3
	25-39	574	572	-2
	40-49	223	226	3
	50+	211	214	3
Sexual Orientation⁵⁵	Both sexes	17	17	0
	Different Sex	1,420	1,419	-1
	Same sex	36	37	1
NICS employment history⁵⁶	Current	42	40	-2
	Previous	274	264	-10
	None	1,138	1,150	12

⁵¹ As of 1 February 2013. Based on proportionate success rates for each group of applicants.

⁵² 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.

⁵³ Ethnicity data missing for 4 eligible applicants.

⁵⁴ Based on age at closing date for applications. Age data missing/invalid for 1 eligible applicant

⁵⁵ Sexual orientation information missing for 15 eligible applicants

⁵⁶ NICS employment history missing for 34 eligible applicants.

Table 13: Recruitment competitions for temporary NICS jobs with application closing date in 2012: comparison of actual and expected applicants available for shortlisting

Equality Category	Description	'Expected' Applicants available for shortlisting (based on proportionate success)⁵⁷	Actual Applicants available for shortlisting	Difference (Actual minus 'Expected')
Overall	Total	914	914	0
Gender	Male	645	671	26
	Female	269	243	-26
Community Background	Protestant	324	313	-11
	Catholic	521	545	24
	Not Determined	69	56	-13
Ethnicity⁵⁸	White	900	902	2
	Minority Ethnic Groups	11	11	0
Disability	With a declared disability	27	25	-2
	Without a declared disability	887	889	2
Age-group⁵⁹	16-24	328	309	-19
	25-39	342	329	-13
	40-49	128	135	7
	50+	115	140	25
Sexual Orientation⁶⁰	Both sexes	10	9	-1
	Different Sex	872	874	2
	Same sex	22	20	-2
NICS employment history⁶¹	Current	23	30	7
	Previous	160	187	27
	None	710	674	-36

⁵⁷ As of 1 February 2013. Based on proportionate success rates for each group of eligible applicants.

⁵⁸ Ethnicity data missing for 1 applicants available for shortlisting.

⁵⁹ Based on age at closing date for applications. Age data missing/invalid for 1 applicant available for shortlisting

⁶⁰ Sexual orientation information missing for 11 applicants available for shortlisting

⁶¹ NICS employment history missing for 23 applicants available for shortlisting

Table 14: Recruitment competitions for temporary NICS jobs with application closing date in 2012: comparison of actual and expected applicants invited to interview

Equality Category	Description	'Expected' Applicants invited to interview (based on proportionate success)⁶²	Actual Applicants invited to interview	Difference (Actual minus 'Expected')
Overall	Total	544	544	0
Gender	Male	385	385	0
	Female	159	159	0
Community Background	Protestant	172	172	0
	Catholic	339	337	-2
	Not Determined	33	35	2
Ethnicity	White	536	538	2
	Minority Ethnic Groups	7	6	-1
Disability	With a declared disability	15	13	-2
	Without a declared disability	529	531	2
Age-group⁶³	16-24	232	240	8
	25-39	183	195	12
	40-49	65	64	-1
	50+	63	45	-18
Sexual Orientation⁶⁴	Both sexes	6	5	-1
	Different Sex	521	523	2
	Same sex	10	12	2
NICS employment history⁶⁵	Current	15	15	0
	Previous	110	114	4
	None	405	404	-1

⁶² As of 1 February 2013. Based on proportionate success rates for each group of applicants available for shortlisting

⁶³ Based on age at closing date for applications.

⁶⁴ Sexual orientation information missing for 4 applicants invited to interview

⁶⁵ NICS employment history missing for 11 applicants invited to interview

Table 15: Recruitment competitions for temporary NICS jobs with application closing date in 2012: 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	492	492	0
Gender	Male	350	350	0
	Female	142	142	0
Community Background	Protestant	155	155	0
	Catholic	306	307	1
	Not Determined	30	30	0
Ethnicity	White	487	#	#
	Minority Ethnic Groups	5	*	#
Disability	With a declared disability	12	13	1
	Without a declared disability	480	479	-1
Age-group ⁶⁶	16-24	199	200	1
	25-39	188	188	0
	40-49	61	60	-1
	50+	44	44	0
Sexual Orientation ⁶⁷	Both sexes	5	5	0
	Different Sex	472	472	0
	Same sex	11	11	0
NICS employment history ⁶⁸	Current	14	14	0
	Previous	111	114	3
	None	356	353	-3

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).

⁶⁶ Based on age at closing date for applications.

⁶⁷ Sexual orientation information missing for 4 applicants who attended interview

⁶⁸ NICS employment history missing for 11 applicants who attended interview

Table 16: Recruitment competitions for temporary NICS jobs with application closing date in 2012: 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	481	481	0
Gender	Male	343	341	-2
	Female	138	140	2
Community Background	Protestant	152	151	-1
	Catholic	299	302	3
	Not Determined	29	28	-1
Ethnicity	White	477	#	#
	Minority Ethnic Groups	4	*	#
Disability	With a declared disability	13	12	-1
	Without a declared disability	468	469	1
Age-group ⁶⁹	16-24	192	191	-1
	25-39	186	187	1
	40-49	60	60	0
	50+	44	43	-1
Sexual Orientation ⁷⁰	Both sexes	5	5	0
	Different Sex	462	462	0
	Same sex	10	10	0
NICS employment history ⁷¹	Current	14	14	0
	Previous	113	114	1
	None	343	342	-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).

⁶⁹ Based on age at closing date for applications.

⁷⁰ Sexual orientation information missing for 4 applicant who passed interview

⁷¹ NICS employment history missing for 11 applicants who passed interview

2.4.6 Applicants offered appointment

By 1 February 2013, a total of 28 out of the 482 applicants who passed the interview had been offered a job. The information is not presented in tabular form to protect confidentiality of personal information. However, the analysis reveals no significant imbalances.

2.4.7 Appointed candidates.

By 1 February 2013, 27 applicants had been appointed. The analysis reveals no significant imbalances. The information is not presented in tabular form to protect confidentiality of personal information. However, the analysis reveals no significant imbalances.

3. NICS Senior Civil Service recruitment competitions which closed for applications during 2012⁷²

3.1 Applications

A total of 15 Senior Civil Service competitions were held, which had a closing date for applications in 2012. The total number of applications received was 261. A profile of the applicants is presented in Table 17.

Around two thirds of applications were from males (65.9%) and one third (34.1%) from females. The largest proportion of candidates were from a Catholic community background (45.6%), with 42.1% of applicants from a Protestant community background and a further 12.3% whose community background was not determined. The proportion of candidates from a minority ethnic background was 3.4%. Candidates who declared a disability accounted for 6.1% of the total candidate pool. Almost half of applicants (47.1%) were aged 40-49 at the closing date for applications, with 39.1% aged 50 or over and 13.8% aged 25-39. One in two candidates (51.6%) reported that they were a current NICS employee, with 38.6% reporting they had no NICS employment history.

3.2 Appointments

By 1 February 2013, a total of 11 candidates had been appointed from 8 competitions. For most of the equality categories the numbers are too small to publish. However, 6 males and 5 females were appointed, which is similar to what might be expected if males and females had been equal in merit.

3.3 Interim stages of NICS Senior Civil Service recruitment competitions 2012

Analysis of the interim stages shows that for every group, the outcomes at each stage are broadly in line with what would be expected.

⁷² Competitions for which applications closed between 1 January 2012 and 31 December 2012 are included.

Table 17: NICS Senior Civil Service recruitment competitions for jobs with application closing date in 2012: profile of applicants

Equality Category	Description	Applicants	Percentage
Overall	Total	261	
Gender	Male	172	65.9%
	Female	89	34.1%
Community Background	Protestant	110	42.1%
	Catholic	119	45.6%
	Not Determined	32	12.3%
Ethnicity	White	252	96.6%
	Minority Ethnic Groups	9	3.4%
Disability	With a declared disability	16	6.1%
	Without a declared disability	245	93.9%
Age-group⁷³	16-24	0	0.0%
	25-39	36	13.8%
	40-49	123	47.1%
	50+	102	39.1%
Sexual Orientation	Both sexes	*	#
	Different Sex	#	#
	Same sex	*	#
NICS employment history⁷⁴	Current	131	51.6%
	Previous	25	9.8%
	None	98	38.6%

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).

⁷³ Based on age at closing date for applications.

⁷⁴ NICS employment history missing for 7 applicants.

List of NICS Recruitment Competitions which closed for applications during 2012

West Industrial Road Worker 2
 South Industrial Road Worker 2
 Technical Grade 1 Plant Inspector
 Lorry Driver Specialist A Grade 2
 Procurement Manager, Deputy Principal
 Assistant Agricultural Economist/Agriculture Economist
 Ranger, Central Region
 Librarian
 Psychology Assistants
 Grounds person (Semi-skilled Grade G)
 SPTO Architect
 Senior Scientific Officer – Intelligence Manager (NIEA)
 Higher Scientific Officer – Intelligence Officer
 Deputy Chief Fisheries Officer
 Night Support Worker (SGBII) -YJA
 Strangford Ferry Senior Purser
 Land-based Engineering and Technology Instructor - Inspector Group 2
 Principal Scientific Officer (Grade 7)
 Basic Labourer – Grade 5
 Chief Executive (HSENI)
 Industrial Semi – Skilled Grade G
 Veterinary Nursing Instructor, Inspector Group 2
 Trainee Civil Engineering Assistants - DARD Rivers Agency
 Temporary SGBII - DSD
 First Legislative Counsel
 Environmental Policy Advisor
 Hydrometrics Scientific Officer
 Nursing Officer – Women’s and Children’s Services
 Lead Allied Health Professional Officer
 Staff Officer (Irish Language)
 Solicitor to the Attorney General (Grade 5)
 Scientific Officers
 Higher Scientific Officer
 Casual Automatic Number Plate Reader (ANPR) Operatives - SGB2
 Economics Placement Student
 Graduate Trainee Civil Engineer
 ICT Student
 PTO Architectural Assistant
 Forest Service - Industrial Placement Student
 Forest Officer Grade III
 Chief Executive - Rivers Agency (Grade 5)
 Sandwich Course Student - Graphic Design
 Higher Scientific Officer/Court Reporting Officer - Biology and Chemistry Stream
 Veterinary Officer - Epidemiology
 Director of Development (Grade 5)
 Director of Finance & Corporate Services (Grade 5) NIPS

Analysis of NICS Recruitment Competitions 1 January 2012 – 31 December 2012

Civil Engineering Placement Student
Architecture (Part 1) Placement Student
Industrial Engineering Craftsman
Chief Executive of the Northern Ireland Environment Agency & Head of Environment Group
Veterinary Officer Testing
Head of Creative Industries (Grade 7)
Fisheries Officer 2
PTO Electrical Engineering Assistant
PTO Mechanical Engineering Assistant
Auto Electrical Fitter - Industrial
Quantity Surveyor Placement Student
Senior Public Prosecutor
Social Services Officer – Adult Services
Assistant Scientific Officer FSNI
Support Grade Band 2 (SGBII) FSNI
Senior Scientific Officer (Radioactive Substances)
Inspector Group 1
Cook -Woodlands Juvenile Justice Centre
Pharmaceutical Officer
Senior Procurement Officer (Staff Officer)
Senior Equine Technologist, Agriculture Inspector Grade II
Veterinary Officers
Chief Executive – Victims and Survivors Service
Equine Technologist, Agriculture Inspector Grade III/IV
Underground Labourers
Higher Professional Technical Officer – Quantity Surveyor Assistant
Agricultural Engineering and Technology Lecturer - Inspector Grade III/IV
Nursing Officer – Mental Health, Physical and Learning Disability and Older People's Service
Chief Executive – Roads Service
Digital and Electronics Forensic Unit Reporting Officer
Higher Scientific Officer - Financial Investigator
Residential Careworkers (Qualified Social Workers)
Tractor Drive – Industrial Grade 3 - Specialist B
Legislative Counsel – Grade 5 (3 posts)
Food Technologist – Inspector Grade III/IV
Inspector of Careers Education, Information, Advice and Guidance (CEIAG) (Unified Grade 6)
Inspector of Primary Education
Chief Fisheries Officer (Fisheries Operations Branch)
Gateperson - DARD
Deputy Divisional Directors (Grade 6)
Vehicle Examiner (Technical Grade 1)
Permanent Secretary - DRD
ICT Professionals (ICT Level 3)
Head of Financial Reporting and Services (Grade 6) - DOJ
Head of Business Support, Northern Ireland Courts and Tribunals Service (NICTS) – Grade 6
Permanent Secretary - DARD
Agriculturalist, Agriculture Inspector Grade III/IV
Chief Executive HSENI
Senior Scientific Officers – Land Quality Team
Internal Auditors – Staff Officer
Chief Nursing Officer (Grade 5)

Analysis of NICS Recruitment Competitions 1 January 2012 – 31 December 2012

Incident Management ICT Level 1 Apprentice

Director of Natural Heritage

Head of Agri-food Support Unit – Unified Grade 6

Pharmaceutical Officer – Part-Time

Temporary Public Prosecutors

PTO Graphic Designer

Preservation Assistants (SGBII) - PRONI

Head of Countryside Management – Unified Grade 6

Deputy Director of Public Prosecution Service (PPS)

Fast Stream Staff Officer

Custody Prison Officer

Governor in charge of Hydebank Wood Prison & Young Offenders Centre

Deputy Governor in charge of Hydebank Wood Prison & Young Offenders Centre