

**STATISTICAL BULLETIN:  
EMPLOYMENT IN THE NORTHERN  
IRELAND CIVIL SERVICE  
1st January, 2014**

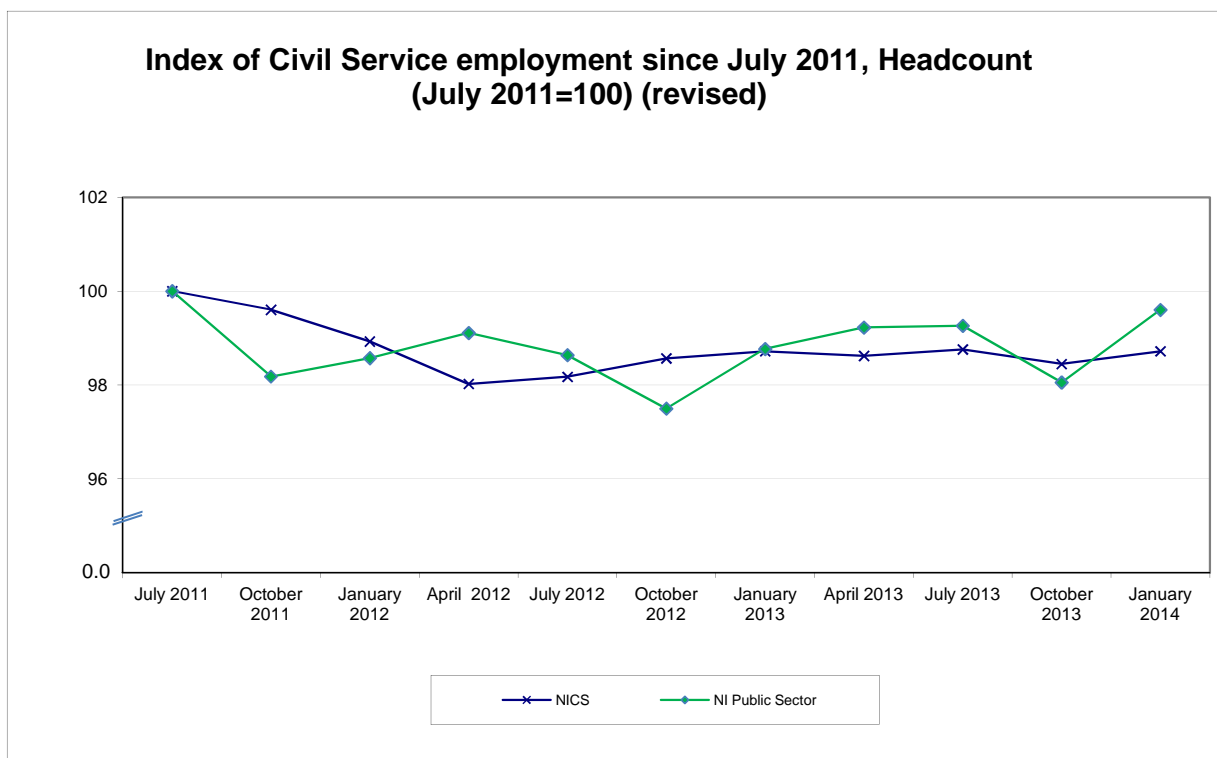


This bulletin provides details on staff numbers in the Northern Ireland Civil Service (NICS) at 1st January 2014, comparisons with the previous quarter and the wider public sector, as well as a comparison with the previous year. This bulletin is provided as a resource to users requiring data on NICS staff numbers and is published on a quarterly basis.

**Please note this bulletin includes revised figures for October 2013 which differ from those previously published. The October 2013 figures should now be considered final.**

**Key Points**

- The headcount number of staff in the NICS at 1st January 2014 was 27,936, of whom 27,616 were permanent staff and 320 were temporary/casual staff. The number of full-time equivalent staff in the NICS was 26,293.
- The headcount number of staff in the NICS represents an increase of 77 (0.3%) from the position at 1st October 2013. Full-time equivalent numbers increased by 72 (0.3%) over the same period.
- Over the twelve months to January 2014 the NICS has seen a decrease in staff numbers (headcount) of 0.1% (33). This compares with an increase of 0.8% (1812) in the NI Public Sector over the same period.



**Notes:**

- 1 To facilitate comparisons on a quarterly basis, historical NICS figures for the graph have been revised.
- 2 In the past year the increase in NI public sector jobs (n=1812; 0.8%) was made up primarily from increases in Teaching and Non Teaching education staff (+1,260 jobs) and NHS Trusts (+890). These increases were offset slightly by a decrease in NI Public Corporations (-330 jobs) (see also Table 4).
- 3 Comparative time series for the Home Civil Service, Scotland and Wales are not currently available.



**Table 1 (a)**  
**All Employees, Headcount**

Department	1st October 2013			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	1,851	1,201	3,052	1,849	1,196	3,045	-7	-0.2%	4	0.1%
DCAL	165	128	293	164	130	294	1	0.3%	-10	-3.3%
DE	237	395	632	234	407	641	9	1.4%	36	6.0%
DETI	212	255	467	216	249	465	-2	-0.4%	-1	-0.2%
DFP	1,819	1,586	3,405	1,852	1,622	3,474	69	2.0%	76	2.2%
DEL	701	1,462	2,163	704	1,474	2,178	15	0.7%	35	1.6%
DHSSPS	279	320	599	278	322	600	1	0.2%	-3	-0.5%
DOE	1,427	1,297	2,724	1,444	1,308	2,752	28	1.0%	38	1.4%
DRD	1,706	551	2,257	1,694	549	2,243	-14	-0.6%	-68	-2.9%
DSD	3,081	4,315	7,396	3,084	4,294	7,378	-18	-0.2%	-33	-0.4%
OFMDFM	154	206	360	152	215	367	7	1.9%	10	2.8%
DOJ <sup>2</sup>	1,918	1,876	3,794	1,888	1,891	3,779	-15	-0.4%	-120	-3.1%
PPS	199	357	556	198	353	551	-5	-0.9%	-9	-1.6%
Total of 13 Depts	13,749	13,949	27,698	13,757	14,010	27,767	69	0.2%	-45	-0.2%
Other <sup>3</sup>	72	89	161	75	94	169	8	5.0%	12	7.6%
Total	13,821	14,038	27,859	13,832	14,104	27,936	77	0.3%	-33	-0.1%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Table 1 (b)**  
**Permanent Employees, Headcount**

Department	1st October 2013			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	1,842	1,198	3,040	1,842	1,195	3,037	-3	-0.1%	35	1.2%
DCAL	165	128	293	164	130	294	1	0.3%	-7	-2.3%
DE	234	394	628	232	406	638	10	1.6%	36	6.0%
DETI	211	251	462	214	247	461	-1	-0.2%	-1	-0.2%
DFP	1,783	1,568	3,351	1,809	1,602	3,411	60	1.8%	67	2.0%
DEL	695	1,461	2,156	697	1,472	2,169	13	0.6%	35	1.6%
DHSSPS	279	319	598	278	321	599	1	0.2%	0	0.0%
DOE	1,411	1,289	2,700	1,430	1,302	2,732	32	1.2%	39	1.4%
DRD	1,694	548	2,242	1,683	548	2,231	-11	-0.5%	-53	-2.3%
DSD	2,968	4,261	7,229	2,965	4,237	7,202	-27	-0.4%	-110	-1.5%
OFMDFM	153	206	359	151	215	366	7	1.9%	9	2.5%
DOJ <sup>2</sup>	1,911	1,871	3,782	1,880	1,885	3,765	-17	-0.4%	-78	-2.0%
PPS	197	351	548	195	348	543	-5	-0.9%	-3	-0.5%
Total of 13 Depts	13,543	13,845	27,388	13,540	13,908	27,448	60	0.2%	-31	-0.1%
Other <sup>3</sup>	72	89	161	75	93	168	7	4.3%	11	7.0%
Total	13,615	13,934	27,549	13,615	14,001	27,616	67	0.2%	-20	-0.1%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Table 1 (c)**  
**Temporary/Casual Employees, Headcount**

Department	1st October 2013			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	9	3	12	7	1	8	-4	-33.3%	-31	-79.5%
DCAL	0	0	0	0	0	0	0	N/A	-3	-100.0%
DE	3	1	4	2	1	3	-1	-25.0%	0	0.0%
DETI	1	4	5	2	2	4	-1	-20.0%	0	0.0%
DFP	36	18	54	43	20	63	9	16.7%	9	16.7%
DEL	6	1	7	7	2	9	2	28.6%	0	0.0%
DHSSPS	0	1	1	0	1	1	0	0.0%	-3	-75.0%
DOE	16	8	24	14	6	20	-4	-16.7%	-1	-4.8%
DRD	12	3	15	11	1	12	-3	-20.0%	-15	-55.6%
DSD	113	54	167	119	57	176	9	5.4%	77	77.8%
OFMDFM	1	0	1	1	0	1	0	0.0%	1	N/A
DOJ <sup>2</sup>	7	5	12	8	6	14	2	16.7%	-42	-75.0%
PPS	2	6	8	3	5	8	0	0.0%	-6	-42.9%
Total of 13 Depts	206	104	310	217	102	319	9	2.9%	-14	-4.2%
Other <sup>3</sup>	0	0	0	0	1	1	1	N/A	1	0.0%
Total	206	104	310	217	103	320	10	3.2%	-13	-3.9%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Notes:**

Data sourced from HRConnect and additional DOJ databases.

In the table, abbreviations are used. The names of Departments and corresponding abbreviations are given in the Background Notes.

Excludes staff on a Career Break.

**Table 2 (a)**  
**All Employees, Full Time Equivalent (FTE)**

Department	1st October 2013 Revised			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	1,805	1,073	2,878	1,804	1,069	2,873	-5	-0.2%	7	0.2%
DCAL	163	113	276	162	115	277	1	0.4%	-13	-4.5%
DE	233	359	592	229	370	599	7	1.2%	35	6.2%
DETI	207	232	439	211	227	438	-1	-0.2%	0	0.0%
DFP	1,771	1,436	3,207	1,804	1,470	3,274	67	2.1%	65	2.0%
DEL	682	1,299	1,981	686	1,310	1,996	15	0.8%	58	3.0%
DHSSPS	268	293	561	266	295	561	0	0.0%	-17	-2.9%
DOE	1,402	1,185	2,587	1,418	1,195	2,613	26	1.0%	35	1.4%
DRD	1,677	490	2,167	1,666	489	2,155	-12	-0.6%	-92	-4.1%
DSD	3,026	3,838	6,864	3,029	3,815	6,844	-20	-0.3%	20	0.3%
OFMDFM	152	194	346	150	201	351	5	1.4%	19	5.7%
DOJ <sup>2</sup>	1,895	1,746	3,641	1,867	1,760	3,627	-14	-0.4%	-117	-3.1%
PPS	196	333	529	195	329	524	-5	-0.9%	-19	-3.5%
Total of 13 Depts	13,477	12,591	26,068	13,487	12,645	26,132	64	0.2%	-19	-0.1%
Other <sup>3</sup>	70	83	153	73	88	161	8	5.2%	14	9.5%
Total	13,547	12,674	26,221	13,560	12,733	26,293	72	0.3%	-5	0.0%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Table 2 (b)**  
**Permanent Employees, Full Time Equivalent (FTE)**

Department	1st October 2013 Revised			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	1,796	1,070	2,866	1,797	1,068	2,865	-1	0.0%	28	1.0%
DCAL	163	113	276	162	115	277	1	0.4%	-7	-2.5%
DE	230	358	588	227	369	596	8	1.4%	37	6.6%
DETI	206	228	434	209	225	434	0	0.0%	-2	-0.5%
DFP	1,735	1,418	3,153	1,761	1,450	3,211	58	1.8%	36	1.1%
DEL	676	1,298	1,974	679	1,308	1,987	13	0.7%	59	3.1%
DHSSPS	268	292	560	266	294	560	0	0.0%	-14	-2.4%
DOE	1,388	1,177	2,565	1,406	1,189	2,595	30	1.2%	33	1.3%
DRD	1,665	487	2,152	1,655	488	2,143	-9	-0.4%	-81	-3.6%
DSD	2,913	3,784	6,697	2,910	3,758	6,668	-29	-0.4%	-81	-1.2%
OFMDFM	151	194	345	149	201	350	5	1.4%	18	5.4%
DOJ <sup>2</sup>	1,888	1,743	3,631	1,859	1,757	3,616	-15	-0.4%	-109	-2.9%
PPS	194	327	521	192	324	516	-5	-1.0%	-8	-1.5%
Total of 13 Depts	13,273	12,489	25,762	13,272	12,546	25,818	56	0.2%	-91	-0.4%
Other <sup>3</sup>	70	83	153	73	87	160	7	4.6%	13	8.8%
Total	13,343	12,572	25,915	13,345	12,633	25,978	63	0.2%	-78	-0.3%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Table 2 (c)**  
**Temporary/Casual Employees, Full Time Equivalent (FTE)**

Department	1st October 2013			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
DARD	9	3	12	7	1	8	-4	-33.3%	-21	-72.4%
DCAL	0	0	0	0	0	0	0	0.0%	-6	-100.0%
DE	3	1	4	2	1	3	-1	-25.0%	-2	-40.0%
DETI	1	4	5	2	2	4	-1	-20.0%	2	100.0%
DFP	36	18	54	43	20	63	9	16.7%	29	85.3%
DEL	6	1	7	7	2	9	2	28.6%	-1	-10.0%
DHSSPS	0	1	1	0	1	1	0	0.0%	-3	-75.0%
DOE	13	8	21	11	6	17	-4	-19.0%	1	6.3%
DRD	12	3	15	11	1	12	-3	-20.0%	-11	-47.8%
DSD	113	54	167	119	57	176	9	5.4%	101	134.7%
OFMDFM	1	0	1	1	0	1	0	0.0%	1	N/A
DOJ <sup>2</sup>	7	3	10	8	4	12	2	20.0%	-8	-40.0%
PPS	2	6	8	3	5	8	0	0.0%	-11	-57.9%
Total of 13 Depts	203	102	305	214	100	314	9	3.0%	71	29.2%
Other <sup>3</sup>	0	0	0	0	1	1	1	N/A	1	0.0%
Total	203	102	305	214	101	315	10	3.3%	72	29.6%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>3</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Notes:**

Data sourced from HRConnect and additional DOJ databases.

In the table, abbreviations are used. The names of Departments and corresponding abbreviations are given in the Background Notes.

Excludes staff on a Career Break.

Please note that data in Tables 2(a) 2(b) and 2(c) are displayed as whole numbers and as such, the user should note that the totals may not match due to rounding of figures.

**Table 3 (a)**  
**Permanent Employees, Headcount, 1st January 2014**

Department	Analogous Grade Levels									Total
	G5+	G6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	
DARD	18	270	274	524	879	419	232	421	0	3,037
DCAL	6	20	44	66	63	56	18	21	0	294
DE	18	102	101	84	158	133	42	0	0	638
DETI	8	37	83	84	147	80	22	0	0	461
DFP	39	296	514	554	936	870	190	12	0	3,411
DEL	11	58	133	198	1,028	674	67	0	0	2,169
DHSSPS	22	97	139	123	119	56	43	0	0	599
DOE	14	141	329	504	644	888	154	58	0	2,732
DRD	13	83	192	303	574	456	110	500	0	2,231
DSD	16	121	254	471	2,554	3,274	512	0	0	7,202
OFMDFM	22	46	81	74	77	55	11	0	0	366
DOJ	29	140	254	359	634	761	120	26	1,442	3,765
PPS	11	75	110	27	94	135	91	0	0	543
<b>Total of 13 Depts</b>	<b>227</b>	<b>1,486</b>	<b>2,508</b>	<b>3,371</b>	<b>7,907</b>	<b>7,857</b>	<b>1,612</b>	<b>1,038</b>	<b>1,442</b>	<b>27,448</b>
Other <sup>1</sup>	5	26	46	21	39	19	12	0	0	168
<b>Total</b>	<b>232</b>	<b>1,512</b>	<b>2,554</b>	<b>3,392</b>	<b>7,946</b>	<b>7,876</b>	<b>1,624</b>	<b>1,038</b>	<b>1,442</b>	<b>27,616</b>

<sup>1</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Table 3 (b)**  
**Permanent Employees, Headcount, 1st October 2013**

Department	Analogous Grade Levels									Total
	G5+	G6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	
DARD	18	270	273	520	885	423	231	420	0	3,040
DCAL	6	21	43	61	67	55	19	21	0	293
DE	18	101	97	84	152	133	43	0	0	628
DETI	8	37	80	86	149	76	26	0	0	462
DFP	37	301	503	549	895	868	186	12	0	3,351
DEL	11	59	129	188	1,031	671	67	0	0	2,156
DHSSPS	22	95	139	115	122	60	45	0	0	598
DOE	14	138	335	521	585	900	151	56	0	2,700
DRD	13	76	195	315	591	296	258	498	0	2,242
DSD	19	116	262	450	2,565	3,299	518	0	0	7,229
OFMDFM	22	47	81	73	73	51	12	0	0	359
DOJ <sup>1</sup>	27	139	255	367	623	755	117	26	1,473	3,782
PPS	8	76	113	27	97	135	92	0	0	548
<b>Total of 13 Depts</b>	<b>223</b>	<b>1,476</b>	<b>2,505</b>	<b>3,356</b>	<b>7,835</b>	<b>7,722</b>	<b>1,765</b>	<b>1,033</b>	<b>1,473</b>	<b>27,388</b>
Other <sup>2</sup>	5	26	47	21	31	19	12	0	0	161
<b>Total</b>	<b>228</b>	<b>1,502</b>	<b>2,552</b>	<b>3,377</b>	<b>7,866</b>	<b>7,741</b>	<b>1,777</b>	<b>1,033</b>	<b>1,473</b>	<b>27,549</b>

<sup>1</sup> Historical data for DOJ is adjusted to exclude Agency staff in Prison Service, who are not NICS employees.

<sup>2</sup> Staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints, and the Historical Institutional Abuse Inquiry Team.

**Notes:**

Data sourced from HRConnect and additional DOJ databases.

In the table, abbreviations are used. The names of Departments and corresponding abbreviations are given in the Background Notes.

Excludes staff on a Career Break.

**Table 4**  
**Comparison with Northern Ireland Public Sector, Headcount**

	1st October 2013			1st January 2014			Change on last Quarter		Change on last Year <sup>1</sup>	
	Male	Female	Total	Male	Female	Total	Value	%	Value	%
NICS	13,821	14,038	27,859	13,832	14,104	27,936	77	0.3%	-33	-0.1%
NI Public Sector <sup>2</sup>	72,900	140,286	213,186	73,450	143,100	216,550	3,364	1.6%	1,812	0.8%

<sup>1</sup> As at 1st January 2013 (Revised)

<sup>2</sup> NI Public Sector figures (revised) relate to September and December 2013, respectively.

**Notes:**

Comparative data for the Home Civil Service, Scotland and Wales is not currently available.

Data for NICS sourced from HRConnect and additional DOJ databases.

Data for Northern Ireland Public Sector are sourced from the NISRA 'Quarterly Employment Survey'. Further information about this survey is available at: <http://www.detini.gov.uk/deti-stats-index/stats-surveys/stats-qes.htm>

The Northern Ireland Public Sector comprises central government (including bodies under the aegis of central government), local government and public corporations. The latest estimates from the NI Quarterly Employment Survey showed an annual increase in NI public sector jobs between December 2012 and December 2013, of 1,810 jobs (0.8%). This increase was made up primarily from increases in Teaching and Non Teaching education staff (+1,260 jobs) and NHS Trusts (+890). These increases were offset slightly by a decrease in NI Public Corporations (-330 jobs) [estimates rounded up to nearest decile].

Latest NI Public Sector figures are always provisional.



**Table 5**  
**Permanent, Headcount**

	1st October 2013		1st January 2014		Change on last Quarter				Change on last Year <sup>1</sup>			
	F/T	P/T	F/T	P/T	F/T	%	P/T	%	F/T	%	P/T	%
Male	12,781	834	12,772	843	-9	-0.1%	9	1.1%	-173	-1.3%	48	6.0%
Female	9,393	4,541	9,452	4,549	59	0.6%	8	0.2%	-13	-0.1%	118	2.7%
Total	22,174	5,375	22,224	5,392	50	0.2%	17	0.3%	-186	-0.8%	166	3.2%

<sup>1</sup> As at 1st January 2013 (Revised)

**Notes:**

Data sourced from HRConnect and additional DOJ databases.

In the table, abbreviations are used. F/T relates to full-time staff and P/T relates to part-time staff.

Historical data adjusted to reflect recalculation of F/T and P/T.

Excludes staff on a Career Break.

**Table 6**

**Yearly Comparison\* of NICS Employees, Headcount**

Year <sup>1</sup>	Male	Female	Total
2000	14,784	13,507	28,291
2001	14,830	13,988	28,818
2002	15,211	14,688	29,899
2003	15,582	15,287	30,869
2004	15,951	15,745	31,696
2005	15,921	15,799	31,720
2006	15,762	15,662	31,424
2007	15,178	15,091	30,269
2008	13,389	14,485	27,874
2009	13,303	13,828	27,131
2010	13,265	13,669	26,934
2011	13,083	13,935	27,018
2012	14,051	13,944	27,995
2013	13,961	14,008	27,969
2014	13,832	14,104	27,936

<sup>1</sup> Figures as at 1st January.

\* Over the period 2000-2014 several parts of the NICS changed their status and ceased to be part of the civil service; in addition, NICS staff on secondment to the Police Service of Northern Ireland (PSNI) ceased to be civil servants and became PSNI employees. Increases in the latter years are due to the devolution of Policing and Justice and the subsequent inclusion of Prison Grade Staff. The table to the right lists the years in which the main changes occurred, and the approximate increase/decrease in NICS staff as a result.

**Discontinuity\***

**Years 2002-04**

Industrial Development Board (creation of Invest NI)

Size of Reduction: 400

**Year 2006**

Department of Agriculture and Rural Development Science Service (became part of Agri-Food & Biosciences Institute)

Size of Reduction: 700

**Year 2007**

Water Service (became NI Water)

Size of Reduction: 1,700

**Year 2008**

Civilian staff seconded to PSNI (became PSNI staff)

Size of Reduction: 1,200

**Year 2010**

NI Court Service & Youth Justice Agency (Devolution of Policing and Justice)

Size of Increase: 1000

**Year 2012**

Inclusion of Prison Grade staff

Size of Increase: 1,700

# Background Notes

## Concepts and Definitions

### *The Northern Ireland Civil Service (NICS)*

1. The NICS is the civil service of the devolved administration. It includes staff working in the 12 Northern Ireland ministerial departments and staff working in the Public Prosecution Service for Northern Ireland (which is a non-ministerial Government department). Civil servants in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints and the Historical Institutional Abuse Inquiry Team are also shown.

2. Since the devolution of policing and justice in 2010, the NICS includes staff who were formerly in the Northern Ireland Court Service, the Youth Justice Agency, and the Northern Ireland Prison Service.

### *Coverage of NICS Staff*

3. Figures relate to employees with an employment contract who are being paid by the Organisation. Employees can be permanent, on a fixed-term contract or employed on a casual basis. Self-employed, contract workers and agency workers are excluded. Staff on career breaks or on secondment outside the NICS are also excluded.

### *Permanent and Temporary/Casual staff*

4. Permanent employees are employees with a contract with no agreed expiry date or a fixed-term contract of more than 12 months. Temporary/casual employees are those with a fixed term contract of twelve months or less, or employed on a casual basis.

### *Headcount Figures*

5. Headcount figures count each employee as one member of staff, irrespective of whether they work full or part-time.

### *Full-time Equivalent (FTE) Figures*

6. FTE figures are calculated by expressing each part-time employee's hours as a proportion of a full time employee's hours. Thus, for example, someone working 18.5 hours per week counts as 0.5 staff, since a full-time employee works 37 hours per week.

## 7. Names and abbreviations of Departments

<b>Name</b>	<b>Abbreviation</b>
Office of the First Minister and Deputy First Minister	OFMDFM
Department of Agriculture and Rural Development	DARD
Department of Culture, Arts and Leisure	DCAL
Department of Enterprise, Trade and Investment	DETI
Department of Education	DE
Department of the Environment	DOE
Department of Finance and Personnel	DFP
Department for Employment and Learning	DEL
Department for Regional Development	DRD
Department for Social Development	DSD
Department of Health, Social Services and Public Safety	DHSSPS
Department of Justice	DOJ
Public Prosecution Service for Northern Ireland	PPS

## Analogous Grade Levels

Each grade in each occupational group has an associated grade level. (The titles of the grade levels are actual grades in the General Service; in other occupational groups the grade names would be different). The table below lists the grade levels in descending order.

<b>Grade Level</b>	<b>Abbreviation</b>
Grade 5 (Assistant Secretary) and higher	G5+
Grade 6 (Senior Principal) & Grade 7 (Principal)	G6/G7
Deputy Principal	DP
Staff Officer	SO
Executive Officer I & Executive Officer II	EOI/EOII
Administrative Officer	AO
Administrative Assistant	AA

## Information on Quality

### *Relevance to users*

8. The consultation with key stakeholders indicated that both the coverage and content are appropriate to the needs of users.

### *Accuracy*

9. Coverage of staff is 100%. The main computer system<sup>1</sup> from which the data are extracted is also used to pay staff.

### *Accessibility and Clarity*

10. The bulletin is available on the NISRA website. It contains a description of the staff covered, and definitions of the terms used. Stakeholder consultation on an illustrative draft of the report was generally very positive in respect of clarity and accessibility.

### *Assessment of User Needs and Perceptions*

11. When this publication was first being developed, we conducted a consultation with key stakeholders, including NICS Corporate HR, the Economic and Labour Market Statistics User Group, and the Statistics Advisory Committee. Responses to the illustrative draft in the consultation were generally favourable; specific suggestions have been taken on board where feasible.

### *Performance, Cost and Respondent Burden*

12. The annual operational cost (staff time) of producing each issue of the bulletin is approximately £1000. There is no respondent burden, since the data are held on an administrative system.

### *Confidentiality, Transparency and Security*

13. Data are held on a network that is only accessible to the few statisticians who need access.

<sup>1</sup> Run by HRConnect, the Human Resource Service for the NICS. There are separate systems covering the Northern Ireland Prison Service, and the Youth Justice Agency.

**Next Publication:** June 2014

## Further Information

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