

# Northern Ireland Civil Service Employment Statistics

## Technical User Guide

### Concepts and Definitions

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

The NICS is the civil service of the devolved administration. It includes staff working in the 9 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 and the Historical Institutional Abuse Inquiry Team are also shown.

#### Coverage of staff

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 & Casual staff

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

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

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

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 is considered to work 37 hours per week.

Full-time staff are employees who are considered to work 37 hours per week and so have an FTE of 1.0. Part-time staff have an FTE of less than 1 and represent staff who over the course of a year work an average of less than 37 hours per week. As such, job share and term time staff are deemed to be part-time.

### Names and abbreviations of Departments

Department Name	Abbreviation
Department of Agriculture, Environment and Rural Affairs	DAERA
Department for Communities	DfC
Department for the Economy	DfE
Department of Education	DE
Department of Finance	DoF
Department of Health	DoH
Department for Infrastructure	DfI
Department of Justice	DoJ
The Executive Office	TEO
Public Prosecution Service for Northern Ireland	PPS

Another category of 'Other' department is presented in the data and includes staff in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, and the Historical Institutional Abuse Inquiry Team.

#### 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 of seniority

<b>Grade Level Abbreviation</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

### **Variables reported (by Department)**

All Employees, Headcount as at 1st Month Year - Male  
 All Employees, Headcount as at 1st Month Year - Female  
 Permanent Employees, Headcount as at Month Year - Male  
 Permanent Employees, Headcount as at Month Year - Female  
 Temporary/Casual Employees, Headcount as at Month Year - Male  
 Temporary/Casual Employees, Headcount as at Month Year - Female  
 All Employees, Full Time Equivalent (FTE) as at Month Year - Male  
 All Employees, Full Time Equivalent (FTE) as at Month Year - Female  
 Permanent Employees, Full Time Equivalent (FTE) as at Month Year - Male  
 Permanent Employees, Full Time Equivalent (FTE) as at Month Year - Female  
 Temporary/Casual Employees, Full Time Equivalent (FTE) as at Month Year (Revised) - Male  
 Temporary/Casual Employees, Full Time Equivalent (FTE) as at Month Year (Revised) - Female  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - G5+  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - G6/7  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - DP  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - SO  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - EOI/EOII  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - AO  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - AA  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - Industrial  
 Permanent Employees, Headcount as at Month Year - Analogous Grade Level - Prison Grades

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