

# Notes to Readers

## Methodology and Definitions

Vacancy details are recorded on the Department for Communities (DfC) Client Management System (CMS) which is installed in each of the 35 JobCentre/Jobs & Benefits offices (JCs/J&BOs) throughout Northern Ireland. This is an IT system which is used to facilitate the interface with the Department's customers.

The relevant data are extracted from CMS each month to form a Vacancies database maintained by the Department's Analytical Services Unit. The data presented in this Statistical Factsheet are derived from the Vacancies database.

All the statistics presented in this bulletin are derived from data extracted from CMS on 8th October 2018. Ongoing validation work may result in data revisions.

Vacancies advertised by other means (e.g. newspapers, internet) are not included in the figures presented in this bulletin. The statistics therefore do not provide comprehensive measures relating to all vacancies available to jobseekers in Northern Ireland. The proportion of vacancies which are notified by employers to DfC varies over time, according to the occupation and industry of the vacancies and also by geographical area.

Graphic icons downloaded from [www.graphicstock.com](http://www.graphicstock.com).

The following notes explain the definitions underlying the data presented in this Statistical FactSheet.

**Notified Vacancies (Inflow):** All vacancy positions notified and added to JobCentres / J&BOs of DfC.

**Count date:** The first Friday after the first Thursday of every month.

## UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007):

Employers are assigned the SIC 2007 code which best reflects their dominant activity by staff at JobCentres / J&BOs of DfC. All vacancies are assigned the SIC 2007 code of the employer that notified them. Vacancies are broken down by SIC 2007 section level. Brief descriptions of the SIC 2007 sections are provided below. More information about SIC 2007 is available in the [UK Standard Industrial Classification of Economic Activities 2007 \(SIC 2007\): Structure and Explanatory Notes](#) manual.

Agriculture, Forestry and Fishing: Activities involving vegetable and animal natural resources (e.g. growing crops and breeding animals).

Mining and Quarrying: This section includes the extraction of minerals via methods such as mining and well operation, and the preparation of crude materials for marketing.

Manufacturing: Transformation of materials, substances or components into new products via chemical or physical means (e.g. milk pasteurising; processing and preserving of fish; manufacture of bread).

Electricity, Gas, Steam and Air Conditioning Supply: Includes provision, through a permanent infrastructure, of electric power, natural gas, steam and hot water.

Water supply; Sewerage, Waste Management and Remediation Activities: Covers activities related to the management of various forms of waste (e.g. waste collection) and activities of water supply.

Construction: General and specialised construction activities for buildings and engineering works (e.g. demolition and site preparation).

Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles: Sale, without transformation, of any type of goods; the supply of services that are incidental to the sale of merchandise; and the repair of motor vehicles and motorcycles.

Transportation and Storage: Provision of freight or passenger transport by rail, pipeline, road, water or air and associated activities (e.g. parking; cargo handling).

Accommodation and Food Service Activities: Covers the provision of short stay accommodation, and complete meals and drinks which are fit for immediate consumption.

Information and Communication: Includes activities such as motion picture, video and television programme production, sound recording and music publishing; programming and broadcasting; telecommunications.

Financial and Insurance Activities: Activities include insurance; reinsurance and pension funding activities; and activities to support financial services.

Real Estate Activities: Acting as agents and/or brokers in areas such as selling or buying real estate.

Professional Scientific and Technical Activities: These activities require a substantial amount of training, and make specialised skills and knowledge available to users (e.g. legal activities; accounting; veterinary activities).

Administrative and Support Service Activities: Activities that support general business operations (e.g. renting and leasing; employment agency activities).

Public Administration and Defence; Compulsory Social Security: Included in this section are activities that are governmental in nature (e.g. regulation of activities which provide health care, education and cultural services).

Education: Covers education at all levels (e.g. pre-primary, primary, secondary and further) and for all professions.

Human Health and Social Work Activities: Example activities include hospital; residential nursing care; and social work without accommodation.

Arts, Entertainment and Recreation: Creative, arts and entertainment activities; libraries, archives, museums and other cultural activities; gambling and betting; and sports activities, amusement and recreation activities are included in this section.

Other Service Activities: This residual category covers the activities of membership organisations; repair of computers and personal household goods; and other personal service activities such as hairdressing.

Activities of Households as Employers; Undifferentiated Goods- and Services-Producing Activities of Households for Own Use: Includes employment of domestic personnel such as maids and cooks; production of goods or services by private households for the purpose of subsistence.

Activities of Extraterritorial Organisations and Bodies: Activities of organisations such as the United Nations.

## Standard Occupational Classification 2000 (SOC 2000):

JobCentres / J&BOs of DfC assign to each vacancy the SOC 2000 code which most reflects the main duties of the post. Vacancies are broken down by SOC 2000 Major Group level. The nine Major Group levels are outlined, with examples, at a general level below in terms of qualifications, training and experience required. Further examples and information can be found in the Standard Occupational Classification 2000: Volume 1 Structure and descriptions of unit groups.

Managers and Senior Officials: Considerable knowledge and experience of the production processes associated with the efficient functioning of organisations and businesses (e.g. customer care managers; managers in construction; pharmacy managers).

Professional occupations: Degree level qualification usually needed and some occupations require a postgraduate level qualification and/or experience related training (e.g. chemists; software professionals; dental practitioners).

Associate Professional and Technical Occupations: Typically a higher level vocational qualification is required, which will usually involve a substantial period of training/further study. Task related training is usually provided during the induction period (e.g. nurses; graphic designers; sports players).

Administrative and Secretarial Occupations: For most jobs, general education of a good standard is essential and further training to a well defined standard may be required (e.g. civil service executive officers; library assistants; school secretaries).

Skilled Trades Occupations: Often a substantial period of training is provided via a work based training programme (e.g. farmers; pipe fitters; motor mechanics).

Personal Service Occupations: General education of a good standard is expected, and further vocational training provided by means of a work based training programme may be required (e.g. nursery nurses; travel agents; dental nurses).

Sales and Customer Service Occupations: General education and sales related work based training are normally required. Some posts that require special knowledge are included in this category because the primary job duty is selling (e.g. sales and retail assistant; call centre agents/operators).

Process, Plant and Machine Operatives: Jobs in this category tend to need knowledge and experience of how to operate mobile machinery such as vehicles, to operate and supervise industrial plant and equipment, assembly products in accordance with regulations. Most occupations require that a minimum level of competence should be reached and that a formal period of experience related training should be completed (e.g. coal mine operatives; van drivers).

Elementary Occupations: Usually require education to be completed to compulsory level. Some occupations may require short periods of work related training in areas such as health and safety (e.g. farm workers; bar staff; cleaners).

## Northern Ireland Multiple Deprivation Measure 2017 (NIMDM 2017) Quintiles:

The NIMDM 2017 replaces the NIMDM 2010 as the official measure of deprivation in Northern Ireland and provides a relative measure of deprivation in small areas. NIMDM 2017 gives an overall measure of seven types of deprivation: Income, Employment Health, Education, Proximity to Services, Living Environment, and Crime and Disorder. Vacancy statistics are presented by Northern Ireland Multiple Deprivation Measure quintile bands: ranks 1-178 (most deprived), ranks 179-356, ranks 357-534, ranks 535-712, ranks 713-890 (least deprived). Northern Ireland Multiple Deprivation Measure ranks are based on the Super Output Area (SOA) classification of the vacancy. SOA classifications are assigned to vacancies using the Central Postcode Directory January 2017 based on the postcode of the employers account. When a valid employer's account postcode is not available, the postcode of the vacancy is used. Although an employer's account is within a particular SOA, the job may be based elsewhere in Northern Ireland, in the UK mainland or in the Republic of Ireland.