

# Personnel Statistics for the Northern Ireland Civil Service

2022



Based on staff in post at 1<sup>st</sup>  
April 2022.

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# 1

## Executive Summary

This report provides an overview of the personnel profile of the Northern Ireland Civil Service (NICS) at 1<sup>st</sup> April 2022 and how it has changed since 2013. The key findings are summarised below.

### 1) Numbers

At 1st April 2022 there were 22,536 full-time equivalent staff (FTE) in the Northern Ireland Civil Service (NICS), which was an increase of 4.4% on the figure at 1st April 2021, and a decrease of 14.2% from 1st April 2013.

Like the previous nine years, in 2022 the Executive Officer (EOI/EOII) and Administrative Officer (AO) grade levels jointly accounted for over half of FTE staff. Since 2013 the proportions of FTE staff have generally decreased at Administrative Assistant (AA) and AO level, and increased at EOI/EOII level and above. Departments continued to differ markedly in size in 2022, ranging from just over 6,800 FTE staff (Department for Communities) to just over 300 (The Executive Office).

### 2) Part-time working

At 1st April 2022, 21.4% of staff were working on a part-time basis, an increase of 2.1 percentage points from 2013. In terms of gender 33.9% of women and 9.0% of men were part-time.

The proportion of women working part-time varied by grade level, ranging from 13.1% at Grade 5 and above to 44.4% at AO level. With the exception of Grade 5 and above, Industrial staff and Prison Grade staff, the proportion of females working part-time decreased at all grade levels between 2021 and 2022. For all grades except staff at G6/G7, DP and Industrial staff, the proportion of females working part-time has increased since 2013.

### 3) Leavers

There was an increase in the proportion of staff leaving the NICS during 2021/2022 (4.6%) compared with the previous financial year (2020/21, 2.8%). Age retirement accounted for the largest proportion of leavers, followed by resignations and health reasons.

# 2

## Introduction

### About this Report

This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2022 and how it has changed over time. Where appropriate, comparisons are made with the Civil Service in Great Britain (GB).

### Data Coverage

The primary data source for this report, with the exception in part of the NI Prison Service (NIPS), was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS's own personnel data systems.

Figures are based on actual staff in post at 1st April each year; analyses of leavers are on a financial year basis. 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. Permanent employees have 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.

Self-employed, contract workers and agency workers are excluded from the figures. Civil servants working on secondment to other organisations and staff on career break have also been excluded.

Figures for 2022 relate only to NICS staff in the following organisations –

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

Details of the methods used to count civil servants - headcount and full time equivalent (FTE) - are presented in the Appendices along with a full list of grade levels, occupations, and numbers at each grade level in the various Departments. Information relating to quality is also included.

The report does not include information on absence, pay, or equality.

Separate reports on these topics can be found at:-

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/sickness-absence-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/pay-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/equality-statistics>

# 3 | Number of Staff

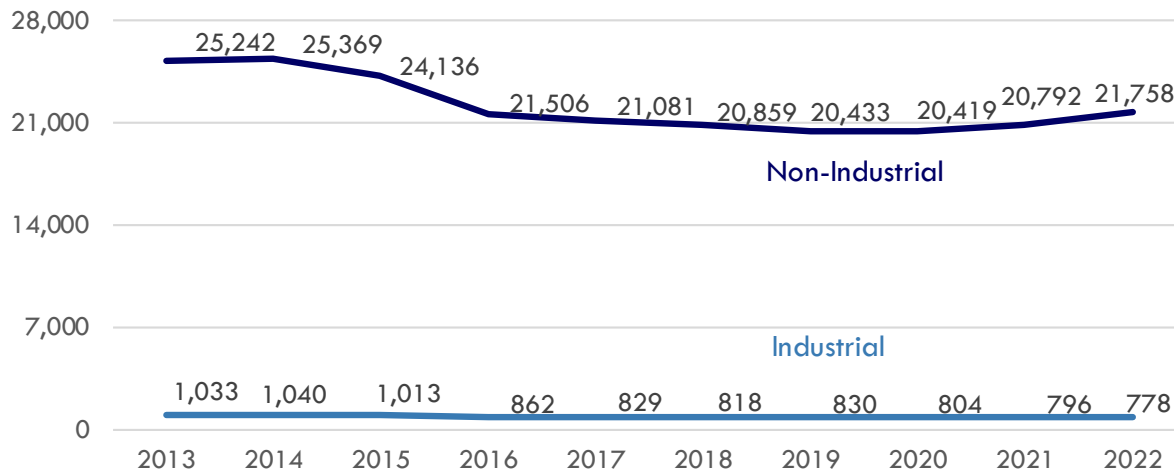
## All Staff

On 1<sup>st</sup> April 2022 the headcount for the NICS was 24,126, an increase of 2.9% from April 2017 (Figure 1).

The full time equivalent (FTE) number of staff in the NICS at 1<sup>st</sup> April 2022 was 22,536<sup>2</sup> and of these 778 were industrials. Figure 2 shows that industrial staff numbers are the lowest they have been during the last ten years.

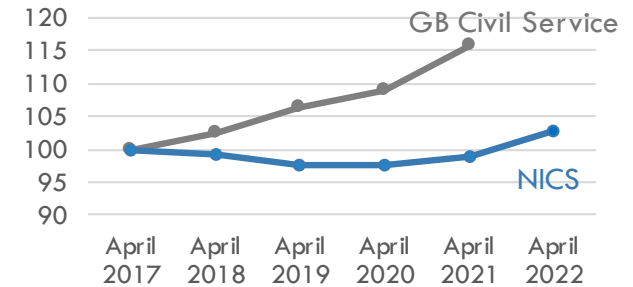
The FTE number of casual staff decreased each year from 2014 to 2019, reaching a low of 37 by April 2019. There was an increase to 152 in 2022 (Figure 3).

Figure 2: All Industrial and Non-Industrial NICS Staff (FTE), 2013 to 2022



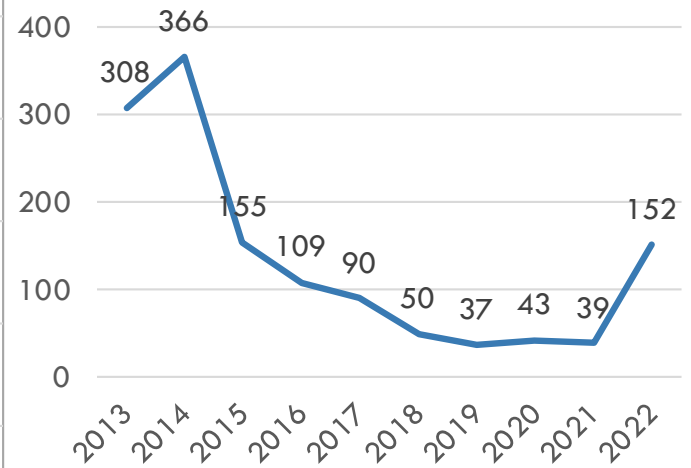
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Figure 1: All Staff (Headcount) Comparing the NICS and GB Civil Service<sup>1</sup> Index (April 2017=100; non zero y axis)



[Download Data](#)

Figure 3: Casual Staff (FTE), 2013 to 2022



[Download Data](#)

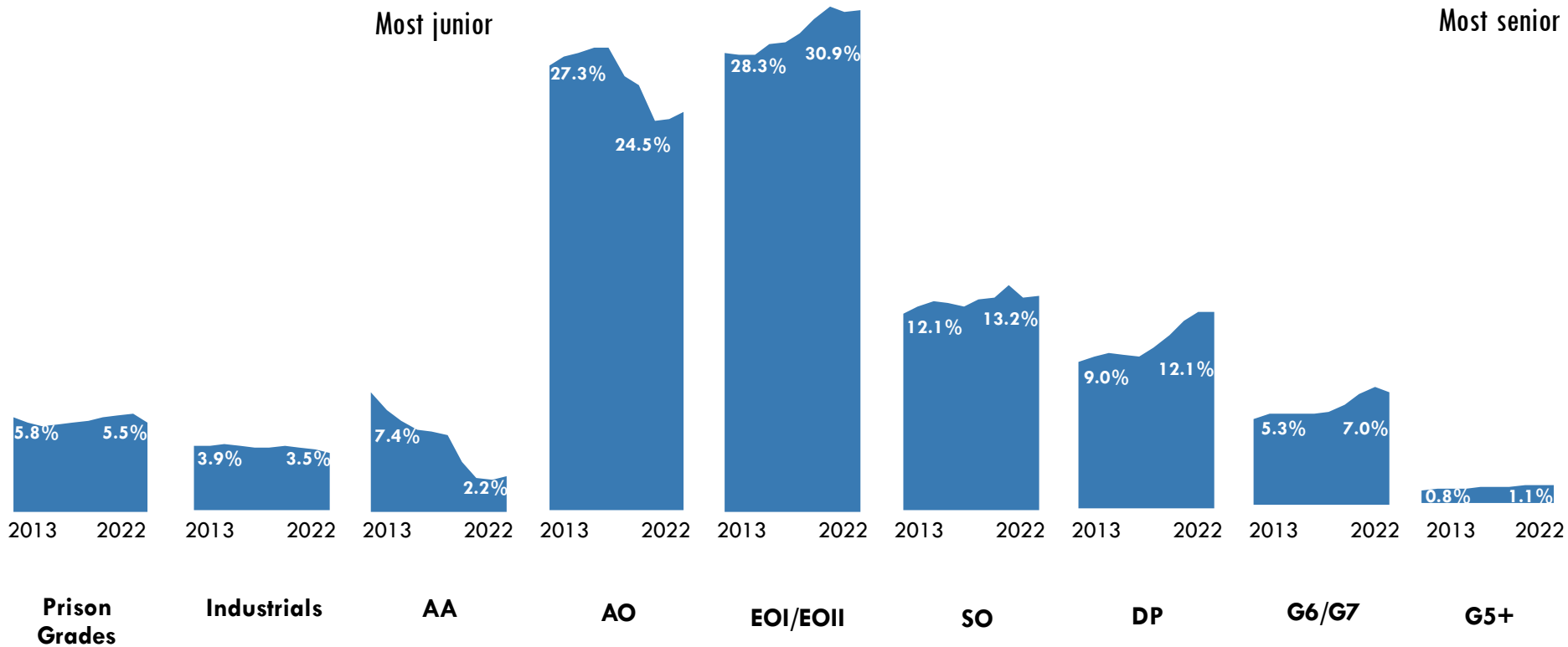
<sup>1</sup> GB comparators are due to be published in August 2022 at <https://www.gov.uk/government/collections/civil-service-statistics>.

<sup>2</sup>Non-Industrial and Industrial totals from figure 2 may not sum to overall total due to rounding.

# 3

## Number of Staff

Figure 4: All Staff (FTE) Grade Level Distribution, 2013 to 2022



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### Grade Profile

Since 2013 overall the proportion of FTE staff has generally decreased at Administrative Assistant (AA) and Administrative Officer (AO) level, and increased at Executive Officer (EOI/EOII) level and above. In terms of changes in percentage points, the largest decrease was at AA level (5.2 percentage points), while the largest increase was at DP level (3.1 percentage points). In 2022 the year on year proportion increased at AO level, continuing the trend from 2021. However, the proportion increased at EOI/EOII and SO level, having fallen in 2021. Like the previous nine years, in 2022 the EOI/EOII and AO grade levels jointly accounted for over half of FTE staff.

# 3 | Number of Staff

## Departmental Composition

Departments continued to differ markedly in size in 2022, ranging from just over 6,800 FTE staff (DfC) to just over 300 (TEO). Each of the smallest three ministerial departments and the PPS had fewer than 1,000 FTE staff; the largest five each had more than 2,800 FTE staff. Since April 2020, DE has returned to an equal number of FTE staff. All other departments experienced an increase in FTE staff since 2020 with the biggest increase in DoH (29.6%).

Figure 5: All Staff (FTE) by Departmental Composition, 2016<sup>1</sup> to 2022

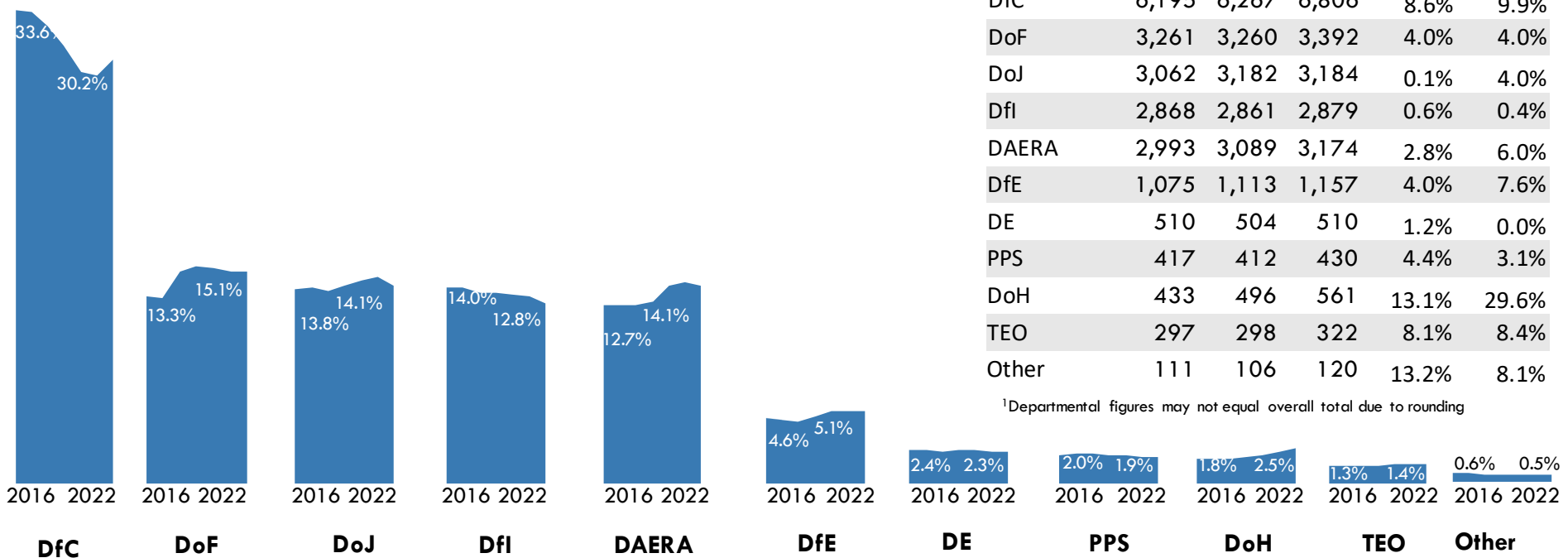


Table 1: Changes in Departmental Composition All Staff (FTE), 1<sup>st</sup> April 2020, 2021 and 2022<sup>1</sup>

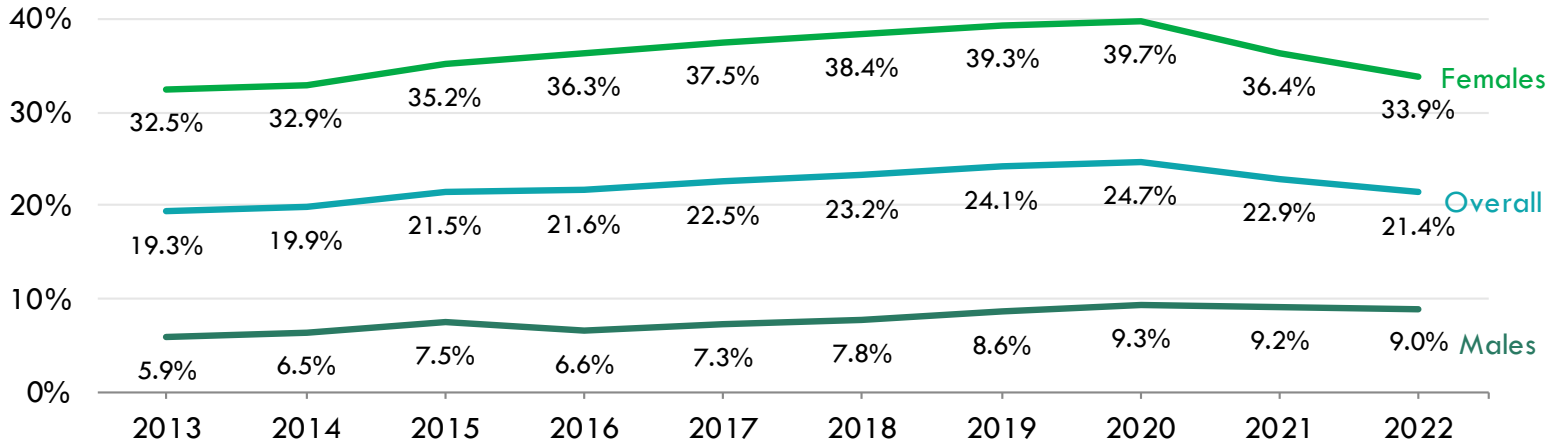
Department	% change				
	2020	2021	2022	21-22	20-22
DfC	6,195	6,267	6,806	8.6%	9.9%
DoF	3,261	3,260	3,392	4.0%	4.0%
DoJ	3,062	3,182	3,184	0.1%	4.0%
DfI	2,868	2,861	2,879	0.6%	0.4%
DAERA	2,993	3,089	3,174	2.8%	6.0%
DfE	1,075	1,113	1,157	4.0%	7.6%
DE	510	504	510	1.2%	0.0%
PPS	417	412	430	4.4%	3.1%
DoH	433	496	561	13.1%	29.6%
TEO	297	298	322	8.1%	8.4%
Other	111	106	120	13.2%	8.1%

<sup>1</sup>Departmental figures may not equal overall total due to rounding

# 4

## Part-time Working

Figure 6: Proportion of Staff (Headcount) Working Part-Time, 2013 to 2022



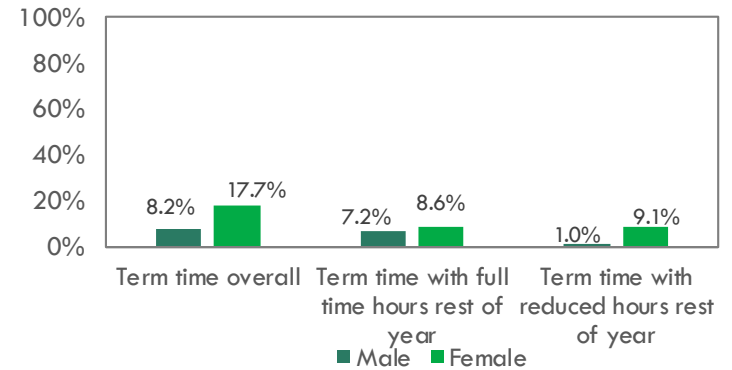
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### Overall

The proportion of staff working on a part-time basis generally increased over the seven years from 2013 to 2020, however it has decreased since then. Since 2013 the proportion of males and females working part-time has increased by 3.1 and 1.4 percentage points respectively (Figure 6).

Approximately 8% of male and almost 18% of female part-time staff had a term time work pattern. Almost 52% of women working on a term time basis worked reduced hours during the rest of the year. The remaining 48% worked full time hours for the rest of the year. The comparative figures for males were approximately 12% and 88% respectively.

Figure 7: Term Time Working  
Percentage of All Part-Time Staff (Headcount)  
1<sup>st</sup> April 2022



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# 4 | Part-time Working

Figure 8: Percentage of Part-time Female Staff (Headcount) at each Grade Level, 2013 to 2022



[Download Data](#)

## Grade Profile for Part-Time Female Staff

An analysis by grade was undertaken for female staff only as they accounted for the vast majority (79%) of part-time workers. The analysis showed that the proportion varied markedly by grade, ranging from around 13% at Grade 5 and above to 44% at AO level.

The proportion of females working part-time increased at all grades from 2013 with the exception of Industrial staff, DP and G6/G7. Female staff at AA level had the biggest increase (10.8 percentage points). This was followed by staff in Prison grades (10.0 percentage points). Overall the proportion has increased by 1.4 percentage points.

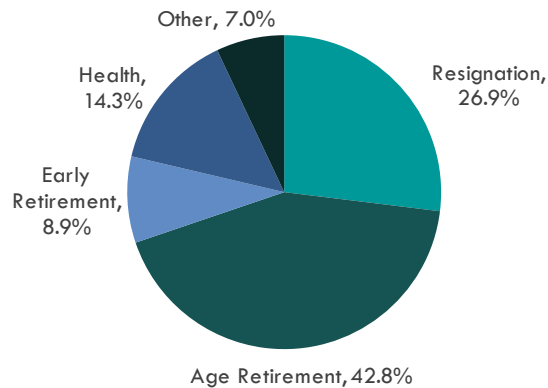
# 5

## Leavers

### Reasons for leaving

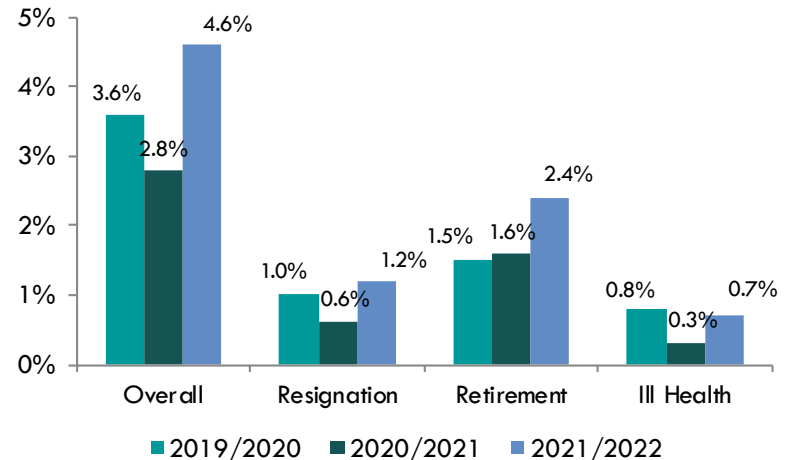
Age retirement (42.8%) and resignations (26.9%) accounted for the majority of all leavers in 2021/22. The 2021/2022 leaving rate<sup>1</sup> (4.6%) was higher than the rate during the previous financial year (2.8%).<sup>2</sup>

**Figure 9: Reasons for Leaving  
All Staff (Headcount) 2021/2022**



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**Figure 10: Leaving Rates<sup>1</sup> by Reason for Leaving  
All Staff (Headcount)  
2019/2020, 2020/2021 and 2021/2022**



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<sup>1</sup> Leaving rates are calculated by dividing the number of staff who left during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

<sup>2</sup> GB comparators are due to be published in August 2022 at <https://www.gov.uk/government/collections/civil-service-statistics>.

## Appendix 1 – Counting Civil Servants

Two methods of counting Civil Servants are used in this report:

### **Headcount**

Each civil servant is counted as one member of staff, regardless of whether he or she works full-time or part-time. This is appropriate, for example, when recording the numbers leaving the service.

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

Each full-time civil servant is counted as one member of staff and each part-time civil servant is counted as a proportion (based on hours worked) of a full-time member of staff. 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. This is appropriate, for example, when recording the number of staff required to perform Civil Service functions.

## Appendix 2 – Analogous Grade Level

Table 1: NICS Grading Structure in Descending Order of Seniority (Excludes Industrial and Prison Grade Staff)

Abbreviation	Analogous grade
G5	Grade 5 (Assistant Secretary)
G6/7	Grade 6 (Senior Principal) and Grade 7 (Principal)
DP	Deputy Principal
SO	Staff Officer
EOI/EOII	Executive Officer I and Executive Officer II
AO	Administrative Officer
AA	Administrative Assistant

## Appendix 3 – Occupations

Table 3: Occupations of Staff (Headcount) 1<sup>st</sup> April 2022

Occupation <sup>1</sup>	No. of Staff	Occupation <sup>1</sup>	No. of Staff
Agricultural Economists	21	M&E Engineers	94
Agricultural Inspectors (Grade)	297	Mapping and Charting	188
Agricultural Inspectors (Group)	325	Meat Inspectors	108
Architects	97	Miscellaneous	65
Careers Officers	96	Planning Office Staff	47
Civil Engineers	674	Prison Grades	1,233
Computing	612	Quantity Surveyors	34
Curatorial Grade	51	Science Grades	559
DE Inspectorate	47	Statisticians	315
Drawing Office Staff	128	Support Grades	98
Economists	111	Trading Standards	25
Fisheries	42	Typing	172
Forestry	36	Valuation	172
General Service	14,754	Vehicle and Driving Examiners	455
Health and Safety Inspectors	70	Veterinary Officers	142
Industrial Grades	778	YJA Specialisms	143
Information Officers	60	-	-
Legal Grades (Solicitors)	333	<b>ALL<sup>2</sup></b>	<b>24,126</b>

[Download Data](#)

<sup>1</sup>Occupations with fewer than 20 staff have not been listed in the table.

<sup>2</sup>Including occupations not listed in the table.

## Appendix 4 – Composition of NICS overall

Table 4: Staff (FTE) by Grade Level in Each Department<sup>1</sup>, 1<sup>st</sup> April 2022

Department	Grade 5 and above	Grade 6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	All Grades
DAERA	29	299	511	740	947	398	66	183	0	3,174
DfC	25	140	369	515	3,091	2,520	119	28	0	6,806
DfE	25	125	241	226	341	152	48	0	0	1,157
DE	17	96	97	72	120	88	19	0	0	510
DoF	47	395	621	593	934	707	86	9	0	3,392
DoH	33	97	139	132	104	47	10	0	0	561
DfI	21	129	293	357	648	818	72	541	0	2,879
DoJ	19	154	244	248	603	617	50	17	1,233	3,184
PPS	9	70	106	16	81	123	26	0	0	430
TEO	23	47	77	63	71	36	4	0	0	322
Other	4	22	36	10	34	12	3	0	0	120
<b>Total</b>	<b>250</b>	<b>1,575</b>	<b>2,734</b>	<b>2,971</b>	<b>6,974</b>	<b>5,519</b>	<b>502</b>	<b>778</b>	<b>1,233</b>	<b>22,536</b>

<sup>1</sup>Departmental figures may not equal overall total due to rounding

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## Appendix 5 – Quality Assessment

This section provides information about the quality of the data used to produce this publication, and any statistics derived from these data.

Dimension	Assessment by the author
<p><b>Introduction:-</b></p>	<p>This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2022 and how it has changed over time. Information is broken down by analogous grade, department, work-pattern, job location and reason for leaving.</p> <p>The primary data source, with the exception in part of the NIPS, was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS’s own personnel data systems. Figures are based on actual staff in post at 1st April each year; analyses of leavers are on a financial year basis.</p>
<p><b>Relevance:-</b> <i>The degree to which the statistical product meets user needs in both coverage and content.</i></p>	<p>Covers a breakdown of NICS staff at 1<sup>st</sup> April 2022 by analogous grade, department and work pattern. Comparative figures and trend data have been included where possible.</p>
<p><b>Accuracy and reliability:-</b> <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>
<p><b>Timeliness and punctuality:-</b> <i>Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.</i></p>	<p>The report relates to 1<sup>st</sup> April 2022, and is published as pre-announced on 29<sup>th</sup> July 2022.</p> <p>Some data for GB comparators were not available in time for publication of the 2022 report.</p>

## Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p><b>Accessibility and clarity:-</b>  <i>Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information. Clarity refers to the quality and sufficiency of metadata, illustrations and accompanying advice.</i></p>	<p>The report contains a description of the staff covered, and definitions of the terms used.</p> <p>It is available on the NISRA website and contains contact details for further information.</p> <p>The full release is made available in a PDF format, which includes all commentaries, notes, tables and charts. This can be viewed using free software. Data from the tables and charts are also made available separately in open data source format.</p>
<p><b>Coherence and comparability:-</b>  <i>Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar. Comparability is the degree to which data can be compared over time and domain.</i></p>	<p>Counts of staff depend on the reference date, whether staff are permanent or casual, whether those on a career break are included, and whether secondees are included.</p> <p>There have been various changes in the scope of the NICS over the past decade as a result of the transfer of functions (and the associated staff) to new bodies outside the NICS, or from outside bodies to the NICS.</p> <p>The headcount figures are on the same basis as those in the 'Employment in the Northern Ireland Civil Service', the 'Equality Statistics for the Northern Ireland Civil Service' and 'Pay Statistics for the Northern Ireland Civil Service' publications.</p> <p>Where appropriate comparisons are made with GB figures. However, some data for GB comparators were not available in time for publication of the 2022 report.</p>
<p><b>Trade-offs between output and quality components:-</b></p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>



## Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p><b>Assessment of user needs and perceptions:-</b> <i>The process for finding out about users and uses, and their views on the statistical products.</i></p>	<p>The report contains contact details in case users wish to provide feedback, comments or queries on the publication.</p> <p>Key stakeholders, notably NICS HR, regularly communicate their personnel statistics requirements to NISRA. In addition an annual customer satisfaction survey is undertaken to review the publication by gathering feedback on the statistics produced, how well they meet user needs and whether there are any suggested improvements. Where specific changes have been suggested, these have been incorporated as far as possible.</p>
<p><b>Performance, cost and respondent burden:-</b> <i>The effectiveness, efficiency and economy of the statistical output.</i></p>	<p>The annual operational cost (staff time) of producing this publication is approximately £2,000.</p> <p>There is no respondent burden, since the data are held on an administrative system.</p>
<p><b>Confidentiality, transparency and security:-</b> <i>The procedures and policy used to ensure sound confidentiality, security and transparent practices.</i></p>	<p>Data are held on a network that is only accessible to the few statisticians who need access.</p>