

**Finance & Corporate Services
Division**



**Personnel Branch
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[Request-388447-
00db5932@whatdotheyknow.com](#)

Our Ref: FOI 0027/2017

Date: 13th March 2017

Dear Ms Moore

Freedom of Information Act 2000

Thank you for your request for information relating to Grade 5 positions advertised within the Department and its NDPB/ALBs since 2010. The Executive Office has now completed its search for this information. Your original request and my response are set out at **Annex A and Annex B**.

If you are unhappy with the level of service you have received in relation to our handling of this request, you may ask for an internal review within two calendar months of the date of this letter. You should contact –

Director of Executive and Central Advisory Division
Room SD 24
Stormont Castle
Stormont Estate
BELFAST
BT4 3ST

Tel - 028 90 378149
Email - foi@executiveoffice-ni.gov.uk

In order to assist a thorough review, it would be helpful if you set out any particular grounds for complaint.

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with other Government Departments and Public Authorities.*

If you are not content with the outcome of the internal review, you then have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at –

Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

The Information Commissioner will not investigate a complaint unless the internal review procedure outlined above has been completed.

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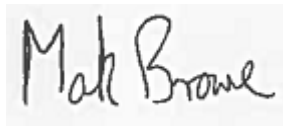
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Please contact me if you have any queries about this letter, remembering to quote the reference number above in any future communications.

Yours sincerely



Mark Browne
Personnel Branch



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Dear Executive Office (Northern Ireland),

- 1) From 2010, on how many occasions has your department advertised for NICS Grade 5 positions either within your department or for your NDPB's/ ALBs?

Response:

From 2010, the Executive Office has advertised for NICS Grade 5 positions on 11 occasions. This includes posts within the Department and its NDPBs/ALBs.

- 2) What essential/ desirable criteria has been used to fulfil the grade 5 position?

Response:

The criteria used for these positions is provided in the Candidate Information Booklet (CIB) for each post. CIBs are available online for some of these Grade 5 positions, and can be found at the following links:

https://irecruit-ext.hrconnect.nigov.net/resources/documents/c/i/b/cib_174537.pdf

<https://irecruit-ext.hrconnect.nigov.net/resources/documents/i/r/c/irc183282-final-cib-v4.pdf>

<https://irecruit-ext.hrconnect.nigov.net/resources/documents/f/i/n/final-cib-v3.pdf>

[https://irecruit-ext.hrconnect.nigov.net/resources/documents/i/r/c/irc197111---cib-\(final\)_150621.pdf](https://irecruit-ext.hrconnect.nigov.net/resources/documents/i/r/c/irc197111---cib-(final)_150621.pdf)

https://irecruit-ext.hrconnect.nigov.net/resources/documents/c/a/n/candidate-information-booklet-final_101708.pdf

CIBs for those positions where the information is not available online can be found at **Annex B**.

- 3) Has there ever been from 2010, any Grade 5 position which has been advertised that required "no formal qualifications?"

Response:

As noted in the CIBs above and in Annex B, the Grade 5 position for the Director of the Northern Ireland Bureau in China did not stipulate that a formal academic and/or professional qualification was required.

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