

## **8.22 Staffing Structure v1**

### **8.22 Staffing Structure**

This policy gives information about the staffing structure in the Northern Ireland Civil Service in the non-industrial grades.

- Section 2 General Service Groups outlines the staff grades in the General Service grouping
- Section 3 Senior Civil Service Grades sets out the grades applicable in the Senior Civil Service

The other sections cover the four other main staffing groups and also provide information on grades which do not exactly fall into the other categories such as the Auditor, Economist and Information disciplines.

**The following terms within this policy are defined in the glossary:**

There are currently no terms within this policy defined in the glossary.

**You may also be interested in the following policies:**

There are currently no related policies.

This policy is version 1.0

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

# 8.22 STAFFING STRUCTURE

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## **8.22 STAFFING STRUCTURE**

### **1 Introduction**

**1.1** This section of the HR Handbook provides an overview of the staffing structure of non-industrial grades within the Northern Ireland Civil Service (NICS). The NICS is comprised of a large number of disciplines. Some of these disciplines, taken together, fall into relatively homogeneous groups, for example, General Service grades and Professional and Technology grades.

**1.2** Among the main identifiable groupings are:

- a.** General Service
- b.** Professional and Technology
- c.** Scientific
- d.** Typing and Secretarial discipline
- e.** Support grades

### **2 General Service Group**

**2.1** The General Service grouping is made up of grades as follows:

Administrative Assistant (NIO Grade D2)

Administrative Officer (NIO Grade D1)

Executive Officer II (NIO Grade C)

Executive Officer I (NIO Grade C)

Staff Officer (NIO Grade B2)

Deputy Principal (NIO Grade B1)

Grade 7 (NIO Grade A)

Grade 6 (NIO Grade A)

And Senior Civil Service grades as listed at section 3.1

### **3 Senior Civil Service Grades**

**3.1** The Senior Civil Service is comprised of the following grades:

- Grade 5 (Assistant Secretary)
- Grade 3 (Deputy Secretary)
- Permanent Secretary
- Head of the Northern Ireland Civil Service

### **4 Professional and Technology Group**

**4.1** The Professional and Technology group includes officers working in the Architectural, Civil Engineering, Mechanical and Electrical Engineering, Quantity Surveying and Structural Engineering disciplines in the following grades:

- Technical Grade 2
- Technical Grade 1
- Professional and Technical Officer
- Higher Professional and Technical Officer
- Senior Professional and Technical Officer
- Principal Professional and Technical Officer (Unified Grade 7)
- Superintending Grade (Unified Grade 6)

### **5 The Scientific Group**

**5.1** The Scientific Group includes officers working in a variety of specialist areas. Grades within the Scientific structure are as follows:

- Assistant Scientific Officer
- Scientific Officer
- Higher Scientific Officer
- Senior Scientific Officer
- Principal Scientific Officer
- Senior Principal Scientific Officer
- Chief Scientific Officer

## **6 The Typing Group**

**6.1** The Typing Group is comprised of the following grades:

Typist  
Typing Manager  
Chief Typing Manager  
Personal Secretary  
Senior Personal Secretary

## **7 The Support Group**

**7.1** The Support Group is comprised of the following grades:

Support Grade Band 2  
Support Grade Band 1  
Support Manager 3  
Support Manager 2  
Support Manager 1

## **8 Related Groups**

**8.1** A number of disciplines in the Northern Ireland Civil Service do not fall into these broad groups, but have some affinity with them. The staffing structures within the Auditor, Economist and Information disciplines, for example, do not follow that of the General Service grades exactly but are at some points analogous with them. The Planning Officer discipline has a close relationship with the Professional and Technology Group.

## **9 Special Groups and Departmental Specialists**

**9.1** The staffing structure within a substantial number of disciplines is peculiar to those disciplines and consequently these cannot be classified in any broad grouping. This is also the case where a discipline is linked to only one employing Department.