

FOI DOF/2025-0522

Request

1. Please supply the number of Administrative Officer (AO) vacant posts in the Ballymena area for all government Departments, broken down by number per Department per building.

DoF Response

I can confirm the Department holds some of the information requested.

Details of the total vacancies in each department is not held centrally by Department of Finance. Each Civil Service department is responsible for managing its resources – both financial and staff. Each department determines its individual workforce needs and is responsible for ensuring that any additional staffing resources are affordable. When a department identifies a vacancy that needs filled, the request is referred to NICSHR to initiate the process to fill the post. NICSHR liaises with all departments on an ongoing basis to seek to prioritise recruitment activity within allocated financial and staff resources.

As at the end of August 2025, (the most recent figures available at time of the request), NICSHR was managing a caseload of 122 General Service Administrative Officer vacancies and 3 Non-General Service vacancies at grades analogous to Administrative Officer based in Ballymena. The breakdown of the locations and offices is shown in the tables below.

| General Service Administrative Officer vacancies | DAERA | DfC | DfI | DoF | DOJ | Total |
|---|--------------|------------|------------|------------|------------|--------------|
| Academy House | 4 | | | 2 | | 6 |
| Ballymena Courthouse | | | | | 5 | 5 |
| Ballymena Jobs and Benefit Office | | 109 | | | | 109 |
| County Hall Ballymena | | | 2 | | | 2 |
| Total | 4 | 109 | 2 | 2 | 5 | 122 |

| Non General Service Administrative Officer analogous grade vacancies | DfI | Total |
|---|------------|--------------|
| County Hall Ballymena | 1 | 1 |
| Depot Ballykeel | 2 | 2 |
| Total | 3 | 3 |