

FOI DOF/2026-0249

Request

RE: Historic Environment Record of Northern Ireland

- 1) How many employees and agency workers are currently employed at HERONI?
- 2) How many employees and agency workers are currently employed as Administrative Officers at HERONI?
- 3) How many employees and agency workers are currently employed as Executive Officers at HERONI?
- 4) How many employees and agency workers are currently employed as Curatorial F, E, D & C at HERONI?
- 5) How many employees and agency workers are currently on temporary promotion at HERONI?
- 6) How many vacancies at different grades need to be filled at HERONI?
- 7) When is it intended that these vacancies are HERONI will be filled?

DoF response

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

1. As at the end of April 2026 (the most current data available at the time of the request) a total of 14 NICS substantive (permanent) staff are in post in HED Heritage Records Designation (business organisation name as held on the HR & Payroll system). There are currently 16 agency workers on assignment at HED Heritage Records Designation.

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Of the total 14 staff, there is 1 x AO, and 1 x EO1 substantive analogous grade staff. Table 1 below provides the staffing figures at grades requested.

HED Heritage Records Designation has 4 agency workers on assignment as Administrative Officers and 4 on assignment as Executive Officers.

There are currently 9 agency workers on assignment at HED Heritage Records Designation at Curatorial F, E, D and C grades.

Table 1: Staff in Post at HED Heritage Records Designation at Month End April 2026

Substantive Analogous Grade	Grade Name	Headcount
Grade 7	Curatorial Grade C (G7)	1
Deputy Principal	Curatorial Grade D	3
	Spto (Architect)	1
Staff Officer	Curatorial Grade E	6
	Higher Photographic Officer	1
Executive Officer 1	Curatorial Grade F	1
Administrative Officer	Administrative Officer	1
Total		14

Source: HRConnect Month End April 2026

5. As at month end April (the most recent data available at the time of the request) there are no (0) staff on Temporary Promotion in HED Heritage Records Designation.
[DN: As agency workers are assigned to perform a specific role in a specific business area, they are not eligible for temporary promotion.]

6. Details of the total vacancies in each department are 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 NICS HR to initiate the process to fill the post. NICS HR 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 April 2026 (the most recent figures available at the time of request) NICS HR was managing a caseload of 7 vacancies in HED Heritage Records Designation (business organisation name as held on Vacancy Management records). The breakdown by analogous grade is shown in the table below.

Vacancies in HED Heritage Records Designation	
Analogous Grade	Number of vacancies
DP	1
SO	1
EO1	3
AO	1
AA	1
Grand Total	7

7. As at the date of the request, it is intended that the AA analogous grade vacancy will be filled at the beginning of July 2026. There is no information available as to when the remainder of the vacancies will be filled.