

FOI DOF/2026-0238

Request

RE: Public Record Office of Northern Ireland

- 1) How many employees and agency workers are currently employed at PRONI?
- 2) How many employees and agency workers are currently employed as Administrative Officers at PRONI?
- 3) How many employees and agency workers are currently employed as Executive Officers at PRONI?
- 4) How many employees and agency workers are currently employed as Curatorial F, E, D & C at PRONI?
- 5) How many employees and agency workers are currently on temporary promotion at PRONI?
- 6) How many vacancies at different grades need to be filled at PRONI?
- 7) When is it intended that these vacancies are PRONI 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 74 NICS permanent and fixed term casual staff are in post in Public Records Office Northern Ireland (PRONI). There are currently 62 agency workers on assignment at PRONI.
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Of the total 74 staff, there are 49 at AO, EO2, and EO1 substantive (permanent) analogous grades, of which 16 are temporarily promoted to a higher grade. Table 1 below provides the substantive and temporary grade breakdown for the grades requested.

PRONI has 38 agency workers as Administrative Officers and 21 as Executive Officers.

There are currently 18 agency workers on assignment at PRONI at Curatorial F, E, D and C grades.

Table 1: Staff In Post at PRONI at Month End April 2026

Substantive Analogous Grade	Substantive Grade Name	Substantive Staff (HC)	TP Grade	TP Staff (HC)
Senior Civil Servant	Assistant Secretary	1		
Senior Civil Service Total		1		
Grade 7	Curatorial Grade C (G7)	2		
	Principal	1		
Grade 7 Total		3		
Deputy Principal	Conservation Grade D	1		
	Curatorial Grade D	4		
		1	Curatorial Grade C (G7)	1
	ICT Level 6	1		
Deputy Principal Total		7		1
Staff Officer	Curatorial Grade E	2	Curatorial Grade D	2
		7		
	ICT Level 5	2		
	Staff Officer	1		
Staff Officer Total		12		2
Executive Officer 1	Conservation Grade F	1		
	Curatorial Grade F	9		
		5	Curatorial Grade E	5
	Executive Officer I	1		
		1	Staff Officer	1
ICT Level 4	3			
Executive Officer 1 Total		20		6
Executive Officer 2	Executive Officer II	2		
	ICT Level 3	1	ICT Level 4	1
Executive Officer 2 Total		3		1
Administrative Officer	Administrative Officer	17		
		9	Executive Officer II	9
Administrative Officer Total		26		9
Administrative Assistant	Administrative Assistant	1		
	Support Grade Band 2	1	Administrative Officer	1
Administrative Assistant Total		2		1
Overall Total		74		20

Source: HRConnect Month End April 2026

- Temporary promotions are designed primarily to meet business and management needs and can arise for a variety of reasons, including the cover of short term or longer-term absence, such as maternity, leave or through the creation of a temporary post. The management and recording of temporary promotions are the responsibility of individual business areas in Departments.

As at month end April (the most recent data available at the time of the request), a total of 20 permanent and fixed term/casual staff are on Temporary

Promotion in PRONI. 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 16 vacancies in PRONI. The breakdown by analogous grade is shown in the table below.

Vacancies in DfC, Public Records Office NI	
Analogous Grade	Grand Total
G6	1
G7	2
DP	3
SO	1
EO2	1
AO	8
Grand Total	16

7. As at the date of the request, the SO analogous grade vacancy had subsequently been filled and it is intended that one of the AO grade vacancies will be filled at the end of June 2026. There is no information available as to when the remainder of the vacancies will be filled.