ANNEX A

FOI DOF/2026-0456

Request

Re: Competition IRC320459 – DP, DfC Operations.

I am requesting the following information under the Freedom of Information Act 2000 in relation to the Department for Communities Operations Deputy Principal competition IRC320459, and the subsequent allocation of successful candidates to posts.

Where information contains personal data, I am content for names and other identifying details to be redacted in accordance with the Act. I request disclosure of all remaining information in electronic format where possible.

Vacancy Information

1. A list of all vacancies filled, or intended to be filled, from competition IRC320459, including:
    - Business area/directorate;
    - Branch or team (where recorded);
    - Location;
    - Job title; and
    - Whether the vacancy was recorded as operational delivery, corporate services, or another group.

2. The date on which each vacancy was formally declared or notified as vacant.

3. The date on which each vacancy was approved for filling from competition IRC320459.

4. Details of any vacancies added to the competition after publication of the Competition Information Booklet (CIB), including the date they were added and the rationale for their inclusion.

Vacancy Prioritisation

1. The prioritised order of vacancies used for allocation purposes, including any ranking, sequencing, categorisation or priority listing applied.

2. Copies of any policies, procedures, guidance, business rules, operating instructions, governance documents, or methodologies used to determine vacancy priority.

3. Copies of any vacancy prioritisation exercises, business cases, scoring exercises, assessments, recommendations, submissions, spreadsheets, reports or decision-making records used to determine which posts would be offered to candidates higher on the merit list.

4. Documentation showing the rationale for determining that each vacancy was suitable for filling through an Operations Deputy Principal competition.

5. Documentation relating specifically to the decision to include and prioritise the ICT-designated Deputy Principal post, including any business justification, prioritisation assessment, approval process, or comparison against other vacancies being filled from the competition.

Candidate Allocation Process

1. Copies of any policies, procedures, guidance, business rules, operating instructions, allocation frameworks or governance arrangements used to allocate successful candidates to vacancies.

2. Details of the allocation process, including records showing:
   - Who was involved in determining allocations;
   - The role of HRConnect, NICSHR, Department for Communities HR, recruiting business areas and senior managers;
   - The approval process for allocations;
   - Any governance or oversight arrangements.

3. Copies of any allocation matrices, spreadsheets, matching exercises, allocation schedules or other records showing how candidates were matched to vacancies.

4. An anonymised version of the allocation exercise showing:
   - Candidate merit position;
   - Vacancy allocated;
   - Vacancy priority ranking (if applicable); and
   - Any allocation codes, scores or indicators used.

5. Copies of any audit trails, reports, records or system outputs showing how allocation decisions were made.

6. Details of any circumstances in which business areas, recruiting managers, senior managers or vacancy holders were permitted to:
   - Express preferences regarding particular candidates;
   - Request that particular candidates be assigned to specific vacancies;
   - Influence allocation decisions; or
   - Identify preferred appointments.

7. Copies of any correspondence, submissions, requests or records showing business area involvement in candidate allocation decisions.

Governance, Assurance and Equality Considerations

1. Copies of any governance, assurance, audit, moderation or quality assurance checks undertaken in relation to:
   - Vacancy prioritisation; and
   - Candidate allocations.

2. Copies of any minutes, briefing papers, submissions, recommendations, governance records or decision logs relating to the allocation of successful candidates to vacancies.

3. Details of any review, challenge, appeal, complaint or escalation process available regarding vacancy allocation decisions.

4. Copies of any equality, fairness, consistency or compliance checks undertaken to ensure allocations were conducted in accordance with the stated competition arrangements.

Competition Scope

1. Copies of any documents, guidance or records defining the scope and intended purpose of competition IRC320459.

2. Copies of any records showing the vacancies identified at the time the competition was commissioned and launched.

3. Records showing whether Corporate Services vacancies, including ICT vacancies, were within the original intended scope of the competition when it was launched.

4. Where Corporate Services vacancies were not within the original scope, copies of any approvals, decisions, submissions or correspondence authorising their subsequent inclusion.

Communications

1. Copies of internal correspondence, emails, briefing papers, submissions, presentations, meeting notes or other records discussing:
   - Vacancy prioritisation;
   - Allocation methodology;
   - Inclusion of ICT or Corporate Services vacancies; and
   - The application of the merit list to vacancy allocations.

DoF response

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

Vacancy Information

1. **A list of all vacancies filled, or intended to be filled, from competition IRC320459, including**:
   - Business area/directorate;
   - Branch or team (where recorded);

- Location;
- Job title; and
- Whether the vacancy was recorded as operational delivery, corporate services, or another group

2. The date on which each vacancy was formally declared or notified as vacant.

1&2. As at the date of the request NICSHR was managing 38 vacancies for Competition IRC320459 (filled and intended to be filled). The table below gives the details requested. Note: the details for Business Area/Directorate, Branch, Group etc reflect the current Organisational Hierarchies; these may have changed since the vacancy was originally declared.

Business Area/Directorate	Branch/Team	Location	Job Title	Group	Date formally declared
DfC, Child Maintenance Service Division NI	DFC, NI CMS 2012 Complaints Resolution Team	Belfast	DP NI CMS	DfC, Operational Delivery Group	16/10/2024
DfC, Digital, Security and Information Services Division	DFC, Information Communication Technology Services	Belfast	Not available	DfC, Corporate Services Group	14/11/2024
DfC, Central Services Directorate	DFC, Universal Credit Operational Control Centre	Belfast	Not available	DfC, Work and Health Group	24/02/2025
DfC, DWP Benefit Processing	DFC, DWP UC Telephony Advances Lisahally	Ballykelly	Not available	DfC, Operational Delivery Group	26/02/2025
DfC, DWP Benefit Processing	DFC, DWP Plaza Pension Credit	Belfast	Not available	DfC, Operational Delivery Group	26/02/2025
DfC, Child Maintenance Service Division GB	DFC, Belfast CMS 2012 COCS Non Benefit	Belfast	Not available	DfC, Operational Delivery Group	26/02/2025
DfC, Central Services Directorate	DFC, OCC UC Design and Guidance	Belfast	Not available	DfC, Work and Health Group	21/02/2025

Business Area/Directorate	Branch/Team	Location	Job Title	Group	Date formally declared
DfC, DWP Benefit Processing	DFC, DWP Universal Credit Full Service	Belfast	DP AWP	DfC, Operational Delivery Group	26/02/2025
DfC, DWP Benefit Processing	DFC, DWP Universal Credit Full Service	Belfast	DP AWP	DfC, Operational Delivery Group	26/02/2025
DfC, DWP Benefit Processing	DFC, Counter Fraud Compliance & Debt	Belfast	Not available	DfC, Operational Delivery Group	26/02/2025
DfC, Child Maintenance Service Division NI	DFC, NI CMS 2012 Maintenance Arrears Management	Belfast	DP NI CMS	DfC, Operational Delivery Group	07/03/2025
DfC, Benefit Delivery Directorate	DFC, Universal Credit Newry Service Centre	Newry	Deputy Regional Manager	DfC, Work and Health Group	21/03/2025
DfC, Pensions Disability and Carers Directorate	DFC, Personal Independence Payment Team	Belfast	Not available	DfC, Operational Delivery Group	01/04/2025
DfC, Benefit Delivery Directorate	DFC, Central Regional Support Unit Dungannon	Dungannon	Deputy Regional Manager	DfC, Work and Health Group	15/05/2025
DfC, Benefit Delivery Directorate	DFC, Eastern Regional Support Unit Newtownabbey	Newtownabbey	Deputy Regional Manager	DfC, Work and Health Group	15/05/2025
DfC, Benefit Delivery Directorate	DFC, DS Dungannon	Dungannon	Operational Manager	DfC, Work and Health Group	28/05/2025
DfC, DWP UC Division	DFC, DWP Belfast Great Northern Service Centre UC Full Service	Belfast	DP AWP	DfC, Operational Delivery Group	02/06/2025

Business Area/Directorate	Branch/Team	Location	Job Title	Group	Date formally declared
DfC, Labour Market Policy and Delivery	DFC, Employer Services Branch Castle Court	Belfast	Employer Engagement Network Manager	DfC, Work and Health Group	13/10/2025
DfC, Benefit Delivery Directorate	DFC, Western Regional Support Unit Foyle	Derry-Londonderry	Not available	DfC, Work and Health Group	29/10/2025
DfC, Work and Health G3 Division	DFC, LMP Team	Belfast	Not available	DfC, Work and Health Group	29/10/2025
DfC, Work and Health G3 Division	DFC, Jobstart Scheme Branch	Belfast	Not available	DfC, Work and Health Group	29/10/2025
DfC, Work and Health G3 Division	DFC, Jobstart Scheme Branch	Belfast	Not available	DfC, Work and Health Group	29/10/2025
DfC, Benefit Delivery Directorate	DFC, FSC Regional Support Unit	Derry-Londonderry	Deputy Regional Manager	DfC, Work and Health Group	25/11/2025
DfC, Debt Management Benefit Security & Make the Call Wraparound Service	DFC, Debt Operations	Belfast	DP Debt Operations (CRU)	DfC, Operational Delivery Group	12/01/2026
DoF, Crown Solicitors Office	DOF, CSO Division C	Belfast	Operations Deputy Principal	DoF, Seconded Out	14/01/2026
DfC, Central Services Directorate	DFC, WHG Guidance	Newtownabbey	WHG Guidance Deputy Principal	DfC, Work and Health Group	19/03/2026
DOJ, LSA Corporate Services	DOJ, LSA Adjudication	Belfast	DP Business Manager	DOJ, LSA Legal Services Agency of Northern Ireland	26/03/2026

Business Area/Directorate	Branch/Team	Location	Job Title	Group	Date formally declared
DfC, Child Maintenance Service Division GB	DFC, Belfast CMS 2012 COCS Non Benefit	Belfast	Not available	DfC, Operational Delivery Group	28/04/2026
DfC, DWP UC Division	DFC, DWP Belfast Great Northern Service Centre UC Full Service	Belfast	DP AWP	DfC, Operational Delivery Group	06/05/2026
DfC, DWP UC Division	DFC, DWP Universal Credit Full Service Lisahally	Derry-Londonderry	Not available	DfC, Operational Delivery Group	06/05/2026
DfC, DWP Benefit Processing	DFC, DWP Ballymena RSD LEAP	Ballymena	Not available	DfC, Operational Delivery Group	08/05/2026
DfC, DWP Benefit Processing	DFC, DWP Plaza Pension Credit	Belfast	Not available	DfC, Operational Delivery Group	08/05/2026
DfC, Debt Management Benefit Security & Make the Call Wraparound Service	DFC, Benefit Security Fraud & Compliance Ops Ballymena	Ballymena	Benefit Security Fraud and Compliance OPS DP	DfC, Operational Delivery Group	15/05/2026
DfC, DWP UC Division	DFC, DWP Universal Credit Full Service Lisahally	Derry-Londonderry	Not available	DfC, Operational Delivery Group	19/05/2026
DfC, Central Services Directorate	DFC, Budget Management and Staffing Castle Court	Belfast	Deputy Principal, Budget Management and Staffing	DfC, Work and Health Group	26/06/2026
DfC, Benefit Delivery Directorate	DfC, CCSC Regional Support Unit	Belfast	Deputy Regional Manager	DfC, Work and Health Group	26/06/2026
DfC, Social Security Policy and Legislation Division	DfC, Decision Making Services	Belfast	Not available	DfC, Work and Health Group	26/06/2026

Business Area/Directorate	Branch/Team	Location	Job Title	Group	Date formally declared
DfC, Central Services Directorate	DfC, Guidance, Learning and Development	Newtownabbey	Deputy Principal Training Manager	DfC, Work and Health Group	30/06/2026

3. The date on which each vacancy was approved for filling from competition IRC320459.

#	Vacancy IRC Number	Date Vacancy Approved as a Match to Competition IRC320459
1	IRC328326	07/07/2026
2	IRC320804	13/10/2025
3	IRC321141	04/11/2025
4	IRC321177	04/11/2025
5	IRC321178	04/11/2025
6	IRC321179	04/11/2025
7	IRC322107	26/11/2025
8	IRC323306	13/01/2026
9	IRC323571	07/07/2026
10	IRC326355	20/03/2026
11	IRC326666	16/06/2026
12	IRC327609	29/04/2026
13	IRC327949	06/05/2026
14	IRC327962	06/05/2026
15	IRC328029	12/05/2026
16	IRC328030	12/05/2026
17	IRC328181	29/05/2026
18	IRC328294	20/05/2026
19	IRC330361	01/07/2026
20	IRC328360	01/07/2026
21	IRC328380	01/07/2026
22	IRC329987	12/11/2025
23	IRC329988	20/05/2025
24	IRC329989	28/02/2025
25	IRC329990	12/11/2025
26	IRC329991	08/05/2025
27	IRC329992	06/05/2025
28	IRC330011	28/02/2025
29	IRC330012	28/02/2025
30	IRC330013	28/02/2025
31	IRC330014	20/05/2025
32	IRC330015	20/05/2025

33	IRC330016	15/05/2025
34	IRC330017	28/02/2025
35	IRC330018	28/02/2025
36	IRC330019	15/05/2025
37	IRC330020	29/05/2025
38	IRC330041	02/06/2025

4. **Details of any vacancies added to the competition after publication of the Competition Information Booklet (CIB), including the date they were added and the rationale for their inclusion.**

   The Candidate Information Booklet (CIB) was published on 5 January 2026 and 15 vacancies were added to the caseload of vacancies to be filled from the competition after this date. These are coloured blue in the table above.
   Following publication of the CIB, additional vacancies can be added to a competition caseload if a department identifies a need for a suitable vacancy to be filled and submits the vacancy to NICSHR in accordance with the established vacancy declaration procedures.

Vacancy Prioritisation

1. **The prioritised order of vacancies used for allocation purposes, including any ranking, sequencing, categorisation or priority listing applied.**

   NICSHR does not hold this information.

2. **Copies of any policies, procedures, guidance, business rules, operating instructions, governance documents, or methodologies used to determine vacancy priority.**

   NICSHR does not hold this information.

3. **Copies of any vacancy prioritisation exercises, business cases, scoring exercises, assessments, recommendations, submissions, spreadsheets, reports or decision-making records used to determine which posts would be offered to candidates higher on the merit list.**

   NICSHR does not hold this information.

4. **Documentation showing the rationale for determining that each vacancy was suitable for filling through an Operations Deputy Principal competition.**

   NICSHR holds some of this information

   Information is being withheld because it is exempt under section 43(2) of the Freedom of Information Act. Section 43(2) protects information which would, or

would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

Disclosure would be likely to harm The Department of Finance's business reputation or the confidence that customers have in us by revealing sensitive information on internal processes.

5. **Documentation relating specifically to the decision to include and prioritise the ICT-designated Deputy Principal post, including any business justification, prioritisation assessment, approval process, or comparison against other vacancies being filled from the competition.**

   NICSHR holds some of this information.

   DfC advised the method to fill a vacancy in DfC, Information Communication Technology Services was from the DfC Operations competition.

   Information is being withheld because it is exempt under section 43(2) of the Freedom of Information Act. Section 43(2) protects information which would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

   Disclosure would be likely to harm The Department of Finance's business reputation or the confidence that customers have in us by revealing sensitive information on internal processes.

Candidate Allocation Process

1. **Copies of any policies, procedures, guidance, business rules, operating instructions, allocation frameworks or governance arrangements used to allocate successful candidates to vacancies.**

   NICSHR does not hold this information.

2. **Details of the allocation process, including records showing:**
   - **Who was involved in determining allocations;**
   - **The role of HRConnect, NICSHR, Department for Communities HR, recruiting business areas and senior managers;**
   - **The approval process for allocations;**
   - **Any governance or oversight arrangements.**

   NICSHR holds some of this information.
   The Department for Communities was responsible for the allocation of posts to successful candidates.

3. **Copies of any allocation matrices, spreadsheets, matching exercises, allocation schedules or other records showing how candidates were matched to vacancies.**

NICSHR does not hold this information.

4. **An anonymised version of the allocation exercise showing:**
    - **Candidate merit position;**
    - **Vacancy allocated;**
    - **Vacancy priority ranking (if applicable); and**
    - **Any allocation codes, scores or indicators used.**

    NICSHR holds some of this information.

    Annex C holds the information requested in relation to Candidate merit position and Vacancy allocated, the remaining information requested is not recorded or held.

5. **Copies of any audit trails, reports, records or system outputs showing how allocation decisions were made.**

    NICSHR does not hold this information.

6. **Details of any circumstances in which business areas, recruiting managers, senior managers or vacancy holders were permitted to:**
    - **Express preferences regarding particular candidates;**
    - **Request that particular candidates be assigned to specific vacancies;**
    - **Influence allocation decisions; or**
    - **Identify preferred appointments.**

    NICSHR does not hold this information.

7. **Copies of any correspondence, submissions, requests or records showing business area involvement in candidate allocation decisions.**

    NICSHR holds some of this information.

    The Department for Communities was responsible for the allocation of posts to successful candidates

    Information is being withheld because it is exempt under section 43(2) of the Freedom of Information Act. Section 43(2) protects information which would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

    Disclosure would be likely to harm The Department of Finance's business reputation or the confidence that customers have in us by revealing sensitive information on internal processes.

Governance, Assurance and Equality Considerations

1. **Copies of any governance, assurance, audit, moderation or quality assurance checks undertaken in relation to:**
    - **Vacancy prioritisation; and**
    - **Candidate allocations.**

    NICSHR does not hold this information.

2. **Copies of any minutes, briefing papers, submissions, recommendations, governance records or decision logs relating to the allocation of successful candidates to vacancies.**

    NICSHR does not hold this information.

3. **Details of any review, challenge, appeal, complaint or escalation process available regarding vacancy allocation decisions.**

    NICSHR has received one correspondence from a candidate in relation to a vacancy allocation decision.

4. **Copies of any equality, fairness, consistency or compliance checks undertaken to ensure allocations were conducted in accordance with the stated competition arrangements.**

    NICSHR does not hold this information.

Competition Scope

1. **Copies of any equality, fairness, consistency or compliance checks undertaken to ensure allocations were conducted in accordance with the stated competition arrangements.**

    NICSHR does not hold this information.

2. **Copies of any records showing the vacancies identified at the time the competition was commissioned and launched.**

    Information is being withheld because it is exempt under section 43(2) of the Freedom of Information Act. Section 43(2) protects information which would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

    Disclosure would be likely to harm The Department of Finance's business reputation or the confidence that customers have in us by revealing sensitive information on internal processes.

3. **Records showing whether Corporate Services vacancies, including ICT vacancies, were within the original intended scope of the competition when it was launched.**

   NICSHR does not hold this information.

4. **Where Corporate Services vacancies were not within the original scope, copies of any approvals, decisions, submissions or correspondence authorising their subsequent inclusion**

   NICSHR does not hold this information.

Communications

1. **Copies of internal correspondence, emails, briefing papers, submissions, presentations, meeting notes or other records discussing:**
   - **Vacancy prioritisation;**
   - **Allocation methodology;**
   - **Inclusion of ICT or Corporate Services vacancies; and**
   - **The application of the merit list to vacancy allocations.**

   NICSHR does not hold this information.