ANNEX A

FOI DOF/2026-0472

Request

RE: IRC320459 IRC329988

1. Copies of any policies, procedures, guidance, business rules, governance arrangements, instructions, or other documentation used in allocating successful candidates to posts arising from this competition.

2. Details of the process used to assess and rank vacancies according to business priority.

3. The criteria used to determine which vacancies were deemed the "most prioritised posts".

4. Confirmation of whether a formal vacancy prioritisation or ranking exercise was undertaken and, if so, who conducted it.

5. The names, grades, and business areas of those involved in determining vacancy prioritisation and candidate allocations.

6. The respective roles and responsibilities of HR, recruiting business areas, senior managers, and vacancy holders in the allocation process.

7. Confirmation of whether recruiting business areas, vacancy holders, line managers, or senior leaders were permitted to express preferences regarding particular candidates or posts and, if so, how those preferences were considered.

8. The date on which the ICT DP post I have been offered was formally declared a vacancy.

9. The date on which that vacancy was included within the scope of this competition.

10. Confirmation of whether the ICT DP post existed as a vacancy at the time the Competition Information Booklet was published.

11. The business justification for assessing the ICT DP vacancy as a higher-priority appointment than operational vacancies within WHG and ODG.

12. Copies of any recorded business cases, prioritisation assessments, governance papers, minutes, recommendations, or decision records used in determining the order in which vacancies would be filled from the merit list.

13. Confirmation of whether all vacancies filled through this competition were designated as operational DP posts at the point they were submitted for filling.

14. Clarification of how the allocation methodology described in your response accounts for successful candidates being appointed into posts within their existing business areas.

DoF response

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

1. **Copies of any policies, procedures, guidance, business rules, governance arrangements, instructions, or other documentation used in allocating successful candidates to posts arising from this competition.**

   NICS HR does not hold this information.

2. **Details of the process used to assess and rank vacancies according to business priority.**

   NICS HR does not hold this information.

3. **The criteria used to determine which vacancies were deemed the "most prioritised posts".**

   NICS HR does not hold this information

4. **Confirmation of whether a formal vacancy prioritisation or ranking exercise was undertaken and, if so, who conducted it.**

   NICS HR does not hold this information

5. **The names, grades, and business areas of those involved in determining vacancy prioritisation and candidate allocations.**

   NICSHR holds some of this information.

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

6. **The respective roles and responsibilities of HR, recruiting business areas, senior managers, and vacancy holders in the allocation process.**

   NICSHR holds some of this information.

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

7. **Confirmation of whether recruiting business areas, vacancy holders, line managers, or senior leaders were permitted to express preferences regarding particular candidates or posts and, if so, how those preferences were considered.**

   NICSHR does not hold this information.

8. **The date on which the ICT DP post I have been offered was formally declared a vacancy.**

The ICT DP post which you have been offered (IRC329988) was formally declared as a vacancy on 14 November 2024.

9. **The date on which that vacancy was included within the scope of this competition.**

   Vacancy IRC329988 was assigned to this competition on 20 May 2025.

10. **Confirmation of whether the ICT DP post existed as a vacancy at the time the Competition Information Booklet was published.**

    The ICT DP post existed as a vacancy at the time when the Competition Information Booklet was published.

11. **The business justification for assessing the ICT DP vacancy as a higher-priority appointment than operational vacancies within WHG and ODG.**

    NICSHR holds some of this information.

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

12. **Copies of any recorded business cases, prioritisation assessments, governance papers, minutes, recommendations, or decision records used in determining the order in which vacancies would be filled from the merit list.**

    NICS HR does not hold this information.

13. **Confirmation of whether all vacancies filled through this competition were designated as operational DP posts at the point they were submitted for filling.**

    NICS HR does not hold this information.

14. **Clarification of how the allocation methodology described in your response accounts for successful candidates being appointed into posts within their existing business areas.**

    NICS HR does not hold this information.