

# **Provision of Agency Workers**

## **USER GUIDE FOR MANAGERS**

**CURRENTLY UNDER REVIEW**

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## Glossary

<b>Agency Worker</b>	Temporary Worker provided by a Recruitment Agency to provide services to the NICS on an Assignment.
<b>Assignment</b>	The agreed period of time during which the Agency Worker is supplied by the Recruitment Agency to perform duties and work temporarily for and under the supervision and direction of the NICS.
<b>AWR</b>	The Agency Worker Regulations 2010 (and any subsequent amendment or re-enactment thereof).
<b>Nominated Representative</b>	A named representative within each participating organisation who will be the operational point of contact for the Recruitment Agency on a day to day basis.
<b>NICS Agency Worker Team (AWT)</b>	AWT are the nominated representatives for NICS Departments, their Agencies and a small number of NPDBs and will be the operational point of contact for the Recruitment Agency on a day to day basis.
<b>NICS Contract Manager</b>	Contract Manager within AWT appointed to oversee the contract on behalf of NICS Departments, their Agencies and a small number of NPDBs.
<b>NICS HR</b>	Northern Ireland Civil Service Human Resources.
<b>Eligibility Evidence (EE)</b>	Agency worker's eligibility evidence detailed on a pro-forma by the Recruitment Agency to address the requirements on the job request template and confirm that the Agency Worker meets these requirements.

**Vendor  
Management  
System  
(VMS)**

An on line system for requesting and invoicing Agency Workers. This system will be operational by April 2021. Business areas should continue to request agency workers using the normal request template until otherwise advised by NICSHR AWT (See Annex B).

## 1. Background

1.1 This User Guide for Managers is designed to provide advice and information to managers and business areas who have agency workers sourced under the new Agency Workers Contract 2021.

1.2 This Guide will be published on the Intranet, is a living document, and will be amended periodically as the contract evolves and a new Vendor Management System becomes operational.

1.3 Business areas with Agency Workers (AW) who were assigned under the previous 2016 Framework, and who have yet to transition over on to the new contract, should adhere to the previous Protocol which can be found at:

<https://www.finance-ni.gov.uk/publications/user-protocol-agency-workers-framework-agreement>

1.4 NICSHR Agency Workers Team (AWT) will contact business areas to advise how AW assigned under the 2016 Framework can transition to the new contract. It has been agreed that AW can remain in situ as long as there is a business need.

1.5. The Department of Finance has established a number of Contracts with Recruitment Agencies (RA) to provide agency workers to the Northern Ireland Civil Service (NICS) Departments, Agencies and Non Departmental Public Bodies and other Participating Bodies.

1.6. The Contract should be used to fill short term vacancies required for urgent business needs that cannot be met in any other way. The Contract must not be used to fill posts for indefinite periods as the implications of this is that the work on which they are engaged is NOT temporary and must, therefore be filled as a permanent position.

1.7. Agency workers should not be engaged for a period exceeding 51 weeks unless further approval is sought. For more detail see section 15.

1.8. The Contract has been established to comply with Agency Workers Regulations (Northern Ireland) 2010 (AWR). These regulations set out the rights of the agency workers with regard to equal treatment. Further information and guidance on these regulations can be found at <https://www.economy-ni.gov.uk/publications/agency-workers-regulations-ni-guidance>

1.9. The Contract must be used in conjunction with each organisation's HR policies and procedures which are applicable under AWR. Decisions made by each business area which are contrary to either these policies or the terms of this contract will be the responsibility of the authorising officer.

1.10 Should you have any queries regarding this guide please email your enquiry to [NICSHR.AgencyWorkersTeam@finance-ni.gov.uk](mailto:NICSHR.AgencyWorkersTeam@finance-ni.gov.uk)

## **2. Delivery Compliance and Timescales**

2.1. Recruitment Agency (RA) will be required to comply with all relevant legislation with regards to its supply of the Agency Workers, including the AWR, and must provide agency workers in accordance with Regulation 3 of the AWR.

2.2 The RA shall respond to all booking requests within 24 hours, confirming receipt of the booking request and establishing the timeframe for filling the request.

2.3 Where there is a bulk need the RA shall work with AWT in a timely fashion to secure supply of agency workers to meet the business area's needs.

2.4. If the agency worker is ill, or is unavailable for work, for a period exceeding two working days the RA must arrange for a substitute to be in place on the third day of absence, if required by business area.

### 3. Contract Management and Nominated Representatives

3.1. A Contract Manager within AWT has been appointed in NICSHR to oversee the contract on behalf of NICS Departments, their Agencies and a small number of NPDBs.

3.2. The NICSHR named nominated representatives (AWT) will be the operational point of contact for RA on a day to day basis and their details have been provided to RA.

3.3. Business areas should not contact RA directly. All contact must be through the AWT Representatives via the appropriate mailbox:

DOJ/PPS – [NICSHR.ResourcingDOJPPSONLY@justice-ni.gov.uk](mailto:NICSHR.ResourcingDOJPPSONLY@justice-ni.gov.uk)

All other NICS Departments – [NICSHR.AgencyWorkersTeam@finance-ni.gov.uk](mailto:NICSHR.AgencyWorkersTeam@finance-ni.gov.uk)

3.4. NICS HR Contract Manager will manage the contract on behalf of NICS Departments, their Agencies and a small number of NPDBs detailed in the table within **Annex D**. You should note **Annex D** also details the list of the NDPB who are not supported by AWT and will manage the contract directly and source their own Agency Workers directly from the appropriate Recruitment Agency.

### 4. Requesting Agency Workers

4.1. The Vacancy Management process will need to be followed and evidence available that there is no supply of substantive staff available before a request for an agency worker can be made to fill a permanent vacancy. A check may be carried out to ensure the filling of vacancies process has been followed.

4.2 Prior to requesting an agency worker, business areas must ensure that they have an approved proportionate business case and in the case of a request to fill a vacant post a Funding and Headcount Approval form HR-VAC-1.7 (FHC) completed to support their request. The business case does not have to be shared with NICSHR, but kept by the business area



for audit purposes, however the FHC should be sent to the AWT along with the request. The reason for the request must be included on the FHC i.e.

- Temporary Promotion Chain;
- Leave;
- Sick Absence;
- Special Exercise;
- Maternity Cover;
- Vacant Post.

The business area must confirm on the FHC if the vacancy is temporary or permanent.

4.3. The Contract is divided into 8 Lots as demonstrated in Annex A. Table 1 outlines the category families that are included within each Lot along with sample job roles (please note the list of sample job roles is for illustrative purposes and is not exhaustive). If additional category families and job roles are required during the Contract Term further additions to the category families and job role can be made to the relevant Lot, if appropriate.

i) Each Lot has been awarded as follows:

Lots	Recruitment Agency	AccountNI Contract Number	Supplier Number
1 – (DfC ONLY)	Premiere Employment Group	6150141552	2564
2,4,5,6,8	Premiere Employment Group	6100051365	2564
3	CPL Resources Ltd	6100051366	705690
7	Staffline Recruitment	6100051364	37923

ii) Staff Officer and Deputy Principal AW accountants are sourced from a separate Hays Recruitment Contract. Please contact AWT for information.

4.4. The AWT is solely responsible for requesting and accepting agency workers under the Contract on behalf of NICS Departments, their Agencies, and a small number of NPDBs. RA are not permitted to initiate engagement or accept requests from unauthorised staff.

4.5. The business area will request an AW for a particular assignment by completing the Agency Worker Request Form (see Annex B). It is essential that all parts are completed before submitting to the AWT.

4.6. The AWT will forward the request template to RA. RA will quote the purchase order number on all relevant invoices.

4.7. RA have appropriate processes in place for the selection of suitable agency workers for NICS requested assignments.

4.8. Based on the information provided by the business area on the Agency Worker Request Form the RA will search and select suitable candidates for placements, maximising the use of all available resources, based on the job specification provided by the business area for each particular placement, demonstrating equality and opportunity and providing continuity of supply.

4.9. RA will provide the business area with a maximum of 3 Eligibility Evidence (EE) for each placement. No personal information (e.g. name, age, marital status, school or university attended etc.) will be included within the EE supplied. Business area can choose not to receive EE (See request template Annex B)

4.10. RA will ensure that the EE provided meets the Essential Skills and Qualifications required for the placement as set out on the Agency Worker Request form

4.11. RA will inform the business area of any reasonable adjustments required. Both RA and the business area have a duty to consider if any reasonable adjustments can be made to overcome the disadvantage faced by the agency worker who is placed at a substantial disadvantage by a provision, criterion or practice of the business area, or by a physical feature of the premises it occupies.

4.12. RA will identify any conflicts of interest which may prevent an agency worker taking up a post. Any conflict of interest must be discussed with the AWT who will liaise with the business area accordingly.

## 5.0 Selection and Placement of Agency Workers

5.1. NICS **must not** participate in any of the shortlisting or selection procedures. Managers therefore **should not** ask to meet with the agency worker prior to the assignment start date as this would be deemed as involvement in the selection process. It is the responsibility of RA to ensure that the agency worker fully meets the requirements on the Agency Worker Request Form and to provide this evidence in the agreed EE format (see **Annex C**) to the business area through the nominated representative before the commencement of a placement.

5.2. Upon receipt of the EE by the AWT the business area should consider and provide a response on whether the individual is suitable within one working day. If the individual is unsuitable the business area must provide their reason to the AWT who will inform the agency. The business area may be asked to provide further detail of reason for any rejection.

5.3. If the business area is of the opinion that the EE doesn't provide sufficient detail to allow them to make a decision on whether the individual meets the job description provided, they should advise the AWT immediately of the detail not included. The AWT will seek the additional information from RA and advise the business area of the response.

5.4. The AWT will confirm to RA if the individual is suitable for placement. If advised by the business area that there may be a conflict of interest, the AWT will ask RA to have the individual sign a conflict of interest statement or a confidentiality agreement prior to the commencement date. The RA will retain this statement.

5.5. The business area may on occasions require RA to arrange a specialist medical referral prior to the AW filling a post. The AW will not be placed unless the outcome is deemed satisfactory. These medical referrals may take place at a nominated location provided by the business area or, where the business area cannot provide this facility, RA may be requested to source this facility independently. It is the responsibility of RA to pay for any specialist medical referrals and claim back expenses through the appropriate miscellaneous claim form.

5.6. RA must discuss and confirm the job description with AW prior to them accepting the placement.

5.7. RA will remind AW that they must comply with all applicable policies, procedures and protocols e.g. grievance, disciplinary, Dignity at Work and building protocols, during the period on assignment to NICS.

5.8. Before placement of an individual RA will brief AW on the importance of following the NICS Health and Safety policies whilst on assignment, and will have policies in place to ensure the agency worker understands their role for ensuring a safe working environment such as reporting all accidents and near misses.

5.9. RA will communicate to the agency worker, prior to offering them an assignment in the NICS, which they are not an employee of the NICS. **The placement of an AW will not substitute an employment contract between NICS and the AW.**

## **6.0 Pre-Employment Checks and Security Clearance**

6.1. RA shall undertake employment checks to verify that the agency worker meets the preconditions of the role. The agency worker must be fully compliant prior to commencement of the role.

6.2. An AW provided to fill a request must have been subject to at least the Baseline Personnel Security Standard before commencement of an assignment. The appropriate level of clearance is determined by the nature of the post and must be selected on the Agency Worker Request Form by the requesting business area. RA will ensure all agency workers are fully compliant prior to the commencement of the Assignment.

6.3. If the AW has been previously vetted to work on NICS premises to perform the same role, NICS HR Corporate Competitions and Policy Branch (CCPB) will consider the clearance held and confirm with RA if they are willing to accept this for the purposes of the assignment. This will avoid duplication of cost for RA and public bodies.

6.4. CCPB will only carry out security clearance checks on agency workers to be placed within NICS departments and their agencies. The NICS reserves the right to reduce or cease such checks at any point during the contract and to agree alternative mechanisms to verify BPSS status with RA

6.5. RA will cover the costs for AccessNI security clearances. The business area will cover the costs incurred for Counter Terrorism Check (CTC) and above security clearances.

6.6. If any reasonable adjustments are required, the RA will advise the AWT prior to the assignment beginning who will inform the business area. It will be a decision for the business area if these adjustments can be accommodated.

## **7.0 Working hours**

7.1. Unless otherwise agreed with RA the normal working pattern of an agency worker will be 7.25 hours on Monday, Tuesday, Thursday and Friday and 7.20 on a Wednesday exclusive of meal breaks i.e. a maximum of 37 hours per week.

7.2. The business area may require the agency worker to work alternative working patterns than those detailed in paragraph 7.1. The specific hours of those assignments must be agreed with RA.

7.3. Individual business areas may require the agency worker to work an alternative working pattern including shift working covering a 24 hour period that involves extended hours of duty, for example 12 hour shifts. Shift Disturbance Allowance, Night Duty Allowance or premium payments for weekend working will apply where the criteria set out the NICS HR Handbook policies are met, details of which will be informed in consultation with the local business area requirements. These allowances should be detailed on the Agency Worker Request Form. The AWT will confirm with RA the specific contracted hours requested by the business area. On completion of full time contracted hours, where applicable, the appropriate overtime rate of pay will be payable.

7.4 If an AW is to work Night Shift, the RA must offer agency workers a free health assessment before they become a night worker. The agency workers do not have to accept.

## **8.0 Leave**

8.1. It is the responsibility of the agency worker and RA to monitor annual leave entitlement and determine if paid or unpaid leave is taken. The business area is only responsible for agreeing if the leave can be accommodated.

8.2. Once the business area has agreed that leave can be accommodated it will be up to the individual to apply and get approval for leave from RA.

8.3. When an agency worker is on leave they will not be paid by the business area as daily earnings include holiday pay, which will be paid to agency workers when they take annual leave.

8.4. Agency workers will accrue leave for their time in post and can only take paid leave when they have accrued sufficient leave to cover the period of leave requested.

8.5. RA will encourage an agency worker to take any leave which is owed to them before the end of an assignment. However, should the circumstances arise where the agency worker has been unable to take accrued leave, due to refusal of leave for business reasons, RA will request payment for leave untaken at the end of the assignment. This will also include any remaining fraction of leave accrued.

8.6. If flexi time is available to the permanent staff within the user's business area, then it must also be made available to the agency worker from the first day. If the agency worker accrues flexi time then all time owing must be taken prior to completion of the assignment as this cannot be converted into pay.

8.7. If there is a flexi deficit for an agency worker when an assignment ends the business area will advise the AWT who will advise RA of the deficit hours. RA will reduce the individual's final pay by the number of deficit hours and adjust the final invoice accordingly.

8.8. An agency worker will not be allowed to carry over annual or flexi leave from one NICS assignment to a new assignment in NICS.

8.9. Annual leave parity will apply from the first day of Assignment

8.10. Paid time off for medical or dental appointments will also apply from day 1 of their assignment.

8.11. If an agency worker goes on maternity leave during an assignment in the NICS the RA will arrange for a replacement agency worker, if required by the business area. If the assignment finishes during the period the individual is on maternity leave the business area should advise AWT who will inform RA. RA will contact AW to advise that the assignment has ended. However, if the assignment is still current when the individual is due to return from maternity leave the AW will be given the opportunity to return to the same assignment and the replacement AW removed.

## **9.0 Overtime**

9.1. Workers may be required to work overtime during normal weekdays or at weekends. On occasions when overtime is an option, the agency worker must have completed the conditioned 37 hours before overtime rates are applicable. The conditioned hours can be made up from time worked, paid leave or statutory holidays. Days of sickness absence or unpaid leave do not count as conditioned hours worked. Any deficit of the conditioned hours will be paid at the normal rate until the 37 hours is worked.

## **10.0 Management of Agency Worker by business area**

10.1. The business area must ensure that agency workers receive appropriate training and equipment to allow them to carry out their duties effectively and efficiently.

10.2. The business area will act as the agency worker's manager and ensure that all timesheets are approved before being sent to RA.

10.3. The agency worker is temporarily under the supervision and direction of the business area the business area must not discuss any employment terms with the agency worker. The agency worker should be advised to speak to RA about all employment issues including pay.

10.4. The business area will be responsible for carrying out any Display Screen Equipment (DSE) risk assessments relating to the work required.

10.5. RA is responsible for conducting and paying for all other assessments e.g. new and expectant mother assessments and eye testing.

10.6. The business area shall remain responsible for maintaining a safe working environment and safe working practices (including the health and safety of the agency worker whilst working in NICS). AW cannot access Welfare Support Services but should be directed to their RA.

10.7. RA will brief the individual on the importance of following NICS Health and Safety policies and understands their role and will have policies in place for ensuring a safe working environment such as reporting all accidents and near misses.

10.8 The business area will ensure that agency workers receive appropriate additional training and equipment to allow them to carry out their duties effectively and efficiently.

10.9. The agency worker must not be moved to areas of work not included in the original assignment. Agency workers cannot be temporary promoted or switch roles during their assignment.

## **11.0 Travel and Subsistence**

11.1. Where the agency worker is requested to use personal transport in order to fulfil the duties of the post (other than travel to and from the location of the placement), the agency



worker may be entitled to travel and subsistence (T&S) in line with NICS policy and rates from first day of assignment.

11.2. Where business travel is required this should be detailed on the Agency Worker Request Form. The agency worker must have the necessary insurance when using their own vehicle and RA must check this is in place.

## **12.0 Payment of Temporary Agency Workers**

12.1. RA must ensure that all agency worker rates of pay comply with the Agency Workers Regulations (AWR).

12.2. RA shall implement processes to streamline the completion and approval of timesheets. The business area must ensure that time sheets are completed on time to allow for the agency worker to be paid.

12.3. Pay parity will apply from the first day of placement. This means that an agency worker must be paid at a rate equivalent to that of the minimum of the pay scale at commencement of an assignment.

12.4. As per the AWR, RA shall implement pay progression in line with the NICS policies and the AWR. RA must agree with NICS HR any increase in pay for eligible AW before implementing them.

12.5. RA will be responsible for managing queries from the agency worker in relation to their pay. The business area **should not** engage in discussion with agency workers in relation to pay or other conditions of their engagement.

12.6. RA will implement and review rates of pay in line with the terms of NICS pay awards and any revalorisation, progression or restructuring arrangements will be applied accordingly.

12.7 Allowances and premium payments, if appropriate to the assignment, will be applicable in accordance with the NICS Pay Policy and will be agreed by the business area. These allowances should be recorded by the business area on the Agency Worker Request Form.

12.8. If an agency worker assigned to a solicitor's role within NICS requires a practising certificate to enable them to carry out the functions of their specific role, payment for this certificate will be met by the business area.

### **13.0 Invoice Arrangements**

13.1. RA must invoice the business area every four weeks, in arrears. The invoice must detail number of hours worked by the agency worker, appropriate rate charged and the purchase order number, if applicable. The completed attendance/timesheet must be approved weekly by a Time Sheet Authoriser before payment will be made. The completed attendance/timesheet and claims forms for any travelling or miscellaneous expenses incurred must accompany the invoice. Invoices, credit notes and associated timesheets must be provided by RA in pdf format via email and sent directly to AccountNI at [invoices@accountni.gov.uk](mailto:invoices@accountni.gov.uk) or electronically to the appropriate Finance authority if payment is other than through AccountNI.

### **14.0 Unsatisfactory Agency Workers**

14.1. If an agency worker on an assignment in the NICS is deemed to be unsatisfactory, for whatever reason (including conduct and poor performance), the business area shall report this immediately to AWT who will advise RA. RA must take immediate action. It is the responsibility of RA to communicate any and all such issues to the agency worker.

14.2. The NICS reserves the right to decline or cease to use the services of an agency worker at any time for such reasons. In this respect the decision of the NICS is final.

14.3. Should the business area wish to terminate an unsatisfactory AW's placement, they must ensure that the termination is lawful.

14.4. RA will have processes in place to source a suitable replacement within three working days. If the business area requires a replacement, an Agency Worker Request Form (and FHC) must be submitted to AWT.

## **15.0 End of Assignment**

15.1. If an agency worker is no longer required, or has left the assignment for any reason, the business area must notify AWT as soon as possible who will update its records and advise RA.

15.2. RA must notify the AWT when the agency worker has been in post 40 weeks to enable the business area to make arrangements to end the agency worker's placement prior to the 51 week deadline.

15.3. In **exceptional** circumstances, approval to extend the agency worker's placement may be sought from NICS HR, but such a request must be supported by a robust business case. If the agency worker is temporarily filling a permanent post, a check may be carried out to ensure that action is underway to fill the post on a permanent basis. Further information for business area's requesting extensions to AW assignments will follow.

## **16.0 Complaints**

16.1. RA will have complaints procedures in place and ensure all agency workers provided under this contract are made aware of the procedures in the event of a complaint. All AW complaints should initially be raised with RA who will notify and liaise with NICS, if required.

16.2. RA will manage any complaints raised by the agency worker in relation to an assignment.

16.3. RA must proactively manage and record any issues or complaints received, limiting adverse impact of these services to the business area. They must also liaise with NICS in

order to resolve any issues, complaints or poor performance of an agency worker in conjunction with AWT.

16.4 Grievances - The RA will have their own grievance procedures in place and ensure all agency workers are made aware of these procedures in the event of a grievance. Agency workers should raise all grievances initially with the RA who will notify and liaise with the business area or AWT if required.

16.5. If the grievance relates to an incident with a permanent member of staff within the business area, the RA must raise this with the business area if required. The business area will activate the organisations internal grievance procedures, as appropriate.

Table 1

Lot	Category Families	Job Roles included in Category (not exhaustive)
<b>Lot 1 DfC Administration roles and Corporate Functions</b> *	<b>AA to EO1</b> - Administration, Personal Secretary, Senior Personal Secretary, Typist, Typing Manager	DfC Admin Assistant, Typist, CMED Admin Assistant, SSA Admin Assistant, SSA Typist, DFC Admin Officer, SSA-SSO IIB, CMED Admin Officer, SSA-SSO IIA, SSA Admin Officer, DFC EO2, SSA Typing Manager, SSA-SSO 1, SSA Senior Personal Secretary, SSA EO2, Typing Manager, SSO1, CMED EO2, Senior Personal Secretary, CMED Senior Personal Secretary, Personal Secretary, SSA Personal Secretary, CMED Personal Secretary, DfC EO1, CMED EO1, SSA EO1.
<b>Lot 2 Administration roles (excluding DfC) and Corporate Functions</b> *	<b>AA to G6 (The contract does not include NICS General Services Roles EO1 to G6 however contract does include the analogous grades at these levels):-</b> Administration, Secretaries, Receptionist, Personal Secretary, Typist and Telephonist, HR, Economists, Finance (excluding SO/DP Accountants) Procurement, Project and Programme Management, Public relations, Media, Communications, Marketing, Customer Services, Library Services, Information Officer, Statistical, Research, Investigation, Graphic Design, Careers, Monitoring and Compliance, Conservator (e.g. PRONI), Business Consultant, Digital Consultant, Service Designers, User Researchers, Behavioural Scientists, System Dynamics Modellers, Human Rights Officers, Occupational Psychology, Governance, Contract Management, Lecturing, Teaching and Training.	Administrative Assistant, Administrative Officer, Executive Officer 2, AO Caseworker (Valuation), Personal Secretary, Typist and Telephonist. Economist DP, Economist SO, Assistant Investigation Officer, Statistical/Research Officer, Procurement Manager, Senior Procurement Officer, Senior Information Officer, Information Officer, Assistant information Officer, Librarian, Assistant Librarian, Graphic Designer, Careers Adviser SO, Monitoring and Compliance Officer, Human Rights Assistant, Policing Board EO1, HR Partner, Business Consultant (SO), Digital Consultant (DP) Research and Information Officer, Marketing Officer, Careers Adviser EO1, Monitoring and Compliance Officer, Senior Business Consultant, Human Rights Assistant, Occupational Psychologist (Excluding OHS). Teachers (Prison Service), Teaching Assistant (Prison Service), Instructor, Trainer – DP, Trainer – SO, Trainer – EO1 and Trainer – EOII.

Lot	Category Families	Job Roles included in Category (not exhaustive)
<b>Lot 3 Professional and Technical *</b>	<b>All applicable grade levels for this category are included:-</b> Architecture, Archaeology, Engineering, Quantity Surveying, Clerk of Works, Vehicle, Vehicle and Traffic Examination, Valuation, Mapping and Charting, Curatorial, Fire officer, Number Plate Reading, , Audio Visual, Accommodation/Facilities Management, Health and Safety, Planners Wardens and Area Supervisors.	Inspector II (Health and Safety), Health and Safety Officer, Fire Officer 1, Fire Officer 2, Automatic Number Plate Reader Operative, Driving Examiner, SPTO Health and Safety Advisor, HPTO Health and Safety Advisor, Traffic Examiner, Vehicle Examiner, Valuer Level 2, Assistant Valuer, AA-Placement Student/Intern (Valuation), Mapping & Charting Officer, Higher Mapping and Charting Officer, Curatorial Post Grade E, Curatorial Post Grade F, Electronics Technician, PTO Planner, HPTO Planner, Architect SO, Architect DP, Architect G7, Conservation Area Architect, Architectural Technician, Student Architect, Electrical Engineer, Electrical Engineering Technician, Student Electrical Engineer, Mechanical Engineer, Mechanical Engineering Technician, Student Mechanical Engineer, Civil Engineer, Civil Engineering Technician PTO, Student Civil Engineer, Structural Engineer, Engineering Technician in Civil Engineering, Mechanical or Electrical Engineering, Roads Service - Level 1, Engineering Technician in Civil Engineering, Mechanical or Electrical Engineering, Roads Service - Level 2, Engineering Technician in Civil Engineering, Mechanical or Electrical Engineering, Roads Service - Level 3, Engineering Technician Rivers Agency , Technical Grade 1 - Transport NI and Rivers, Quantity Surveyor, Quantity Surveying Technician, Student Quantity Surveyor, Mechanical Clerk of Works, Higher Mechanical Clerk of Works, Electrical Clerk of Works, Higher Electrical Clerk of Works, Building Clerk of Works, Building Services Engineer, PTO Warden, Higher TG – Area Supervisor, Higher TG – Assistant Warden, Higher TG – Field Monument Warden, Accommodation/Facilities Manager, Student Support Officer and Archaeologist

Lot	Category Families	Job Roles included in Category (not exhaustive)
<b>Lot 4 Environmental, Scientific Services and Medical (excluding OHS medical roles)</b> *	<b>All applicable grade levels for this category are included:-</b> Conservation, Environmental and Scientific Services, Marine, Reporting Officers, Laboratory Management and Support and Medical.	Environmental Health Officer, Assistant Scientific Officer, Scientific Officer, Laboratory Attendant, Senior Scientific Officer (DP analogous), Higher Scientific Officer (SO analogous), Senior Purser, Purser, Skipper, Fleet Observer, Registered / Staff Nurse Excluding OHS, Health Assessment Advisor, Nurse Care Planning Assistant, Medical Attendant, Medical Personal Secretary, Medical Laboratory Assistant and Clinical Psychologist (G7) Excluding OHS.
<b>Lot 5 Agricultural, Environmental and Conservation job roles*</b>	<b>All applicable grade levels for this category are included:-</b> Inspecting (including meat, veterinary and fisheries, health and agriculture), Rangers (agricultural, horticulture and forest), Fisheries, Field Monument Warden, Countryside Management, Conservation, Food Technology, Land Based Supply Instructor and Lecturer (Agriculture/Horticulture/Floristry/Land based Engineering/Veterinary Nursing /Food Technology/Agri-business/ Equine/ Veterinary and Farriery) and Visitor Attraction Services.	Land Based Supply Instructor, Land Based Supply Lecturer, Agricultural Inspector, Trade Certification Support Officer (TCSO), Supply Meat Inspector, Veterinary inspectors, Forest Ranger, Ranger, Site Guardian, Countryside Management Advisor, General Agriculture/Horticulture/Equine/Estate (Industrial), Horticultural Inspector, Seasonal Bee Health Inspector, Field Monument Warden, Tour Guide, Discovery Centre Facilitator (Full Time), Discovery Centre Facilitator (Part Time), Front of House Assistant (Full Time), Front of House Assistant (Part Time), Visitor Guide (Full Time) and Visitor Guide (Part Time).
<b>Lot 6 Ancillary * and Industrial ***</b>	<b>All applicable grade levels for this category are included:-</b> Catering, Cleaning, Ancillary Services, Drivers and Industrial roles.	Cooks, Assistant Cook, Domestic Assistant, Cleaners, Kitchen Porter, Catering Manager, Deputy Catering Manager, Head of Domestics, Catering Assistant, Stores Person , Commercial Catering Porter Unskilled Road Worker, Skilled Road Worker, Electrician, Joiner, Plasterer, Motor Mechanic , Conservation Walling Mason (Industrial), Conservation Labourer (Industrial), Conservation Blacksmith (Industrial), Conservation Joiner (Industrial), Conservation Banker Mason (Industrial), Driver, Rangers (Industrial), Seasonal temporary workers and Farm worker.
<b>Lot 7 Legal Roles *</b> **	<b>All applicable grade levels for this category are included:-</b> Legal	Senior Principal Legal Officer, Senior Public Prosecutor, Principal Legal Officer, Public Prosecutor, Legal Officer

Lot	Category Families	Job Roles included in Category (not exhaustive)
		(Deputy Principal), Legal Assistant, Chief Law Clerk, Law Clerk I Law Clerk II, Drafting Supervisor 1 (Grade 5) and Drafting Supervisor 2 (Grade 6) .
<b>Lot 8 Youth and Social Care Roles</b> * ****	<b>All applicable grade levels for this category are included:-</b> Probation , Youth and Social Work	Probation officer, Probation Service Officer, Community Services Supervisor, Social Worker, Youth Conference Coordinator/Practitioner and Night Support Worker.



## AGENCY WORKER REQUEST FORM (NICS)

Manager's name	
Manager's telephone No.	
Manager's email	
PO Number	
Lot number	
Job Role Required – to include equivalent NICS pay scale	
Number of Agency workers required	
Job Description including Main Duties / Purpose of Job/Function of Role	
Essential Experience/Qualifications required. (This should be kept to a minimum to have a broader selection of suitable candidates)	
Desired Experience/Qualifications.	
Requesting Branch	
Location	
Start Date	
Duration of Placement	
Work pattern (e.g. 9 to 5; Monday to Friday)	
Hours per Week(max 37)	
Details of any allowances (if applicable)	

Time Sheet Authorisers (min of 2 names incl. email addresses)	
Evidence of Eligibility (EE) required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Equipment agency worker required to provide	
Facilities available e.g. canteen; gym.	
<b>Security Clearance Required</b>	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> CTC <input type="checkbox"/> SC

**PLEASE SEND COMPLETED REQUEST TO THE APPROPRIATE NICSHR MAILBOX**

DOJ/PPS – [NICSHR.ResourcingDOJPPSONLY@finance-ni.x.gsi.gov.uk](mailto:NICSHR.ResourcingDOJPPSONLY@finance-ni.x.gsi.gov.uk)

All other NICS Departments – [NICSHR.AgencyWorkersTeam@finance-ni.gov.uk](mailto:NICSHR.AgencyWorkersTeam@finance-ni.gov.uk)

V. 1.0

**Eligibility Evidence (EE)**

RA must provide details of how the proposed agency worker meets each of the requirements as set out in the job description and order form.

<b>Qualifications</b>

**Eligibility Criteria**

<b>Experience</b>

<b>Other Essential Skills</b>

## Annex D

### List of Non Departmental Public Bodies Contract Management Arrangements

<b>Non Departmental Public Bodies</b>	<p><b>Yes indicates- NICS HR will manage the contract</b></p> <p><b>No indicates – NDPB will manage the contract</b></p>
<b>Agri-Food and Biosciences Institute (AFBI)</b>	<b>No</b>
<b>Arts Council of Northern Ireland</b>	<b>No</b>
<b>Attorney General for Northern Ireland</b>	<b>YES</b>
<b>CITB NI (Construction Industry Training Board NI).</b>	<b>No</b>
<b>Commissioner for Children and Young People for Northern Ireland (NICCY)</b>	<b>No</b>
<b>Commissioner for Victims and Survivors (CVSNI)</b>	<b>YES</b>
<b>Community Relations Council (CRC)</b>	<b>No</b>
<b>Consumer Council for Northern Ireland</b>	<b>No</b>
<b>Council for the Curriculum, Examinations and Assessment (CCEA)</b>	<b>No</b>
<b>Criminal Justice Inspectorate (CJI)</b>	<b>No</b>
<b>Crown Solicitors Office</b>	<b>No</b>
<b>Electoral office Northern Ireland</b>	<b>No</b>
<b>Equality Commission for Northern Ireland (ECNI)</b>	<b>No</b>
<b>Foras na Gaeilge</b>	<b>No</b>

<b>General Teaching Council for Northern Ireland (GTCNI)</b>	<b>No</b>
<b>Health and Safety Executive for Northern Ireland (HSENI)</b>	<b>YES</b>
<b>Invest Northern Ireland</b>	<b>No</b>
<b>Labour Relations Agency (LRA)</b>	<b>No</b>
<b>Livestock and Meat Commission for Northern Ireland (LMC)</b>	<b>No</b>
<b>Local Government Staff Commission (LGSC)</b>	<b>No</b>
<b>Loughs Agency</b>	<b>No</b>
<b>Maze Long Kesh Development Corporation (MKLDC)</b>	<b>No</b>
<b>National Museums Northern Ireland (NMNI)</b>	<b>No</b>
<b>North South Ministerial Council</b>	<b>No</b>
<b>Northern Ireland Audit Office</b>	<b>No</b>
<b>Northern Ireland Fire and Rescue Service</b>	<b>No</b>
<b>Northern Ireland Judicial Appointments Commission (NIJAC)</b>	<b>No</b>
<b>Northern Ireland Legal Services Agency</b>	<b>YES</b>
<b>Northern Ireland Ombudsman Office (Public Services, Judicial Appointments and Local Government)(NIPSO - Northern Ireland Public Services Ombudsman)</b>	<b>No</b>
<b>Northern Ireland Policing Board</b>	<b>No</b>
<b>Northern Ireland Screen</b>	<b>No</b>
<b>Tourism Northern Ireland</b>	<b>No</b>

<b>Parades Commission</b>	<b>No</b>
<b>Police Ombudsman Northern Ireland</b>	<b>No</b>
<b>Police Retraining and Rehabilitation Trust</b>	<b>No</b>
<b>Probation Board Northern Ireland</b>	<b>No</b>
<b>Sport NI</b>	<b>No</b>
<b>State Pathologists Department</b>	<b>No</b>
<b>Strategic Investment Board (SIB)</b>	<b>No</b>
<b>The Charity Commission for Northern Ireland (CCNI)</b>	<b>No</b>
<b>The Commissioner for Older People for Northern Ireland (COPNI)</b>	<b>No</b>
<b>Ulster Supported Employment Limited (USEL)</b>	<b>No</b>
<b>Ulster-Scots Agency</b>	<b>No</b>
<b>Utilities Regulator (UREGNI)</b>	<b>No</b>
<b>Victims and Survivors Service Ltd</b>	<b>No</b>

