

Guidance regarding the requirements for experience criteria for civil service posts at Administrative Officer and Executive Officer grades

This guidance seeks to provide the necessary clarity in relation to experience requirements for recruiting managers when they advertise civil service posts at AO and EO grades.

For appointment to the Administrative Officer (AO) grade

No experience requirements are stipulated for this grade.

Administrative Officer grade posts are entry level posts, therefore additional experience requirements should be such that they do not exclude the majority of people without previous office experience, such as school leavers, or AO's working in a different area.

For example, requiring experience specifically in an office environment, or of working in a finance area, would not be acceptable. However, requiring experience in a customer service environment would be acceptable (on the basis that many school leavers and serving civil servants could have gained this experience through part-time work whilst at school or in their current role).

For appointment to the Executive Officer (EO) grade

With regards to Executive Officer appointments, similar logic should be applied, in relation to entry requirements not precluding most serving Administrative Officers from applying.

For example, a stipulation of previous management experience as essential would not be acceptable but requiring experience in a specific (relevant) work area would be acceptable.

General discretion of Recruiting Managers/Recruitment Panels:

The minimum experience requirement currently set by the Public Services Commission Civil Service Regulations 2015 cannot be reduced, however there is a degree of discretion afforded to Recruiting Managers in the specification of experience requirements for vacancies. It may be advantageous to specify additional experience requirements in response to the recruitment market at the time a post is advertised.

If a recruiting manager chooses to specify additional experience requirements as desirable criteria at recruitment (in response to the recruitment market) these may be used to refine the shortlist for a post if there are a significant number of candidates who appear to meet the essential criteria. This does not mean that

someone without that experience could not develop into the role within a reasonable period or that the post is unsuitable for a serving civil servant to transfer into.

Managers need to be cognisant of the overall aims of Isle of Man Government i.e. the need to get school leavers, those returning to work or seeking a change in career into the workplace, as well as providing career development for internal candidates, by offering opportunities for both promotion and sideways transfers.

If a post has experience requirements specified as essential then applicants without the requisite experience cannot be appointed to the post. In the event that no applicants have the requisite experience and/or other essential requirements the post would have to be re-advertised. The requirements of the post cannot be changed following advertisement as this would be unfair to those who had not applied in the belief that they did not have the essential requirements of the post.

Further advice and guidance can be obtained from the Office of Human Resources.

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