



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Gender Pay Gap **in the Department of Foreign Affairs**

December 2023

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Foreword

I am pleased, as Secretary General, to publish the 2023 Gender Pay Gap report for the Department of Foreign Affairs, in compliance with the Gender Pay Gap Information Act 2021.

This report offers a high level snapshot of the gender representation across the Department's workforce of over 2,100 civil servants, who are based in several offices in Ireland and at over 100 missions across the globe. These civil servants work to advance and defend Irish interests and values, and deliver services to Irish citizens and our diaspora. In doing so, they work alongside over 800 locally recruited colleagues at Embassies and Consulates.

Publication of this report does not in itself advance gender equality in the Department but, as will be the case for other large organisations, the exercise allows us to undertake a thorough examination and analysis of our Gender Pay Gap and the drivers behind it. While our Gender Pay Gap shows a welcome reduction in mean and median terms over the last year to 11.90% and 4.71% respectively, I am committed to seeing this reduce further in the coming years. With this goal in mind, our analysis informs and allows us to adapt, as appropriate, the strategies we are pursuing to enhance gender equality and reduce our gender pay gap.

While this is our second report under the Gender Pay Gap Information Act, we have as a Department been monitoring and taking steps to improve our gender representation at every level for many years. We are guided on this by our Gender, Equality, Diversity, and Inclusion Action Plan 2022-2025, which sits as a central pillar of our HR Strategy 2023-2027, and which is articulated in our Department's Statement of Strategy. We have set ourselves ambitious goals for gender equality in this context, several of which have already been achieved including in terms of balanced gender representation at a number of civil service grades, and the fact that from summer 2024, 53% of our Heads of Mission overseas, who represent Ireland and all of our interests and values, will be women.

We will continue over the coming year - and years - to support both women and men to have equal opportunities to progress and to contribute in senior positions, to ensure that our workforce reflects the people of Ireland, and to remain an employer of choice, attracting and retaining individuals of the highest calibre. In this way, the Department will be able to deliver strongly and effectively on our priorities on behalf of the citizen.

*Joe Hackett
Secretary General*

2. Introduction

The Department of Foreign Affairs is committed to being an employer of choice and enabling its people to deliver excellence in terms of public service within a workplace culture of equality, dignity and respect.

This report fulfils our statutory responsibility, as an organisation with over 250 employees, to report our Gender Pay Gap across a range of metrics. The results, set out in tables and explained in the narrative below, are based on a snapshot of our over 2,100 staff of civil servants, on 30 June 2023.

This report sets out some of the reasons why women may have a lower hourly average wage across our workforce. It also outlines the strategies the Department has adopted to enhance gender equality and representation in our organisation.

As a Department, we are committed to promoting equality, preventing discrimination, and protecting the human rights of our staff, customers, and everyone who is impacted by our work, in full compliance with the *Irish Human Rights and Equality Act 2014*.

A core goal of the Department of Foreign Affairs' HR Strategy 2023 – 2027 is to nurture and sustain a workplace where staff feel accepted, supported and valued, and can therefore deliver strongly. In addition to our Gender Equality Diversity and Inclusion (GEDI) Action Plan, which is supported by both senior management and a range of staff-led GEDI sub-groups, we have a dedicated Equality Officer who drives Department-wide awareness campaigns to highlight and celebrate important events throughout the year, creating a positive culture of education and inclusivity.

The Gender Pay Information Act, 2021

The issue of equal pay for men and women is an issue of significant policy concern in Ireland. In response to this, the Government passed the *Gender Pay Gap Information Act* in July 2021. As set out above, this Act required organisations with over 250 relevant employees to report on their Gender Pay Gap for the first time in 2022.

The information in this report has been calculated in accordance with the principles laid out in the *Gender Pay Gap Information Act 2021*, i.e. the difference in gross hourly pay of women compared to men's pay, in the reporting period June 2022 – June 2023. The pay gap is shown as a percentage of men's pay. The type of information included in the report also reflects our obligations under the Act.

The Gender Pay Gap in the Department of Foreign Affairs for the reporting period up to the date of 30 June 2023 is 11.90% (mean) or 4.71% (median)¹.

¹ The mean figure refers to the average of a set of values, i.e. the sum of the values divided by the number of values. The median figure refers to the mid-point of a set of values when ordered from smallest to largest.

As with all Civil Service organisations, the Department of Foreign Affairs' pay is in line with civil service pay rates set centrally, where pay is defined by grade and pay scale point is based on length of service, without reference to gender. The Department's pay scales are fully transparent and do not allow for the existence of unequal pay caused by gender discrimination.

What is important about the Gender Pay Gap analysis, however, is that it captures whether women are represented evenly across an organisation, including at senior grades.

At present, notwithstanding ongoing progress and a strong pipeline of women coming through to contribute in senior grades, more men than women continue to fill the very senior roles in the Department.

3. Scope

This report has been compiled from data of persons employed in the Department of Foreign Affairs, and the number of employees includes full time, part time and temporary employees. On the snapshot date of 30 June 2023, **2,108** people were employed as civil servants in the Department: **1,205 women** and **903 men**. Within those numbers, 433 individuals were employed on a temporary basis: 261 women and 172 men.

When calculating average hourly pay for men and women, both regular and overtime hours are included, as well as any pay allowances or bonuses. In line with the *Gender Pay Gap Information Act 2021*, the report includes only male and female genders. No employees in the Department were paid bonuses or benefit in kind. We can confirm, as is required under the Act, that there are no public bodies or agencies that operate under the aegis of the Department.

Our gender pay gap is compiled with the assistance of the National Shared Services Office (NSSO) and the Human Resources Management System (HRMS), a civil service-wide system that records employee information and provides the required employee data to enable compilation and analysis of the Gender Pay Gap report. The NSSO verified our data and provided the gender pay gap calculations to the Department. Additional checks were then undertaken to verify the information.

4. Data Protection

All processing of data was carried out by members of the Human Resources Unit in conjunction with staff from the Payroll Shared Services section of the NSSO and in line with data protection obligations. All data used for producing this report was processed by staff who would have access to the data as part of their daily duties within the Human Resources Unit. The statistics provided in this report are combined and do not identify individuals.

5. Department staff profile

At the time of the snapshot date, 30 June this year, there were **2,108 relevant (civil service) employees** on the Department's payroll, as set out in *Table 1* below. Of these, **57% were women and 43% were men**.

To note in considering *Table 1* that the *Gender Pay Gap Information Act* requires all relevant organisations to report separately on part-time and temporary staff, in addition to the overall workforce.

Snapshot date:	30 June 2023
Reporting period - from:	29 June 2022
Reporting period - to:	30 June 2023

Table 1: Employees by Gender

Number of Employees	Full-time	Part-time	Total	(of whom the following are temporary staff)
Male	887	16	903	172
Female	1077	128	1205	261
TOTAL	1964	144	2,108	433

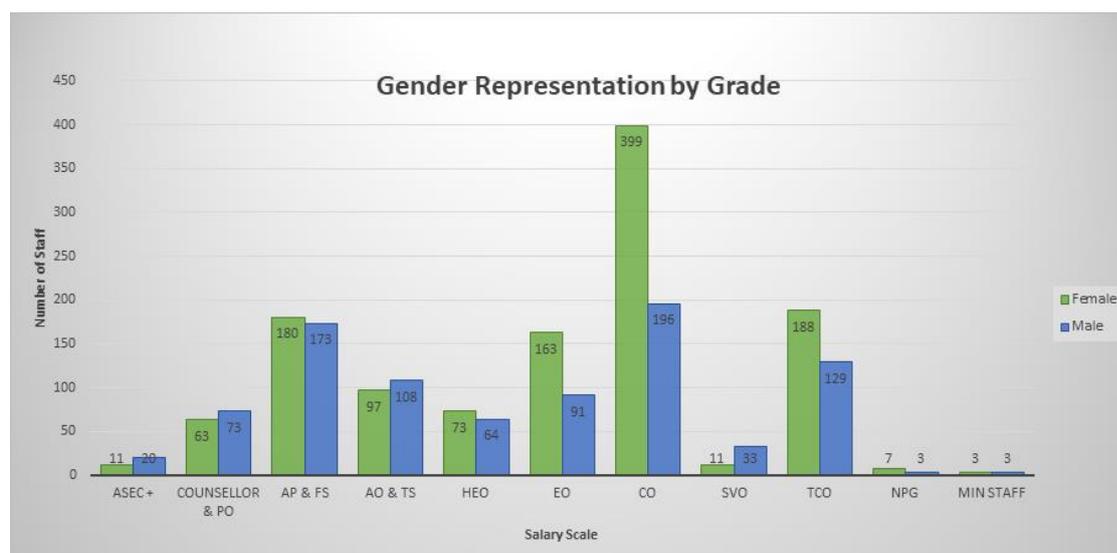
It should be noted that for the purposes of this report, all staff were classified as '**whole time**' employees, as all staff are employed or contracted on a whole-time basis. Some employees may avail of any of a range of part-time or family-friendly work options that may affect hours worked, but they do not change the hourly rate of payment.

The **average age** of Department employees at the time of the snapshot was 44 years of age. More information is available within *Appendix 1* on the Department's age profile by gender and grade.

On **gender representation**, *Diagram 1* below shows that female colleagues outnumber male colleagues in the majority of the lower paid grades, with the exception of Service Staff. Male colleagues outnumber female colleagues in the more highly paid grades, most notably at A/Secretary and higher grades, and Counsellor/Principal Officer and equivalent grades.

It's clear from *Diagram 1* that the level at which **gender representation 'flips'** from more female to more male colleagues is at the grade of Counsellor/Principal Officer. This is a notable change since our last GPG report in 2022. At that time, the 'flip' took place at First Secretary/Assistant Principal and equivalent grades.

Diagram 1: Gender representation by grade – 30 June 2023



6. Gender Pay Gap Results

The data in *Table 2* below is based on the snapshot date of 30 June 2023 and includes data from the preceding 12 months. This data set includes 1,205 women and 903 men representing a total of 2,108 employees. The table sets out the mean and medium hourly gender pay gap, taking account of part-time and temporary workers, and also sets out the gender representation in the Department across the four remuneration quartiles.

Table 2:

2023 Gender Pay Gap Information Act Reporting Requirements (Snapshot date 30 June 2023)	Percentage
1. Mean hourly gender pay gap (All Employees)	11.90%
2. Mean hourly gender pay gap (Part-Time Employees)	-1.22%
3. Mean hourly gender pay gap (Temporary Workers)	0.52%
4. Median hourly gender pay gap (All Employees)	4.71%
5. Median hourly gender pay gap (Part Time Employee)	1.53%
6. Median hourly gender pay gap (Temporary Workers)	0.58%
7. Mean Bonus gender pay gap	N/A
8. Median Bonus gender pay	N/A
9. % in receipt of Bonus	N/A
10. % in receipt of Benefit in Kind	N/A
11. Percentage of employees within lower remuneration quartile (this is comprised of the lowest 25% of earners in the Department)	Female 60.34%

	Male 39.66%
12. Percentage of employees with lower middle remuneration quartile (this is the lower middle 25% of earners)	Female 59.47% Male 40.53%
13. Percentage of employee with upper middle remuneration quartile (this is the upper middle 25% of earners)	Female 59.92% Male 40.08%
14. Percentage of employees within upper remuneration quartile (this is the upper 25% of earners)	Female 48.85% Male 51.15%

6.1 Gender pay gap in terms of mean and median hourly pay rates of all employees

The table below sets out data related to total and hourly pay for all female and male employees. The *mean* refers to the average of a set of values, i.e. the sum of the values divided by the number of values. The *median* refers to the mid-point of a set of values when ordered from smallest to largest.

	All employees		Part-time employees		Temporary employees	
Gender gap in MEAN Hourly Remuneration (GPG)	R.7(1)(a)	<u>11.90%</u>	R.7(1)(b)	<u>-1.22%</u>	R.7(1)(c)	<u>0.52%</u>
Gender gap in MEDIAN Hourly Remuneration	R.8(1)(a)	<u>4.71%</u>	R.8(1)(b)	<u>1.53%</u>	R.8(1)(c)	<u>0.58%</u>
Gender gap in MEAN Bonus	R.9(1)(a)	<u>0%</u>				
Gender gap in MEDIAN Bonus	R.9(1)(b)	<u>0%</u>				

6.2 Mean and median pay gap in terms of bonus payments and benefits-in-kind

Reports on the mean and median of bonus payments and benefits-in-kind are not applicable to staff serving in the Department in 2023.

6.3 The proportion of men and women employees according to quartile pay bands

To gain a more detailed insight into pay differences between men and women, all employees are sorted in terms of their pay band and then divided into quartiles. The relative participation of men and women in each of the quartiles is presented in the table below. The graphics which follow this table show the numbers of employees in each quartile, in addition to the gender breakdown.

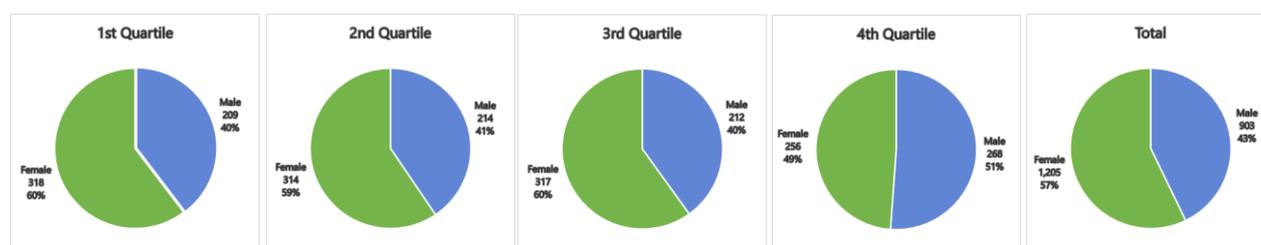
What the table and graphics make clear is there are more women than men represented in each of the first three quartiles: the first lower remuneration quartile, the second lower middle remuneration quartile and the third upper middle remuneration quartile. In the fourth quartile, the upper remuneration quartile, there are more men than women.

The split for each of the four quartiles shown is broadly in line with our workforce demographic of 57% female and 43% male. For the Department to have a zero Gender Pay

Gap, however, each of the quartiles would need to reflect the overall workforce demographic more closely.

Pay Quartiles		% Female		% Male
1: the lower remuneration quartile pay band	R.10(1)(a)	60.34%	R.10(1)(a)	39.66%
2: the lower middle remuneration quartile pay band	R.10(1)(b)	59.47%	R.10(1)(b)	40.53%
3: the upper middle remuneration quartile pay band	R.10(1)(c)	59.92%	R.10(1)(c)	40.08%
4: the upper remuneration quartile pay band	R.10(1)(d)	48.85%	R.10(1)(d)	51.15%

GPG Hourly Rate Quartile Comparison by Gender



7. Observations

Across the Irish economy as a whole, men are more likely than women to be in senior roles, while women are more likely than men to be in front-line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work such as career break or work part time, and many of the jobs that are available across Ireland on a part-time basis are relatively low paid. This pattern from the Irish economy as a whole is reflected in gender representation across the Department's workforce.

Our data on the take-up of flexible working options in the Department shows that women are more likely to avail of a range of unpaid leave and flexible arrangements, including maternity leave; career breaks (9 men and 28 women in the snapshot period), and part-time work (16 men and 128 women in the snapshot period). Availing of these arrangements may impact positively on retention of staff in the longer term, but it also impacts significantly on gross pay, in terms of lost time to progress up salary scales, and career opportunities.

The overall gender pay gap for the period covered by this report in *Mean Hourly Remuneration* across all Department of Foreign Affairs employees is 11.90%. The gender pay gap in Median Hourly Remuneration is 4.71%.

As is shown in the graphics above, the upper remuneration quartile pay band, the highest pay band, comprises 51.15% men and 48.85% women. This shows that there is still a greater proportion of men at more senior levels within the Department. This is despite women overall having longer service in the Department, as shown in *Appendix 2*, and is the significant driver of the Department's gender pay gap.

Notwithstanding this, the Department's mean and median pay gap has reduced by 1.97% and 3.53% respectively since 2022. In terms of our progress to reducing the gap further, there are now more women than men at the First Secretary/Assistant Principal and equivalent grade, as set out above.

Furthermore, in the Department's 2022 Gender Pay Gap report, we noted that at the more senior Counsellor/Principal Officer/Equivalent level there were 57 women and 71 men. As is clear from *Diagram 1* above, the figures at June 2023 had improved in terms of gender balance at this grade, with 63 women and 73 men. These figures indicate a strong pipeline of senior women being appointed to the more senior grades, which will impact on our gender pay gap in the years to come.

8. Measures to address the Department's Gender Pay Gap

The Department acknowledges the importance of reducing its gender pay gap, including through concrete actions in the Department's HR Strategy 2023 – 2027, and the Gender, Equality, Diversity and Inclusion (GEDI) Action Plan, which is embedded fully within.

The DFA Statement of Strategy 2023 – 2025 also sets out the importance of the achievement of our GEDI Action Plan. In order to build our capability and deliver on our high level goals, we commit within the Statement of Strategy, to:

Embed a culture of dignity and respect in the workplace (...), emphasising equality, including gender equality, diversity and inclusion, and promoting wellbeing and resilience of staff, including fostering work-life balance through implementation of the GEDI Action Plan.

Progress on our GEDI agenda has been independently assessed by the Irish Centre for Diversity and a review of our policies, processes and training arrangements in 2022 ensured we retained our *Bronze* status. We are committed to work towards achieving the next level, *Silver* status, in 2025.

An important development in this context is the roll-out of mandatory GEDI training for all staff in autumn this year, aimed at building an understanding of the importance of gender equality, equality, diversity and inclusion in the workplace.

The Department is committed to extend the range of flexible and blended working options available to staff in the coming years, including as important drivers for gender equality, and the retention of women in the workforce. DFA, like other Government Departments, offers a wide range of flexible working and leave options. Over the coming year, we will work to ensure wider understanding of the options available, and to encourage take up of these

options by both men and women. Additionally, we will continue to review the operation of blended working across the Department, including as it impacts on gender equality and career progression.

Investing in what we can offer as a Department in terms of learning and development will enable us to continue work towards a more balanced gender representation across the grades, including through new training initiatives to develop talent, encourage progression, and support Heads of Mission overseas, over half of whom will be women in 2024. The renewal and relaunch of a large scale Departmental cross-grade mentoring scheme in 2024 is also important.

In terms of securing the pipeline of senior women leaders for the future, unconscious bias training is provided to all internal interview boards to ensure fairness and equality of recruitment. All competitions are run in full compliance with the Commission for Public Appointments' code of practice. Additionally, the Department is a member of the 30% Club Public Sector Network, which is aimed at supporting the advancement of women in the public sector.

Over the coming year, the Department will undertake qualitative work to understand the underlying factors driving the gender pay gap, including by looking closely at internal promotion competitions. We will also separately review take up of family and flexible leave opportunities by women and men, to ascertain the extent that they are impacting on our gender pay gap.

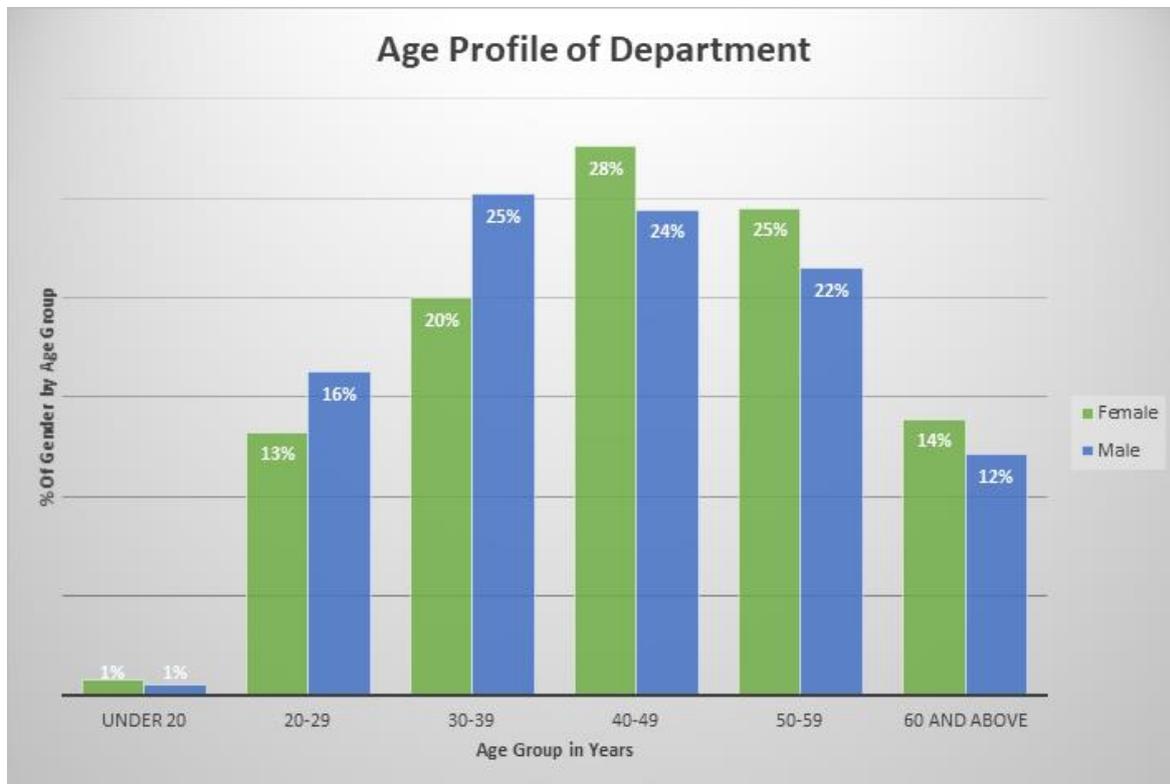
9. Looking ahead

The Department will continue to work intensively to advance our gender, equality, diversity and inclusion agenda and will monitor, in particular, the gender balance at middle management and senior grades to ensure a strong pipeline of top female talent is developed and maintained for the coming years.

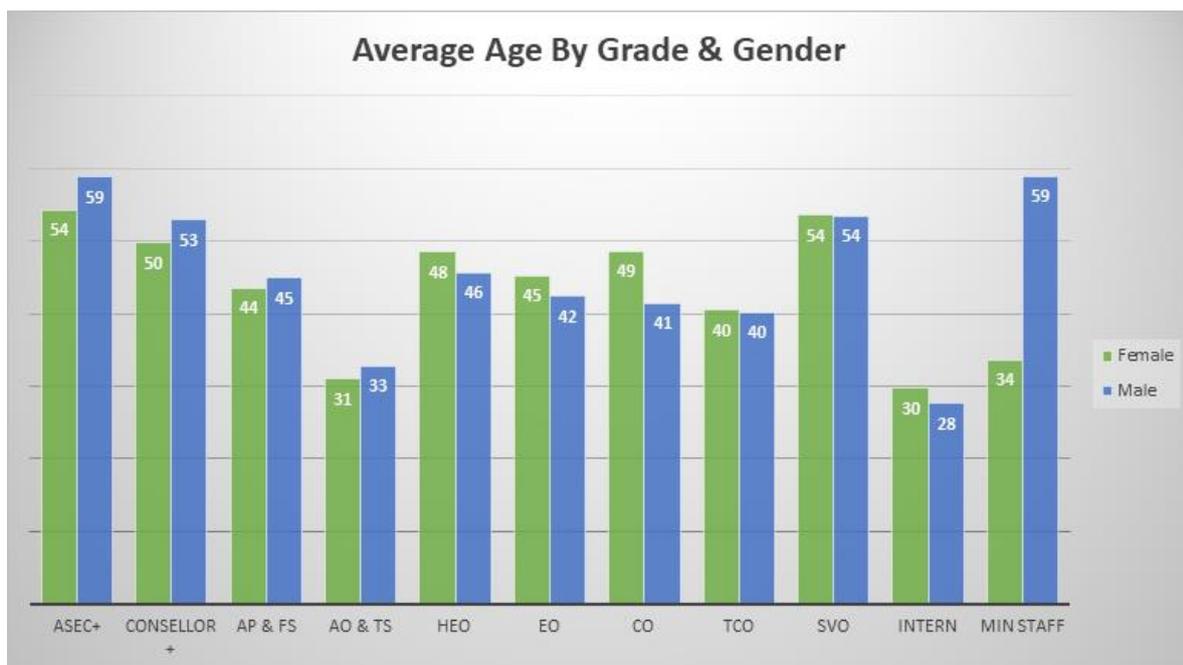
The measures set out above, which are being delivered in the framework of ambitious Departmental policies, championed by senior management, will ensure that women are represented in a more equal way within the Department in the years to come.

Appendix 1:

Age profile across the Department



Average age in the Department by grade and gender



Appendix 2:

Length of service by gender

