NORTHERN IRELAND ASSEMBLY

Job Specification

Clerical Officer (Assembly Grade 8)

JOB DESCRIPTION

Main Duties and Responsibilities

Staff at Clerical Officer level in all of the Assembly business areas will normally be part of a team and office administration duties may include:

- dealing with queries from Members of the Legislative Assembly; the public, external stakeholders and colleagues;
- receiving and making phone calls;
- filing and photocopying;
- processing payments;
- arranging and collating papers for meetings;
- input of data to IT systems;
- minute taking;
- providing high quality service delivery;
- analysing problems and providing advice to managers;
- handling correspondence/enquiries;
- planning work activities;
- use of IT, e.g. database software, in house computer systems, electronic payment systems.

Clerical Officers could be appointed to any of the offices within the Assembly Directorates outlined in the organisation chart and may be subsequently transferred to other business areas, as required.

ESSENTIAL CRITERIA

5.1 Applicants for the post must possess, by the closing date for applications:

(i) GCSE Grades A - C in Maths and English Language **PLUS** one year's experience of administrative duties;

(ii) Proficiency in the use of IT systems e.g. Microsoft Office programmes, databases, email etc.

Applications will be considered from candidates with relevant, formal qualifications of an equivalent or higher standard to those stated at 5.1(i).

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

CORE COMPETENCES

In addition to satisfying the essential criteria, the following core competences apply to this post.

Services

Deliver services to meet required standards of quality; plan and organise workload to meet standards and deadlines.

People

Create, maintain and enhance effective working relationships; contribute to the assessment of own development needs and develop self to improve job performance and fulfil future potential.

Information and Communication

Communicate information to meet customer needs in a clear, concise and timely manner; operate IT systems to the required standard and optimise the use of IT systems.