

NORTHERN IRELAND ASSEMBLY

Job Specification

Clerical Officer (Assembly Grade 8)

SALARY RANGE: £20,490 to £23,126

1. INTRODUCTION

- 1.1 Application forms are available on the Northern Ireland Assembly website and must be completed online. Completed application forms, which demonstrate the skills and experience sought, must be submitted by the closing date of **16:00 on Monday 10 April 2017**.
- 1.2 **CVs or other supplementary material will not be accepted in place of, or in addition to, submitted application forms.**

2. BACKGROUND

- 2.1 The Northern Ireland Assembly Commission (the Commission) is a corporate body established by section 40 of the Northern Ireland Act 1998. The Commission must provide the Assembly, or ensure that the Assembly is provided, with the property, staff and services required for its purposes. The Commission employs a Secretariat to serve the Assembly. The management structure of the Secretariat is illustrated in the organisation chart.

3. LOCATION

- 3.1 The successful candidate(s) will be based in Parliament Buildings, Belfast, but will, on occasion, be expected to work at other locations depending on the mode of operation of the Assembly.

4. JOB DESCRIPTION

Main Duties and Responsibilities

- 4.1 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.

4.2 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.

5. **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.

6. **CORE COMPETENCES**

6.1 In addition to satisfying the eligibility criteria at 5.1 above, the following core competences apply to this post. Full details of the core competences, relevant to the post, can be found at www.niassembly.gov.uk/jobs.

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.

7. STAGES OF THE SELECTION PROCESS

7.1 Job-related Skills Test

A job-related skills test may be held prior to any assessment of application forms. The results from the tests will be used to decide which applicants will proceed to the eligibility sift. Only those applicants who meet the minimum standard in the test, and who score highest in the tests, will be considered for the next stage of the selection process. Therefore, invitation to test does not imply that an applicant possesses the essential criteria. The test may be held online and instructions and further information will be issued to applicants after the closing date for applications.

7.2 Eligibility Sift

Essential criteria reflect the experience and knowledge that an applicant must possess in order to be able to undertake the role. An eligibility sift will be carried out on the basis of the information contained in the essential criteria section of the application form. You must therefore demonstrate clearly in your form how and to what extent you meet with the essential criteria for the post.

7.3 Criteria-based Interview

A selection panel will interview applicants who have met the required standard and scored highest at the second stage of the job-related skills test. The interview will address the essential criteria and competencies listed in sections 5 and 6 above.

8. GUARANTEED INTERVIEW SCHEME

- 8.1 In line with the Equality Commission's Positive Action for People who are Disabled guidance, the Assembly Secretariat operate a Guaranteed Interview Scheme (GIS). The GIS has been developed for applicants with disabilities or those with a long term impairment or health condition, that is expected to last for at least 12 months and which means that they cannot meet all of the shortlisting criteria. In instances where tests will be used as a shortlisting tool, provided that the applicant has demonstrated

in their application form that they meet the essential criteria for the post and reach the minimum standard in the test, the applicant will be offered a guaranteed interview.

9. FURTHER INFORMATION

- 9.1 Offers of appointment will be made in order of merit based on performance at the criteria-based interview.
- 9.2 If you require more information on the recruitment process, please contact the Human Resources Office on 90520325.
- 9.3 Further information about the NI Assembly can be obtained on the Internet at website: www.niassembly.gov.uk.

10. COMPLETION OF APPLICATION FORMS

The selection panel may decide to interview only those candidates who appear, from the information available, to be most suitable in terms of relevant experience and ability. It is therefore essential that applicants describe fully in the application form the extent to which they satisfy the above criteria. It is not appropriate simply to list the various posts that the candidates have held. The selection panel will not make assumptions from the title of the candidates' posts about the skills and experience gained.

It will be the responsibility of candidates to demonstrate clearly on their application form how they satisfy the essential and shortlisting criteria.

Candidates must use only the application form provided and must not submit additional material in support of their application.

11. TERMS AND CONDITIONS OF APPOINTMENT

- 11.1 These appointments are permanent and will be made by the Commission. The successful candidate(s) will be employees of the Commission. All appointments are subject to the satisfactory completion of a six-month probationary period.
- 11.2 The standard working week is 37 hours, excluding meal breaks (42 hours gross). Working hours will be dictated by the mode of operation of the NI Assembly and, during sitting days, will involve work late into the evening and, may involve work at weekends and on public holidays.
- 11.3 The salary scale for this post is £20,490 to £23,126. The starting salary for the successful candidate(s) will be £20,490 per annum.

- 11.4 In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing by 1 day after each year of service to a maximum of 30 days after 5 years of service. Applicants should be aware that a major influence in determining when leave can be taken will be the parliamentary timetable. In practice, this means that leave may only generally be taken when the Assembly is in recess.
- 11.5 Subject to eligibility, a childcare voucher scheme is available.
- 11.6 The successful candidate(s) will be given suitable training, including formal specialised courses as necessary.

12. PENSIONS

- 12.1 The Assembly offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni

If you are unable to access the website or require the information in another format, please contact:

The Pensions Manager
Human Resources Office
Room 402
Parliament Buildings
Ballymiscaw
Stormont
BT4 3XX
Tel: 028 9052 1685

- 12.2 Please note that the NI Assembly does not use HR Connect.

13. APPLICATIONS

- 13.1 Under fair employment legislation, the Commission is required to monitor the community background of those applying to fill vacancies. Applicants must, therefore, complete the equal opportunities monitoring section of the application form.
- 13.2 The Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified applicants irrespective of gender, marital or family status, religious belief, political opinion, disability, age, race, nationality or sexual orientation. **All applications for employment will be considered on the basis of merit.**

This job specification does not constitute any term or condition of employment.

