

## **ASSEMBLY GRADE 6**

### **Main Duties and Responsibilities**

Assembly Grade 6 staff are normally the second level of supervisory management and therefore most are line managers to Clerical Officers and/or Clerical Supervisors. Successful applicants will be assigned to an office within either the procedural or corporate areas of the Northern Ireland Assembly and may subsequently be transferred to other business areas as required. Procedural work covers supporting the legislative process and servicing and supporting Committees of the Assembly and plenary meetings of the Assembly, dealing primarily with MLAs, and business related to procedural matters. Corporate areas of business deal mainly with operational requirements, including outward facing functions, and with the provision of services to facilitate the day-to-day running of Assembly business.

### **Essential Criteria**

At the closing date for applications, applicants must have at least:

1. Two years' experience of planning and organising a heavy and diverse workload and delivering high quality work to deadlines. Such work to include: meetings, events, or projects for key stakeholders such as Assembly Members, Government Departments, voluntary/private organisations, contractors, media, the public or senior managers (defined as AG4 or above).
2. Two years' experience of communicating effectively and developing working relationships with a wide range of stakeholders such as Assembly members, Government Departments, voluntary/private organisations, contractors, media, the public or senior managers (defined as AG4 or above).
3. Two years' experience of line managing or supervising staff which may include experience gained within formal employment or a position of responsibility in a voluntary or private organisation. The experience is to include the allocation of work and the monitoring and evaluation of staff.

### **Core Competencies**

The Essential Criteria and the core competences of People, Information and Communication and Services will be tested at interview.

#### **People**

The ability to develop teams and individuals to encourage innovation, improve performance and meet business needs and to plan, allocate, monitor and evaluate work carried out by teams, individuals and self. To create, maintain and enhance effective working relationships; to assess own development needs and develop self to improve job performance and fulfil future potential; and select personnel.

**Information & Communication**

The ability to identify, organise, evaluate and communicate information to meet customer needs; analyse information to solve problems and make decisions; identify and adopt communication style and methods to influence and gain commitment of others.

**Services**

The ability to maintain and improve service delivery and to contribute to the planning and implementation of changes in services and systems to meet customer needs.