# Hosting Proforma

Northern Ireland Assembly Commission

Name of Host

Organisation

**1. Interchange Manager’s details**

Vicky Coates

Name

Organisation/

Northern Ireland Assembly Commission

Department

Parliament Buildings  
Ballymiscaw  
Stormont  
Belfast  
BT4 3XX

Address

Telephone Fax number

02890520325

Number

Vicky.coates@niassembly.gov.uk

E-mail

Type of Opportunity

**Legal Adviser x3 posts** – Assembly Grade 4.

Secondment Opportunity – x3 posts to expire 12 months from start date (with possibility of an agreed extension).

The Legal Adviser will work 37 hours per week.

Flexi-time working is available.

Hybrid working is available with up to 2 days working from home each week depending on operational need.

**2. Details of hosting opportunity**

Description of opportunity

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| **Legal Adviser x3 posts – Assembly Grade 4**  Secondment Opportunity – x3 posts to expire 12 months from start date (with possibility of an agreed extension).  The Northern Ireland Assembly Commission is the corporate body established under section 40 of the Northern Ireland Act, to ensure that the Assembly is provided with the property, staff and services required for the Assembly’s purposes. The successful applicants will work in the Legal, Governance and Research Directorate of the Northern Ireland Assembly Commission |

Main objectives of the opportunity

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| The role is one of in-house legal adviser. The main duties of the post are providing and assisting in the provision of:   * Legal advice and support on constitutional and procedural matters to the Speaker, the Assembly Commission, the Committees, the Clerk/Director General, and others. This may encompass advice on the legislative competence of the Assembly, advice on the interpretation of all forms of primary and secondary legislation, and advice on matters relating to order and procedure. It will in particular involve advice to the Windsor Framework Democratic Scrutiny Committee on new and replacement EU Acts * Legal advice and support on corporate legal matters, which may encompass advice on employment law, contract and procurement law, information law, EU law and human rights law. The successful applicant may be required to manage litigation. * The successful applicant will carry out such other duties as the relevant Head of Business (see section 4) may reasonably require. |

**3. Skills requirements**

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| 1. Applicants must be solicitors or barristers entitled to practice in Northern Ireland. Applicants with at least two years’ relevant post-qualification experience within the last seven years may be preferred. 2. Applicants should, on their application, demonstrate knowledge of each of the following:   (i) Constitutional and public law in Northern Ireland, and in particular:   * + an understanding of political and institutional relationships;   + knowledge of human rights law; and   + some knowledge of EU law or assimilated (ex-EU) law   (ii) The ability to interpret and critically analyse legislation and legal documents.  (iii) A track record of legal analytical ability and sound judgement in the resolution of legal problems. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Legal Services Assembly Grade 3 – Jonathan McMillen |

Who will be the individual’s line manager and/or reporting officer?

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| Head of Legal Services Assembly Grade 3 – Jonathan McMillen |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

Individual and their organisation.

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| **Benefits to the Individual**  This is a valuable opportunity for individuals to gain legal experience and experience of the work within the devolved legislature of Northern Ireland. Successful applicants will enhance their knowledge of the machinery of government in Northern Ireland and the legal framework governing the functions of the Assembly, the Speaker, committees and the Assembly Commission.  **Benefits to the Individual’s organisation**  Successful applicants will develop legal knowledge and experience and a better understanding of the internal processes of the Assembly, the legislative process and policy considerations, and institutional relationships (inside and outside Northern Ireland). This knowledge should be beneficial on their return to their organisation.  **Benefits to the Assembly.**  The Assembly will benefit from the provision of legal advice and support on constitutional, procedural and corporate legal matters, as well as from the different perspectives and experiences of individuals from other organisations. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: by 1st April (2x); by 8th May (1x)  **Duration**: 12-months from start date.  **Location**: Parliament Buildings, on the Stormont Estate  **Resources**: Computer, desk, chair etc.  **Salary:** The salary is £65,051 the Assembly will meet salary and any associated expenses.  **Further information**:  For further information please contact Jonathan McMillen (Head of Legal Services) via email: [Jonathan.McMillen@niassembly.gov.uk](mailto:Jonathan.McMillen@niassembly.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 15 March 2024 to:  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other member organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **V Coates** |

**Signed:**

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| **28 – February - 2024** |

**Date:**