# Hosting Proforma

Northern Ireland Assembly Commission

Name of Host

Organisation

**1. Interchange Manager’s details**

Paul Sharvin

Name

Organisation/

Northern Ireland Assembly Commission

Department

Parliament Buildings

Stormont Estate

Belfast

BT4 3XX

Address

Telephone Fax number

N/A

028 90520325

Number

[Paul.sharvin@niassembly.gov.uk](mailto:Paul.sharvin@niassembly.gov.uk)

E-mail

Type of Opportunity

**Assistant Assembly Clerk - secondment**

**2. Details of hosting opportunity**

Description of opportunity

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| Assistant Assembly Clerks are responsible for providing support for the core procedural activities of the Assembly. They can work in teams supporting specific Committees or in teams which support Committees generally. Assistant Assembly Clerks report either to Committee Clerks or other senior clerking staff. They fill important and sensitive posts within the Assembly, acting as a contact point for all interested parties and must be capable of acting on their own initiative, and managing a varied range of staff for whom they are either directly, or indirectly responsible. |

Main objectives of the opportunity

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| The main duties responsibilities of the post may include:   * providing and contributing to the provision of timely, accurate and authoritative advice, guidance and briefing on a range of procedural, policy and legislative matters relating to or arising from the work of the business unit to senior decision makers such as Members, senior managers (defined as AG4 and above), Committee Chairpersons and Deputy Chairpersons; * assisting in the undertaking or commissioning of research into key areas of interest to Members and Committees in order to inform future work such as policy scrutiny, Committee inquiries or legislative progress; * assisting with the planning and management of the efficient and effective delivery of Committee business; * developing and maintaining relationships with key personnel in Government Departments and agencies, press, media, private and voluntary organisations and members of the public; * preparing and assisting in the preparation of draft speeches, speaking notes, and press releases for the Committee Chairpersons and others, to inform debates in plenary or for events outside the Chamber or the Assembly; * preparing inquiry/scrutiny plans and draft Committee reports for approval by the Assembly Clerk; * delivery of front line services to a range of stakeholders; and * managing and developing a team of staff and ensuring the best use of resources, including financial resources; |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria:**  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. 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. 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. 4. The ability to act with impartiality and awareness of political sensitivities   **Desirable Criteria:**   * Knowledge and understanding of the Assembly’s role and functions. * Knowledge and understanding of the issues arising from the UK’s withdrawal from the EU. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Dr Barry Pelan |

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

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| Dr Barry Pelan |

**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 an individual to gain experience and experience of devolved administration of Northern Ireland. Applicants will enhance their knowledge of the machinery of government in Northern Ireland and the framework governing the functions of the Assembly, the Speaker, committees and the Assembly Commission.  **Benefits to the Individual’s organisation**  The individual will develop knowledge and experience and a better understanding of the internal processes of the Assembly, the machinery of government and institutional relationships in Northern Ireland which will be beneficial on their return to their organisation  **Benefits to the Assembly.** The Assembly will benefit from the support to specific Committees as well as from the different perspectives and experiences of an individual from another organisation. |

**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**: 21 September 2020, or as soon as a release date can be agreed.  **Duration**: Initially a 12-month secondment.  **Location**: Committee Offices, based at Parliament Buildings, Stormont Estate, Belfast BT4 3XX.  **Funding**: All salary costs will be met by the Northern Ireland Assembly and the salary range is: £36,098 - £37,180 per annum.  **Further information**: Initial selection will be made by way of paper sift. Interviews may be carried out if two or more candidates appear to be similarly qualified. It is important that all applicants indicate how, and to what extent they meet the skills requirements qualities above.  **Other information**  Assistant Assembly Clerks are required to work hours that are conducive to the needs of the Assembly. This may include working into the late evening and to a lesser extent at weekends and public holidays as well as participating in external visits. Please be aware that a major influence in determining when leave can be taken will be the parliamentary timetable.  Please note that access to a form of transport is necessary, as travel to meetings located throughout Northern Ireland may be required from time to time.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 28 August 2020 to:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **NI Civil Service staff are not eligible to apply for this opportunity** |

**7. Endorsement**

**Interchange Manager**

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| **Paul Shavin** |

**Signed:**

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| **12 August 2020** |

**Date:**