



## Northern Ireland Assembly

### Information for Applicants

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The Assembly Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified applicants irrespective of religious belief, political opinion, race, age, gender, disability, marital status, sexual orientation or people with dependants or without. **All applications for employment will be considered on the basis of merit.**

#### **Background**

The Northern Ireland Assembly Commission (Assembly Commission) is a corporate body established by section 40 of the Northern Ireland Act 1998. It must provide the Assembly, or ensure that the Assembly is provided, with the property, staff and services required for the Assembly's purposes. The Commission employs a Secretariat to serve the Assembly. The management structure of the Assembly Secretariat is illustrated on the Recruitment website.

Research Officers work in the Research Service, which is located in the Research and Information Service (RaISe), part of the Assembly's Legal, Governance and Research Services Directorate. Supported by the Library within RaISe, Research Teams provide the Northern Ireland Assembly with impartial, objective, timely and non-partisan information and research.

#### ***Research Teams***

RaISe Research Teams comprise researchers with a range of research backgrounds, who work within specialist portfolios located in four research teams:

- Health and Social Care, Statistics and Mapping
- Political Institutions, Equality, Justice, Families and Education
- Communities, Infrastructure and Environment
- Finance and Economics

Together, supported by the Library within RaISe, the Research Teams provide the following services:

- In-depth, analytical briefings regarding policy, legislation and public finance
- Bill papers addressing Executive and non-Executive legislative proposals

- Research to assist Members of the Legislative Assembly (MLAs) develop proposals for private member's legislation
- Research to help MLAs respond to matters of concern to their constituents
- Statistical services addressing all aspects relating to the collection and use of data
- Mapping services and Geographical Information Systems (GIS)
- Workshops and seminars, including the Knowledge Exchange Seminar Series' (KESS) which is delivered in partnership with local universities

### **Location**

The successful applicant will be based in Parliament Buildings, Belfast.

### **Completing the form**

Only the information presented in the application form will be considered by the selection panel. CVs or other supplementary material will not be accepted in place of, or in addition to, completed application forms. Completed online forms must be submitted by **12 noon 13<sup>th</sup> March 2020**

You can access the application form [here](#).

**Application forms submitted after the closing time and date will not be accepted.**

### **Stages of the Selection Process**

There are five elements within the Recruitment and Selection Framework:

**Experience** – the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

**Ability** – the aptitude or potential to perform to the required standard.

**Technical** – the demonstration of specific professional skills, knowledge or qualifications.

**Assembly Skills and Behaviours** –the actions and activities that people do which result in effective performance in a job.

**Strengths** – the things we do regularly, do well and that motivate us.

The elements which will be assessed for this role will be Experience, Technical, Assembly Skills and Behaviours and Strengths and the selection methods that will be used are detailed below. Further information on the Recruitment and Selection Framework are included in the Guidance on Recruitment and Selection for Applicants.

## **Eligibility Sift**

The 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.

## **Shortlisting**

The selection panel reserve the right to use shortlisting as part of the selection process for this post. Should shortlisting be used, the shortlisting criteria listed in the Job Specification will be applied. The selection panel reserve the right to set a minimum standard for the shortlisting criteria, which applicants must achieve in order to be invited to the interview stage of the selection process. If shortlisting is not necessary, all applicants who have demonstrated the essential criteria will proceed to the interview stage of the selection process.

## **Interview Stage**

The interview will address the information contained in the Job Specification and will assess Experience, Technical, Assembly Skills and Behaviours and Strengths elements of the Recruitment and Selection Framework.

Part of the interview process will be the delivery of a presentation. The subject of the presentation will be advised to the applicant on the day of the interview and the applicant will be expected to present information to the selection panel.

**Interviews are planned for week commencing 27 April 2020.**

## **Further Interview Stage**

The selection panel reserves the right to hold a further interview stage if deemed necessary.

**Further information on the Recruitment and Selection process is available in the [Recruitment and Selection Framework](#) and [Guidance on the Recruitment and Selection for Applicants](#).**

## **Guaranteed Interview Scheme**

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 that they meet the essential criteria for the post and reach the

minimum standard set for the test, the applicant will be offered a guaranteed interview.

**Applicants with disabilities or a long term impairment, or health condition, who require reasonable adjustments to enable them to participate in any part of the selection process, should indicate this on their application. A member of the Human Resources Office will then contact the applicant to discuss.**

### **Terms and Conditions of Appointment**

This is a permanent appointment. The successful candidate will be an employee of the Assembly Commission. All appointments are subject to the satisfactory completion of a six-month probationary period.

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 Assembly and may involve work into late evenings, at weekends and on public holidays.

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing incrementally by one day per year up to a maximum of 30 days Please be aware that a major influence in determining when leave can be taken will be the parliamentary timetable.

As an equal opportunities employer, we are happy to talk about the possibility of flexible working in this role with the successful applicant.

The successful applicant will be given suitable training, including formal specialised courses as necessary.

### **Employee Benefits**

Information on employee benefits is available on the NI Assembly recruitment website, available by clicking **here**.

### **Equality Monitoring**

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

### **Merit List**

The merit list will remain “live” for 18 months from the date it is signed and may be used to fill any further permanent or fixed term opportunities for the same post.

### **Communication during the recruitment process**

The Assembly Recruitment Office will issue most communication electronically. You should therefore regularly check your email account to make sure you do not miss

any important communication. Please note, sometimes the Recruitment Office emails are automatically filtered as spam by email providers.

**Further Information**

If you require more information on the recruitment process, please contact the Human Resources Office on 02890 520327

Further information about the Assembly can be obtained on the Internet at website: [www.niassembly.gov.uk](http://www.niassembly.gov.uk)

**The “Information for Applicants” does not constitute any term or condition of employment.**