



Job Title: Parliamentary Reporter

Salary range: £29,527 - £30,413

Grade: AG7

Directorate: Parliamentary Services

Business Area/Office: Official Report (Hansard)

Accountable to: Assistant Editor

Job Purpose:

Parliamentary Reporters report and edit transcripts of Assembly plenary sittings, relevant Committee meetings and miscellaneous other material relating to Assembly business and contribute to the production of the Official Report (Hansard) in its various guises.

Job Description:

- attend meetings of the Assembly and its Committees to provide an accurate, chronological, clear log and to observe what is going on; identify each Member who speaks; note in full his or her opening words; note any remarks made off-microphone; and note any references to, for example, proper names, places, technical terms and quotes.
- using a computer and based on recorded sound, produce, within an agreed deadline, an accurate and grammatically correct transcript of speech conforming to Hansard parliamentary reporting style and faithfully recording House procedure, as set out in relevant Hansard guidance.
- check spelling and punctuation, correct grammatical errors and, where necessary, edit material whilst having regard to the political context of the content.
- research, using appropriate sources, references to proper names, place names and technical terminology, as well as historical, geographical and literary references, foreign words and phrases etc.

- read and edit material produced by others to ensure that it is accurate and conforms to Hansard editorial and procedural guidelines.
- help prepare material for publication and ensure that it is produced and published within predetermined timescales.
- provide miscellaneous editorial, logging, reporting, proofreading, indexing and other services as required by Assistant Editors/Deputy Editors/Editor.
- respond to queries from Assembly Members, witnesses, public and staff and take appropriate action, if necessary in consultation with Assistant Editors, Deputy Editors or Editor.
- manage their own performance and take the initiative to identify their personal development needs and how those needs can be met.
- act as project team members and work with other teams in the organisation.
- represent the Office of the Official Report (Hansard) and the Assembly at various meetings, conferences, seminars etc.
- keep abreast of current, political and parliamentary affairs, particularly with reference to Northern Ireland.
- comply with the Assembly Commission's Equal Opportunities and Dignity at Work policies and procedures.
- carry out other duties that the Assembly Commission reasonably requires of you.

Essential Criteria:

Applicants for the post must possess, by the closing date for applications:

- 1 GCSE/GCE 'O' level passes at grades A to C in four subjects, other than English language, **plus** a GCSE/GCE 'O' level pass at grade A or A* in English language.
[Applications will be considered from candidates with relevant formal qualifications of an equivalent or higher standard to those stated.]
 - a) at least **two** years' cumulative but not necessarily continuous experience in the preparation, editing and publication of transcripts or exercising editorial judgement in the production of written material for publication or examination.
 - b) the ability to interpret, research and communicate complicated verbal and

written information, arguments, reports etc.

OR

- 2 a) At least **three** years' cumulative but not necessarily continuous experience in the preparation, editing and publication of transcripts or exercising editorial judgement in the production of written material for publication or examination.
- b) the ability to interpret, research and communicate complicated verbal and written information, arguments, reports etc

Skills & Behaviours:

The following Assembly Skills and Behaviours will be assessed during the selection process:

Parliamentary and Political Understanding

... is displaying an appropriate understanding of the wider political environment; what the Assembly does and how our role fits in; and the level of public scrutiny to which the actions and decisions of Assembly staff are exposed. It requires impartiality, integrity and political sensitivity.

Delivering a Quality Service

...is about providing a high-quality and efficient service to our customers. It is thinking ahead, managing resources effectively and delivering work on time and to a high standard. It is also using professional or technical expertise to enhance service delivery.

Building Relationships & Effective Communication

...is creating and maintaining positive, professional and respectful internal and external working relationships through effective and appropriate communications.