



Job Title: Assistant Editor
Salary range: £37,181 - £38,296
Grade: Assembly Grade 6
Directorate: Parliamentary Services
Business Area/Office: Office of the Official Report (Hansard)
Accountable to: Deputy Editors
Accountable for: Parliamentary Reporters

Job Purpose

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

Job Description:

- as required, attend sittings of the Assembly and meetings of 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; note any references to, for example, proper names, places, technical terms and quotes; and provide appropriate advice for other reporting staff.
- use a computer and digitally recorded sound to revise, within a set deadline, material produced by Parliamentary Reporters to ensure that it is an accurate and complete report of proceedings, conforms to Hansard parliamentary reporting style and faithfully records House procedure as set out in the relevant Hansard guidance, checking spelling and punctuation, correcting grammatical errors and, where necessary, editing whilst having regard to the political context of the content.

- as required, use a computer and digitally recorded sound to 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.
- use appropriate sources to confirm references to proper names, place names and technical terminology, as well as historical, geographical and literary references, foreign words and phrases etc.
- help prepare material for publication and ensure that it is produced and published within predetermined timescales.
- lead, manage and develop Parliamentary Reporters to ensure the delivery of team objectives.
- review the work of Parliamentary Reporters to ensure quality, accuracy and timeliness and that work is completed in an efficient and effective way.
- develop and maintain effective relationships with a range of customers and key stakeholders, including Members, colleagues from across the Assembly Secretariat, representatives from Government Departments and other relevant external stakeholders.
- provide miscellaneous editorial, logging, reporting, proof-reading, indexing and other services as required by the Deputy Editors/Editor.
- respond to queries from Assembly Members, witnesses, public and staff etc and take appropriate action, if necessary in consultation with the Deputy Editors/Editor.
- manage their own performance and take the initiative to identify their personal development needs and how those needs can be met.
- act as team/project leaders or 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.
- deputise for the Deputy Editors as and when required.

- manage information and records in accordance with established policies and statutory requirements.
- comply with all of the Assembly Commission's staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- carry out other duties that the Assembly Commission reasonably requires.

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 applicants with relevant, formal qualifications of an equivalent or higher standard.] AND*

At least a primary degree in any subject. *[Applications will be considered from applicants with formal qualifications of an equivalent or higher standard to those stated.] AND*

At least three years' cumulative but not necessarily continuous experience in the following areas a) – c);

- a) the preparation, editing and publication of transcripts or exercising editorial judgement in the production of written material for publication.
- b) interpreting, researching and communicating complicated verbal and written information, arguments, reports etc.
- c) planning and organising a demanding workload, delivering high quality work to tight deadlines and in line with organisational policy and procedures.

OR

2. At least five years' cumulative but not necessarily continuous experience in the areas a) – c) above.

Shortlisting Criteria:

Should shortlisting be required, the following criterion will be applied:

- At least three years' cumulative but not necessarily continuous experience in the preparation of verbatim or substantially verbatim transcripts for publication.

Skills & Behaviours:

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

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 and effective communication

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

Managing and Leading Self and Others

... is setting high standards for ourselves. It is about guiding, motivating and developing others to achieve high performance. It is about engaging others in delivering a corporate vision of excellence, expertise and innovation in support of the Assembly as a legislature.

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.