



## Northern Ireland Assembly

<b>Job Title:</b>	Assistant Assembly Clerk, Clerking
<b>Salary range:</b>	£37,181 - £38,296
<b>Grade:</b>	Assembly Grade 6
<b>Directorate:</b>	Parliamentary Services
<b>Business Area/Office:</b>	Various
<b>Accountable to:</b>	Senior Assistant Assembly Clerk or above
<b>Accountable for:</b>	Clerical Supervisor or Clerical Officer

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### **Job Purpose**

The Assistant Assembly Clerk role supports the legislative process, and services and supports committees of the Assembly and plenary meetings of the Assembly. This role involves working frequently with Members of the Legislative Assembly (Members), as well as a range of other internal and external stakeholders.

The role of an Assistant Assembly Clerk is both demanding and challenging, operating as it does in a highly pressurised and scrutinised environment, and on occasion outside of normal business hours.

### **Job Description:**

The main duties and responsibilities of the job:

- Undertaking research and investigatory work, providing timely and accurate analysis and recommendations to assist in the drafting of policies, reports and briefing documents.
- Drafting documents including reports and speeches for Members etc.
- Assisting in the development and provision of authoritative advice on complex issues which may include draft legislation, policies and procedures, etc.
- Minute taking for Committee meetings to reflect the key decisions and actions of the Committee.

- Supporting the Assembly Clerk/Senior Assistant Assembly Clerk(s) in facilitating the efficient and effective management of Members' work in committee and plenary and taking part, as required, in meetings and discussions with Committee Chairs and Assembly Members.
- Assisting Assembly Clerk/Senior Assistant Assembly Clerk(s) in providing advice on procedural matters relating to plenary sessions of the Assembly and Committee meetings.
- Assisting Assembly Clerk/Senior Assistant Assembly Clerk(s) in providing advice on the content and effect of draft legislation and on Assembly procedures relating to the passage of legislation.
- Supporting the Assembly Clerk/Senior Assistant Assembly Clerk(s) in the scrutiny of legislation both in Committee meetings and in plenary, including the first draft of a Committee report on a bill, facilitating the tabling of amendments by Assembly Members and the publication of Bills and Acts.
- Supporting the Assembly Clerk/Senior Assistant Assembly Clerk(s) in ensuring compliance with the Assembly's Standing Orders relating to Committee meetings and plenary sessions of the Assembly.
- Attending, participating in and managing meetings, visits and other events in support of the work of the Assembly; ensuring these are carried out effectively and that accurate records of business are maintained.
- Developing and maintaining effective relationships with key stakeholders, including Members, colleagues from across the Assembly Secretariat, officials from Executive departments, media, other external stakeholders and members of the public.
- Approving information for publication on social media platforms and the Assembly webpages and ensuring that this information is up to date e.g. Committee's social media account.
- Leading, managing and developing individual staff members or a small team to ensure the delivery of team objectives.
- Quality assuring the work of staff to ensure compliance with legislation, Standing Orders and other procedural guidance in order to meet agreed service standards.
- Checking and approving purchase orders and invoices in line with organisational policy and within approval level.
- Assisting in the management of financial budgets.
- Effectively using Microsoft Office and bespoke internal Assembly software systems and databases to carry out work including the production of reports and documents.
- Managing information and records in accordance with established policies and statutory requirements, including drafting responses to information requests including Freedom of Information requests.
- Complying with all Assembly Commission's staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- Carrying out other duties that the Assembly Commission reasonably requires of you.

**Essential Criteria:**

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

1. At least a primary degree, minimum 2.2 classification, in any subject. Applications will be considered from applicants with formal qualifications of an equivalent or higher standard to those stated.
2. A thorough understanding of the role and functions of the Northern Ireland Assembly and the political environment in which it operates including the current challenges facing the Assembly.

**AND**

At least 3 years' experience of:

- a) Leading and managing individual staff members or a team of staff to ensure the quality, accuracy and timeliness of work.
- b) Analysing information from a range of sources to develop high quality written documents which support and inform effective decision making.
- c) Planning and organising a diverse workload, delivering high quality work to tight deadlines and in line with organisational policy and procedures.
- d) Developing and maintaining effective working relationships with a wide range of stakeholders such as colleagues, managers, elected representatives, departmental officials, and other external stakeholders to ensure a high quality service and achieve tight deadlines.

**OR**

3. A thorough understanding of the role and functions of the Northern Ireland Assembly and the political environment in which it operates including the current challenges facing the Assembly.

**AND**

4. At least five years' experience in each of the areas detailed at (a) – (d) above.

**Skills & Behaviours:**

The following Assembly Skills and Behaviours will be assessed as part of 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.

### **Initiating improvement and delivering change**

...is looking for and being open to new and innovative ideas and improvements to the service provided. It is being flexible and adapting positively and professionally to sustain performance when the situation changes, workloads increase or priorities change. It is about forming sound, evidence-based decisions and being accountable for results.

### **Managing & 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 & 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.