



Information for Applicants

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

Clerical Supervisors will normally work as part of a team and may have responsibility for one or more staff. Staff at this level could be appointed to any of the offices within the Assembly Secretariat and may subsequently be transferred to other business areas as required. Clerical Supervisors are often responsible for the day to day organisation of administrative work in an office to ensure high quality service delivery.

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 **noon on 1 June 2021**.

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.

There are two application routes for the post of Clerical Supervisor – Application Route One requires qualifications and/or work experience and Application Route Two requires a specific degree level qualification but no work experience is required. Applicants may only apply under one route.

The elements which will be assessed for this role under Application Route One will be Experience, Ability, Assembly Skills and Behaviours and Strengths and the selection method(s) that will be used are detailed below.

The elements which will be assessed for this role under Application Route Two – Graduate Entry will be Ability, Assembly Skills and Behaviours and Strengths and the selection method(s) 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.

Online Testing

Online testing will be used as a shortlisting tool. Invitation to test does not imply that an applicant possesses the essential criteria. The tests will be held online and instructions and further information will be issued to applicants after the closing date for applications. Only those applicants who meet the minimum standard and who score highest in the tests, will be considered for the next stage of the selection process: the eligibility sift.

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.

Assessment Stage

As part of this stage of the selection process, applicants will be required to complete a written exercise. There will also be an interview, which will address the information contained in the Job Specification and will assess elements of the Recruitment and Selection Framework.

**Written exercises are planned for week commencing 19 July 2021
Interviews are planned for 28 - 29 July, 3 - 5 August 2021**

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

The Guaranteed Interview Scheme (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 these instances, provided that they have demonstrated in their application form that they meet the essential criteria for the role, the applicant will be invited to interview.

If an assessment or test is used as a shortlisting tool then applicants applying under GIS will not be required to complete the assessment or test and will be offered a guaranteed interview, provided that they demonstrate in their application form that they meet the essential criteria for the role.

In instances where an assessment or test forms part of the selection process and is not a shortlisting tool, then all applicants must meet the minimum standard required including those applying under GIS.

The application form will include a section on disability, and an applicant can indicate whether they wish to apply under the GIS for that particular role and the basis on which they qualify for the GIS.

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 applicants will be employees of the Assembly Commission. All appointments are subject to the satisfactory completion of a six-month probationary period. Successful applicants from both application routes will be appointed as Clerical Supervisors and managed under the same terms and conditions.

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.

Details of our employee benefits are available on our recruitment website www.niarecruitment.org.

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

A merit list will be created for each application route. Each merit list will remain “live” for 18 months from the date it is signed. Appointments will be made in turn from each merit list. The merit lists may be used to fill further permanent or fixed term opportunities for the same post.

Communication during the recruitment process

The Assembly Recruitment Team 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 Team emails are automatically filtered as spam by email providers.

Further Information

If you require more information on the recruitment process, please contact the Assembly Recruitment Team on 02890 520327.

Further information about the Assembly can be obtained on the Internet at website:
www.niassembly.gov.uk

The 'Information for Applicants' does not constitute any term or condition of employment.