



## 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 organisational structure of the Assembly Secretariat is illustrated on the Recruitment website.

This post will sit within the Finance Office but will work across the Finance and the Human Resources Offices. The Finance Office offers a range of financial services to the Assembly Commission, Members and Parties. The Office sits within the Corporate Services Directorate and is responsible for carrying out all of the financial processing, budgeting and reporting, as well as operating a central travel desk. This includes undertaking the following functions: accounts receivable, accounts payable, budgeting, financial and management accounting, statutory reporting, payroll, pensions administration and processing all of the payments to Members under the provisions of the Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 as amended by the Assembly Members (Salaries and Expenses) (Amendment) Determination (Northern Ireland) 2020.

The Human Resources Office is also part of the Corporate Services Directorate and supports the delivery of the Assembly Commission's Corporate Strategy through the provision of high quality Human Resources services. The Human Resources Office provides a wide range of HR services including: Recruitment and Selection, Onboarding, Workforce Planning, Equality and Diversity, Pay, Reward and Grading, Employee Relations, Learning and Development, Health and Wellbeing, Managing Attendance and Managing and Developing Performance. The Human Resources Office also provides human resource services to Members, to provide them with support in their role as employers.

## **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 on 6 June 2022**.

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 and Assembly Skills and Behaviours 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.

## **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 criterion listed in the Job Specification will be applied. The selection panel reserve the right to set a minimum standard for the shortlisting criterion and/or to only invite those who score highest in the shortlisting criterion to the next stage of the selection process. If shortlisting is not necessary, all applicants who have demonstrated the essential criteria will proceed to the next stage of the selection process.

### **Interview Stage**

The interview will address the information contained in the Job Specification and will assess elements of the Recruitment and Selection Framework.

**Interviews are planned for week commencing 27 June 2022.**

### **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**

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.

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.

When considering applications made under GIS, the Human Resources Office reserves the right to request medical information from the applicant's general practitioner (through the applicant and with their consent).

**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.**

If an applicant feels that they require any adjustments to the application stage, please contact us at [recruitment@niassembly.gov.uk](mailto:recruitment@niassembly.gov.uk).

### **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 and on occasions, 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](http://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**

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 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 521741.

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.**