



## 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 the corporate body which provides the Assembly, or ensures 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.

The Usher Services business area forms part of the Corporate Services Directorate and is responsible for the provision of a safe, secure, and efficient working environment for Members, staff and all persons frequenting Parliament Buildings.

Usher Services has primary responsibility for the provision of security at Parliament Buildings, and directly supporting the effective operation of the Assembly in Plenary, and Committees, and other Assembly business.

As a member of the Usher Services management team, the post-holder will work alongside the Principal Usher (Operations), and will report to the Head of Usher Services. The post-holder will directly assist in the maintenance of a safe and secure environment to support Assembly business. This will include maintaining daily oversight of the Assembly's Closed-Circuit TV (CCTV) system at Parliament Buildings.

The post-holder will primarily lead in the management of the administrative element of the Usher Services business area, which will include ensuring that the business area remains compliant with DPA and GDPR legislation. The post-holder will also play a key part in the broader daily operational component which requires a security presence to be maintained within Parliament Buildings, and a response to any security related incidents that occur within the precincts of Parliament Buildings.

## **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 **04 July 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, Ability and Assembly Skills and Behaviours. The selection method(s) that will be used are detailed below:

## **Online Testing**

Online testing may 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.

### **Shortlisting Stage**

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 which applicants must achieve in order to be invited to the interview 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.

### **Assessment Stage**

As part of this stage of the selection process, applicants will be required to complete a written exercise.

### **Interview Stage**

It is anticipated that interviews will be held week beginning: **22 August 2022**.

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

### **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.

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.**

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 however be dictated by the level of business and sitting times of the Assembly, and will involve work into late evenings on sitting days.

The post holder will also be required to perform recompensed evening/night time on-call duty during weekdays, and at weekends and on public holidays. This is scheduled on a rota basis, and is performed by all members of the Usher Services management team.

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 business and operational need timetable.

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 521869.

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.**