



Northern Ireland
Assembly

Candidate Information Booklet

Head of IT (AG3)

£73,986 - £76,220 (under review)

Completed Application Forms must be submitted no later than
12 noon (UK time) on Wednesday 2 November 2022

Please retain a copy of this booklet for your reference throughout the
selection process.

FOREWORD

Thank you for your interest in the position of Head of IT (Assembly Grade 3) in the Northern Ireland Assembly (the Assembly).

The Assembly operates in a dynamic and fast moving political, executive and legislative environment. The Head of IT is a key position with responsibility for providing strategic leadership on the effective, efficient and secure delivery and use of information technology to support the delivery of Assembly business.

The Head of IT will be responsible for the delivery of a wide range of IT services to approximately 1000 users, including MLAs, Assembly Commission staff, MLAs' staff and party support staff. The IS Office plays a critical role in ensuring that the services required by the Assembly and the Assembly Commission are modern, effective and leading edge. The successful candidate will have the opportunity to shape and deliver modern technology solutions to support end users through the provision of secure, resilient and fit for purpose technology.

This is an exciting opportunity to join a leading and high-profile organisation and apply your dynamic leadership skills and professional knowledge to a challenging and rewarding position. We are seeking an experienced, highly motivated, impactful leader who will lead a customer-focussed function that will contribute positively to the delivery of high-quality services. In turn we offer a competitive salary (under review), excellent pension provision and a range of other [employee benefits listed on the Recruitment website](#).

The successful candidate will need to have well developed knowledge of technology solutions, a strong customer ethos and a proven ability to work both at a strategic and operational level.

Please read the information provided in the candidate information booklet and job specification carefully and if you are interested in this exciting post, I would encourage you to submit your application.

Gareth McGrath

Director of Parliamentary Services

Information for Applicants

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 employs staff and provides property and services to support the work of the Assembly. [Our organisational structure is illustrated on the Recruitment website.](#)

The Head of IT is a key position with responsibility for providing strategic leadership on the effective, efficient and secure delivery and use of information technology to support the delivery of the business of the Assembly and of the Assembly Commission.

The Head of IT leads the Information Systems Office, which is within the Parliamentary Services Directorate. The post-holder is responsible for three distinct teams of IT staff in the Information Systems Office (Infrastructure, Development and Helpdesk), providing and supporting the Assembly's Information Systems and IT requirements.

Location

The successful applicant will be based in Parliament Buildings, Belfast. Access to a form of transport is necessary.

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, Wednesday 02 November 2022**.

[Access the application form.](#)

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 that will be assessed for this role are Experience, Technical, 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](#).

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

As part of this stage of the selection process, applicants will be required to complete:

- a) an interview, which will address the information contained in the Job Specification and will assess elements of the Recruitment and Selection Framework; and
- b) the preparation and delivery of a presentation to the selection panel. The subject of the presentation will be advised to the applicant on the day of the interview.

Interviews are planned for week commencing 14 November 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.

Key Employee Benefits

Many of our roles offer hybrid working whereby staff may have the opportunity to work from home for part of the week.

We offer an annual leave allowance of 25 days, increasing by one day per year up to a maximum of 30 days. In addition, we offer 12 days of public and privilege holidays.

The Assembly will enrol you into the Civil Service Pension Scheme from the first day of employment. Staff contribute between 4 and 9% of salary and the Assembly Commission contribute a further 28 to 35% of salary, depending on your rate of pay.

We also offer a range of non-salary benefits which include supportive family friendly policies; flexi-time; health and wellbeing initiatives including an Employee Assistance Programme; supported learning and development; Cycle to Work Scheme; Payroll Giving; and volunteering opportunities.

The successful applicant will be given suitable training, including formal specialised courses as necessary.

As an equal opportunities employer, we are happy to talk about the possibility of flexible working in this role with the successful applicant.

[View details of our employee benefits on our recruitment website.](#)

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.

The taking of annual leave may be influenced by the parliamentary timetable.

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 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 Recruitment Team on 02890 521741.

Further information about the Assembly and the Assembly Commission 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.