



Northern Ireland  
Assembly



## **Assistant Librarian**

**£36,122 - £37,323**

## **Candidate Information Booklet**

Completed Application Forms must be submitted no later  
than 12 noon (UK time) on 28 November 2025

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

# Foreword

Thank you for your interest in the position of Assistant Librarian AG7 in the Northern Ireland Assembly (the Assembly).

The Assembly operates in a dynamic political and parliamentary environment, and as a newly appointed Assistant Librarian you will be provided with an excellent opportunity to make an important and valued contribution to the work of the Assembly at Parliament Buildings.

Working at the Assembly offers a rewarding career. This is an exciting opportunity to join a high-profile organisation with a dedicated and inclusive team.

In turn, we offer a competitive salary and an excellent pension provision where you contribute 5.65% of salary and the Assembly Commission will contribute a further 34.25%.

We offer an annual leave allocation 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. We also offer a range of other [employee benefits listed on the Recruitment website](#).

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

If you would like to find out more about the post before making an application please contact Fionnuala Casey or telephone 02890 521716.



**Tara Caul**

**Director of Legal, Governance and Research Services**

# About Us

The **Assembly** is at the heart of political and public life as the democratically elected parliament that represents the interests of Northern Ireland and its people.

Established as a key element of the Belfast (Good Friday) Agreement, the Assembly comprises 90 Members and makes laws, scrutinises the work of the Executive and represents the views of the public. It is the prime source of authority in respect of all devolved responsibilities.

The **Assembly Commission** enables the successful operation of the Assembly by providing the staff, services and facilities which are needed to support parliamentary business. The Assembly Commission is a body corporate, comprising the Speaker and five Members of the Assembly. The Assembly Commission delegates the day-to-day running of the Assembly to the Clerk/Chief Executive and the Senior Management Team (SMT).

The priorities of the Assembly Commission, as set out in its [Corporate Strategy 2023 - 2028](#), are that:

- The Assembly will be empowered to achieve its full potential.
- The public will understand and value the role of the Assembly and be engaged in its work.
- Our staff will be a motivated, resilient and expert team.
- Our systems and facilities will be modern, secure and efficient.

The Assembly Commission is a high-achieving and professional organisation, providing impartial support to the Assembly and its Members.

The Assembly Commission has approximately 400 staff and an annual budget of £67m, and is independent of the Executive and the Civil Service. The organisational structure is illustrated on the [recruitment website](#).

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## **About the Role**

The Assistant Librarian will report as appropriate to the Librarian in charge of their relevant Library Service team within the Legal, Governance and Research Services Directorate. Each Assistant Librarian is responsible for a particular aspect of Library work and, as such, works alongside teams of researchers. They have direct communication with all the political parties and their staff as well as policy and statistical teams in Departments. They will be expected to seek information and be mindful of current affairs to ensure Members and Assembly Committees have suitable and focused information.

Like all Library staff, the appointed Assistant Librarians will have to work hours that are conducive to the needs of the Assembly. This will mean, for example, being available on a rota basis during debates in the Chamber to assist with information enquiries, which may occur in late evening.

## **The Person**

You must be willing and keen to adopt a customer facing focus, as you engage with a wide range of people involved within business at Parliament Buildings.

You must be able to produce work of a high standard and in a discreet, timely and non-partisan manner.

You must be able to work as a member of a team and be flexible when business needs change. Also you must be confident in the use of library orientated technology such as databases and other online tools.

You must be willing to undertake professional development to enable you to continue to comply with the corporate values of the Northern Ireland Assembly.

## **Core Responsibilities**

The main duties and responsibilities are:

### **Information Packs**

- To compile 'Information Packs' to support Plenary Debates on Private Members' Motions, Private Members' Bills, some Committee Motions, as well as Applicability and Opposition Motions to high standards and agreed deadlines and to supervise their publication and distribution to Members.
- To assist with the publication and maintenance of Library products such as the Brexit reading list and Topical Digests.
- To compile Event Packs to support Members attending events and conferences.

### **Enquiry Service**

- To assist in operating the Library's Enquiry Desk, staffing the enquiry desk on a rota basis, and providing excellent customer service. To ensure deadlines are met with high quality, objective information provided to Members, party staff, and Secretariat staff including Research Officers. Enquiry responses will be gleaned from interrogating a variety of commercial and free web-based resources and hard copy materials.
- To assist the Librarians to monitor and suggest improvements for standards of service delivery and to be able to explain Library policies to customers.
- To participate in the collection, monitoring and evaluation of Library performance management information.

### **Resources**

- To work with the Librarians in selecting new hard-copy Library purchases in line with the Library's Collection Development Policy and assist with the management of any contracts.
- To assist with the promotion of Library products and stock.
- To liaise with external suppliers of information.

## **People**

- To deputise as required for the Librarian.
- To line manage one Clerical Officer.
- To manage own professional development to improve job performance and fulfil future potential.
- To participate in any Library project teams as required by the Librarian or Senior Librarian.

## **General**

- To assist with implementation of all Library policies and procedures and to communicate these, and information about any other Library product, to customers and colleagues in a clear, concise, impartial and timely manner.
- To manage information and records in accordance with established policies and statutory requirements.
- To comply with all of the Assembly Commission's staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures, and all mandatory training requirements.
- Carry out other duties that the Assembly Commission may reasonably require of you.

## **Essential Criteria**

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

1. A degree or postgraduate diploma in Librarianship or Information Studies; or possess Chartered membership of the Chartered Institute of Library and Information Professionals. Applications may also be considered from candidates with relevant formal qualifications considered to be of an equivalent or higher standard to those stated.

AND

At least 2 year's experience in the areas detailed at a) – d):

- (a) Undertaking the duties of a professional Librarian;
- (b) Applying professional knowledge in the delivery of Library services;
- (c) Delivering a quality service in a Library enquiry role, using a wide variety of electronic and hard copy sources;
- (d) Contributing to the planning, allocation, monitoring, evaluation and control of resources e.g. people, finances.

OR

- 2. At least 4 years' experience in the areas detailed at a) – d) above.

## **Shortlisting Criteria**

Should shortlisting be required, the following shortlisting criteria will be applied:

1 years' experience of working in a government, legal or academic library

## **Assembly Skills and Behaviours**

The following Assembly Skills and Behaviours will be assessed during 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.

### **Parliamentary and 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.

### **Equal Opportunities Statement**

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 dependents or without. **All applications for employment will be considered on the basis of merit.**

### **Location**

The successful applicant will be based in Parliament Buildings, Belfast.

The Assembly Commission operates a Hybrid Working Policy and the balance between working in Parliament Buildings and working at home will depend on business and service need.

### **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 (UK time) on 28 November 2025.**

**[Launch the application portal and complete the application form.](#)**

**Application forms submitted after the closing time and date will not be accepted.**

## **Recruitment and Selection Framework**

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, 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](#).

## **Stages of the Selection Process**

### **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 above 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**

Applicants invited to interview will be assessed using the Essential Criteria and Assembly Skills and Behaviours as outlined above.

**Interviews are planned for 10 and 11 December 2025**

## **Disability Confident**

The Assembly Commission is a Disability Confident Committed Employer and for our recruitment, we have committed to:

- ensuring our recruitment process is inclusive and accessible;
- communicating and promoting vacancies;
- offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and
- anticipating and providing reasonable adjustments as required.

The Guaranteed Interview Scheme (GIS) supports applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months by offering an interview to disabled people who meet the essential criteria for the job. If you are applying under GIS it is therefore important that you include all relevant information in your application form. You should refer to the Guidance on Recruitment and Selection for Applicants for more information.

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 for that assessment or test, including those applying under GIS.

If you wish to submit your application under the GIS, or if you require adjustments to enable you to participate in any part of the selection process, please indicate this on the application form or contact us at [recruitment@niassembly.gov.uk](mailto:recruitment@niassembly.gov.uk). **Please note that you will be required to provide written confirmation of your disability or long-term health condition from a general practitioner or an appropriate specialist, by the closing date for applications.**

You can get advice or assistance with making an application from your local Jobs and Benefits Office – contact details are available on nidirect:

[Find contact details for your local Jobs and Benefits Office.](#)

## **Key Employee Benefits**

We offer a competitive salary, excellent pension provision and generous annual leave allowance.

We also offer a range of non-salary benefits which include hybrid working; 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 further details of our employee benefits.](#)

## **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 pre-appointment enquiries which include an Access NI basic check and the satisfactory completion of a six-month probationary period.

The standard working week is 37 hours, (excluding meal breaks). Working hours will be dictated by the mode of operation of the Assembly and will 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.

You must also be willing to undertake and successfully complete appropriate training which will be delivered by Assembly staff shortly following appointment. Refresher training will be provided as appropriate.

## **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 of applicants deemed to be appointable will normally 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 or email us at [recruitment@niassembly.gov.uk](mailto:recruitment@niassembly.gov.uk).

Further information about the Assembly can be obtained on the [Northern Ireland Assembly website](#).

**The Candidate Information Booklet does not constitute any term or condition of employment.**