



Northern Ireland
Assembly



Executive Assistant

£36,122 - £37,323

Candidate Information Booklet

Completed Application Forms must be submitted no later
than 12 noon (UK time) on **4 February 2026**

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

Foreword

Thank you for your interest in the post of Executive Assistant.

Executive Assistants are assigned to support the Clerk/Chief Executive, Directors and the Assembly Commissioner for Standards. There are currently two posts available – Executive Assistant to the Clerk/Chief Executive and Executive Assistant to the Director of Legal, Governance and Research Services.

As Executive Assistant, you will be provided with an excellent opportunity to make an important and valued contribution to the work of the Assembly. You will require exceptional organisational and communication skills, great attention to detail and have experience of operating in a fast-paced environment, managing conflicting priorities.

Working at the Assembly offers a rewarding career, and this is an exciting opportunity to join a high-profile organisation with a dedicated and inclusive team. We offer a competitive salary and generous pension provision, where you contribute 5.65% of salary and we contribute a further 34.25%. We offer an annual leave allocation of 25 days, increasing to a maximum of 30 days, as well as 12 days of public and privilege holidays. We also offer a range of other [employee benefits](#).

Please read the information provided in this candidate information booklet carefully and if you would like to find out more about the role of Executive Assistant before making an application, please contact Rose Morwood at rose.morwood@niassembly.gov.uk or telephone 028 90521425.



Lesley Hogg, Clerk/Chief Executive Northern Ireland Assembly

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 has three main functions - making legislation, scrutinising the work of the Executive and representing 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 Leadership Team (SLT).

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](#).

Contents

About the Role.....	2
The Person	2
Core Responsibilities.....	3
Essential Criteria	4
Shortlisting Criteria	5
Assembly Skills and Behaviours	5
Location	6
Completing the form	6
Recruitment and Selection Framework	6
Stages of the Selection Process	7
Disability Confident.....	8
Key Employee Benefits.....	9
Terms and Conditions of Appointment	10
Merit List	10
Communication during the recruitment process.....	10
Further Information	10

About the Role

An Executive Assistant is a wide-ranging, interesting and challenging role. Executive Assistants are assigned to support the Clerk/Chief Executive, Directors and the Assembly Commissioner for Standards.

Executive Assistants play a vital role in the day to day operation and running of the offices of the Clerk/Chief Executive, Directors and the Assembly Commissioner for Standards, coordinating the flow of business across the Assembly and aiding effective communications between the Senior Leadership Team (SLT) and the rest of the organisation.

Executive Assistants liaise regularly with Assembly Leadership Team members (SLT and Heads of Business), the Speaker's Office, Assembly Commission Members, Assembly Commission Audit and Risk Committee Members, Members of the Legislative Assembly (MLAs), Assembly Office Holders, other staff and external stakeholders.

The Person

The role requires a professional who is committed to integrity and excellence. You must be proactive and responsive to the demands of a busy and high profile environment and demonstrate exceptional organisational skills, political awareness, and discretion when dealing with sensitive and confidential matters.

You must also have well-developed interpersonal skills with the ability to form trusted relationships with senior colleagues, MLAs and stakeholders involved in business at Parliament Buildings.

You will be able to constructively engage with colleagues at all levels, demonstrate firmness and tact in commissioning work from senior staff, sometimes at short notice, and have a flexible and adaptable approach to work, being able to change focus quickly and effectively.

Core Responsibilities

- Develop a good parliamentary and political understanding, and an overview of current business priorities.
- Provide comprehensive, efficient, flexible and proactive support to the assigned person in all aspects of their duties, understanding their priorities and working preferences, and work proactively to anticipate need.
- Develop and maintain effective working relationships, and act as a welcoming first point of contact for internal and external visitors and guests.
- Manage calls, queries and ad hoc visitors with professionalism and initiative, redirecting or resolving issues as appropriate.
- Manage and prioritise busy and fast-moving mailboxes and other communications, drafting responses and prioritising workload and actions in line with urgency and importance.
- Oversee complex diary management, scheduling and coordinating meetings using Microsoft Outlook and Microsoft Teams, liaising proactively with internal and external stakeholders, prioritising appointments, agreeing agendas and proactively adapting meetings and plans as needed.
- Manage confidential information, correspondence and meetings with discretion, professionalism, and timeliness, in line with the Assembly Commission's policies.
- Organise and attend meetings as required, such as Assembly Commission, SLT and Directorate meetings, and accurately record, prepare, and distribute minutes and proactively follow up on actions to ensure timely delivery.
- Prepare, format, edit, proof, collate and distribute draft agendas, papers, letters, memos, reports, responses and presentations to a high standard and in the correct corporate format, providing advice on relevant corporate processes.
- Commission briefings, collate information and responses to Assembly Questions, Freedom of Information and Data Protection requests and conduct background research for papers.

- Co-ordinate cyclical returns, including budgetary and governance returns and monitoring office spend as required.
- Process documents and forms requiring the assigned person's approval.
- Make arrangements for corporate events and organise attendance at conferences and events, including travel and accommodation.
- Provide day-to-day administrative support including issuing papers, filing, document printing, ordering hospitality, raising purchase orders and making any necessary security arrangements.
- 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 any other duties which may be required by the Assembly Commission.

Essential Criteria

Applicants must, by the closing date for applications have:

1. At least a primary degree, minimum 2.2 classification, in any subject.
Applications will be considered from applicants with formal qualifications of an equivalent or higher standard to those stated;

AND

At least two years' experience in each of the areas as detailed in a) – d):

OR

2. Four years' experience in each of the areas as detailed in a) – d):
 - a) Experience of working in a proactive and highly organised manner with strong attention to detail, prioritising and managing multiple tasks to deliver high quality work within tight timescales in a challenging environment using Microsoft Office tools.
 - b) Experience of communicating accurately and clearly (both in writing

and orally) complex or detailed information to meet the requirements of this role.

- c) Experience of strong and effective interpersonal skills, understanding and adapting to different styles and preferences, building and maintaining the trust and confidence of senior staff, and handling sensitive or confidential matters with discretion and professionalism.
- d) Experience of using initiative in a fast-paced environment to identify and develop potential solutions to problems and issues which arise on a day-to-day basis.

Shortlisting Criteria

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

One year's experience of:

- Working effectively and collaboratively across teams, services and directorates to provide exceptional customer service and support to key stakeholders.

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.

Location

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

Normal office hours of 9am to 5pm in Parliament Buildings will be the regular work pattern however, occasionally, the post-holder may be required to work hours that are conducive to the needs of the Assembly Commission, for example, into early evening. Therefore, the ability to work in a hybrid fashion will be limited.

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 4 February 2026**.

[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, 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](#).

Stages of the Selection Process

Online Testing

An online test may form part of the selection process to assess essential criteria as part of pre-sift assessment. Invitation to test does not imply that an applicant possesses the essential criteria. If required, the test 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 test, will be considered for the next stage of the selection process: the eligibility sift.

Online testing, if required, will be held **09-12 February 2026**

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 criteria detailed 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.

Written Assessment

The selection panel reserve the right to use a further assessment stage to assess whether candidates possess the skills required for the role, before interview. If required, a job-related skills test will be used. Only those applicants who meet the minimum standard will be invited to interview.

Written assessments will be held on **26 and 27 February 2026**.

Interview Stage

Applicants invited to interview will be assessed using the Essential Criteria and Assembly Skills and Behaviours as detailed above. Interviews will be held in Parliament Buildings, Stormont.

Interviews will take place on **12, 13 and 16 March 2026**.

Further interview stage

The Selection Panel reserves the right to hold a further interview stage if deemed necessary.

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.

Where a Shortlisting Criteria is included, applicants applying under GIS will not be required to complete this section of the application form. In instances where a test and/or assessment forms part of the selection process, as it does for this role, all applicants must complete the test and/or assessment 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 **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

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

Terms and Conditions of Appointment

All appointments are subject to the satisfactory completion of pre-appointment enquiries.

The standard working week is 37 hours, (excluding meal breaks).

Normal office hours of 9am to 5pm in Parliament Buildings will be the regular work pattern however, occasionally, the post-holder may be required to work hours that are conducive to the needs of the Assembly Commission, for example, into early evening. Therefore, the ability to work in a hybrid fashion will be limited.

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

Merit List

The merit list of applicants deemed to be appointable 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 work email account to make sure you do not miss any important communication.

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.

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