# Hosting Proforma

Northern Ireland Assembly Commission

Name of Host

Organisation

**1. Interchange Manager’s details**

Cathy McGowan

Name

Organisation/

Northern Ireland Assembly Commission

Department

Parliament Buildings

Stormont Estate

Belfast

BT4 3XX

Address

Telephone Fax number

028 90521845

Number

[cathy.mcgowan@niassembly.gov.uk](mailto:cathy.mcgowan@niassembly.gov.uk)

E-mail

Type of Opportunity

Secondment - **Full Time Legal Adviser** (37 hours, excluding breaks).

**2. Details of hosting opportunity**

Description of opportunity

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| An Interchange Opportunity has arisen for the post of Legal Adviser to the Northern Ireland Assembly. The opportunity will last for 12 months (with the possibility of extension) and will begin in February 2020.  The successful applicant will work in the Legal Services Office, which is part of the Legal, Governance and Research Directorate of the Northern Ireland Assembly Commission.  Applicants who require flexible working arrangements can also be facilitated. |

Main objectives of the opportunity

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| The role is one of in-house legal adviser. The main duties of the post are providing and assisting in the provision of:   1. Legal advice and support on constitutional and procedural matters to the Speaker, the Assembly Commission, the Committees, the Clerk/Director General, and others. This may encompass advice on the legislative competence of the Assembly, advice on the interpretation of all forms of primary and secondary legislation, and advice on matters relating to order and procedure. 2. Legal advice and support on corporate legal matters for the Assembly Commission, the Clerk/Director General and other clients. This may encompass advice on employment and equality law, contract and procurement law, information law, EU law and human rights law. The successful applicant may be required to manage litigation. 3. The successful applicant will be required to carry out such other duties as the Director of Legal and Governance or Head of Legal Services may reasonably require. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Applicants must be solicitors or barristers entitled to practice in Northern Ireland and possess at least two years’ post qualification experience of providing advice on law gained within the last seven years. 2. Applicants should on their application demonstrate a knowledge of constitutional and administrative law in Northern Ireland, the ability to interpret legislation and legal documents, the ability to prepare legal opinions to tight deadlines, a track record of legal analytical ability and sound judgement in the resolution of legal problems, and an understanding of the machinery of government and the political and institutional relationships in Northern Ireland. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Legal Services, Northern Ireland Assembly |

Who will be the individual’s line manager and/or reporting officer?

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| Head of Legal Services, Northern Ireland Assembly |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Benefits to the Individual**  This is a valuable opportunity for an individual to gain legal experience and experience of the passage of legislation within the devolved legislature of Northern Ireland. Applicants will enhance their knowledge of the machinery of government in Northern Ireland and the legal framework governing the functions of the Assembly, the Speaker, committees and the Assembly Commission.  **Benefits to the Individual’s organisation**  The individual will develop legal knowledge and experience and a better understanding of the internal processes of the Assembly, the machinery of government and institutional relationships in Northern Ireland which will be beneficial on their return to their organisation.  **Benefits to the Assembly.** The Assembly will benefit from the provision of legal advice and support on constitutional, procedural and corporate legal matters, as well as from the different perspectives and experiences of an individual from another organisation. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport

required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: The proposed start date for this position is Monday 17th February 2020.  **Duration**: 12 months with the possibility of an extension, subject to the agreement  of all parties.  **Location**: The Legal Services Office is located in Parliament Buildings, Stormont  **Salary:** The Northern Ireland Assembly Commission will meet the salary costs within the range £55,577 - £57,263\* (Assembly Grade 4)  **Further Info:** A paper sift will be used to determine the most suitable applicant for the post. If necessary, an informal discussion will be held with the Director of Legal and Governance and/or the Head of Legal Services, to discuss the skills and experience the applicant would bring to the post.  **Contact:** For further information about the post please contact Alice McKelvey  on 028 90 520467 or by email [alice.mckelvey@niassembly.gov.uk](mailto:alice.mckelvey@niassembly.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 31 January 2020 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |
| **\*Pay Review pending** |

**7. Endorsement**

**Interchange Manager**

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| **Cathy McGowan** |

**Signed:**

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| **15 January 2020** |

**Date:**