# Hosting Proforma

Northern Ireland Assembly

Name of Host

Organisation

**1. Interchange Manager’s details**

Cathy McGowan

Name

Organisation/

Human Resources

Department

Room 402, Parliament Buildings

Ballymiscaw

Stormont BT43XX

Address

Telephone Fax number

02890521845

Number

cathy.mcgowan@niassembly.gov.uk

E-mail

Type of Opportunity

Secondment – Full Time **Senior Assistant Clerk** (37 hours, excluding breaks) – **2 Posts**

**2. Details of hosting opportunity**

Description of opportunity

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| An Interchange Opportunity has arisen for the post of Senior Assistant Clerk in the Northern Ireland Assembly. The opportunity will last for 12 months (with the possibility of extension) and will begin as soon as possible (preferably March 2020).  The successful applicant will work in the Non-Executive Bills Team, within the Assembly’s Parliamentary Services Directorate.  Applicants who require flexible working arrangements can also be facilitated. |

Main objectives of the opportunity

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| Working to the Clerk of Non-Executive Bills, Senior Assistant Clerks in the Non-Executive Bills Team support Members of the Assembly to develop Private Members Bills. The main duties of the post are providing, and assisting in the provision of,:  1. Front-line service delivery to a range of stakeholders, under the direction of the Clerk of Non-Executive Bills, assisting Members in the development of proposals and consultation documents as part of the Private Members’ Bills process.  2. Policy analysis, policy development and undertaking or commissioning research into key areas of interest to Members in order to inform future work such as policy scrutiny or legislative progress.  3. Contribution to timely, accurate and authoritative confidential advice on procedural, policy and legislative matters to the Clerk of Non-Executive Bills, Members of the Assembly, Director of Parliamentary Services, and the Speaker.  4.The successful applicant will be required to carry out such other duties, such as the planning and delivery of corporate and directorate projects, as the Clerk of Non-Executive Bills or the Director of Parliamentary Services may reasonably require. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants must have by the closing date for applications:  1. At least a primary degree in any subject (or a professional qualification of an equivalent or higher standard) and at least 2 years’ relevant experience\*;  **OR**   1. At least 4 years’ relevant experience\*;   **AND**   1. A thorough understanding of the role and functions of the Northern Ireland Assembly and the political environment in which it operates.   \*Relevant experience is:  a) Providing, or drafting, objective and authoritative written and oral guidance, advice and briefings on complex and/or sensitive issues to senior managers (NICS Grade 7 or above) and/or MLAs;  b) Developing and maintaining effective working relationships with key stakeholders such as senior managers (NICS Grade 7 or above), MLAs, government departments, voluntary/ private organisations or media which supports the delivery of objectives;  c) Managing, developing and motivating staff to ensure effective service delivery.  Applicants will also describe their ability to demonstrate the Assembly Skills and Behaviours below.  **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.  **Building Relationships & Effective Communication**  ...is creating and maintaining positive, professional and respectful internal and external working relationships through effective and appropriate communications.  **Initiating Improvement and Delivering Change**  ...is looking for and being open to new and innovative ideas and improvements to the service provided. It is being flexible and adapting positively and professionally to sustain performance when the situation changes, workloads increase or priorities change. It is about forming sound, evidence-based decisions and being accountable for results.  **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. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Aoibhinn Treanor, Clerk of Non-Executive Bills, Northern Ireland Assembly. |

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

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| Aoibhinn Treanor, Clerk of Non-Executive Bills, 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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| **Benefit to the Individual**  This is a valuable opportunity for an individual to gain experience of the passage of legislation within the devolved legislature of Northern Ireland. Applicants will enhance their policy analysis and development skills and their knowledge of the legal framework governing the functions of the Assembly, the Speaker, Committees and the Assembly Commission.  **Benefit to the individual’s organisation**  The individual will develop parliamentary knowledge and gain a detailed 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 policy analysis, policy development and advice on research, procedural, and legislative matters as well as from the different perspectives and experiences brought by 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 post will begin as soon as a suitable candidate has been identifies and a release date agreed (preferably March 2020)  **Duration**: 12 months with the possibility of an extension, subject to the agreement of all parties.  **Location**:The Bill Office is located in Parliament Buildings, Stormont.  **Salary**: The Northern Ireland Assembly Commission will meet the salary costs within the range £43,301-£44,608\* (Assembly Grade 5).  **Further information**:For further information about the post please contact Aoibhinn Treanor on 02890 521628 or by email [aoibhinn.treanor@niassembly.gov.uk](mailto:aoibhinn.treanor@niassembly.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 28 February 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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| **07 February 2020** |

**Date:**