NI INTERCHANGE SCHEME

Interchange Unit

# Hosting Opportunity Proforma

Northern Ireland Assembly Commission

Name of Host

Organisation

**1. Interchange Manager’s details**

Paul Sharvin

Name

Organisation/

Northern Ireland Assembly Commission

Department

Parliament Buildings

Stormont Estate

Belfast

BT4 3XX

Address

Telephone Fax number

None available

028 90521845

Number

Paul.sharvin@niassembly.gov.uk

E-mail

**2 x Full Time Legal Adviser** (37 hours, excluding breaks).

**1 x Part Time Legal Adviser (**18.5 hours, excluding breaks).

Flexible working arrangements may be facilitated.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

These opportunities are to work as Legal Advisers to the Northern Ireland Assembly. These opportunities will last for not less than 12 months, and may be extended to 18 months. It will begin in September 2020.

The successful applicants will work in the Legal, Governance and Research Directorate of the Northern Ireland Assembly Commission

These opportunities are **not** open to staff from the NI Civil Service.

Main objectives of the opportunity

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 in relation to the technical scrutiny of subordinate legislation, including consideration of issues related to procedure, drafting, and human rights.
3. Legal advice and support on corporate legal matters, which may encompass advice on employment law, contract and procurement law, information law, EU law and human rights law. The successful applicant may be required to manage litigation.
4. The successful applicant will carry out such other duties as the relevant Head of Business (see section 4) may reasonably require.

**3. Skills requirements**

What qualities, skills and experience are required from the individual

1. Applicants must be solicitors or barristers entitled to practice in Northern Ireland. Applicants with at least two years’ relevant post-qualification experience within the last seven years may be preferred.
2. Applicants should, on their application, demonstrate knowledge of each of the following:

(i) Constitutional and public law in Northern Ireland, and in particular:

* + an understanding of political and institutional relationships;
  + knowledge of human rights law; and
  + knowledge of EU law and the legal and constitutional position in the context of EU exit.

(ii) The ability to interpret and critically analyse legislation and legal documents.

(iii) A track record of legal analytical ability and sound judgement in the resolution of legal problems.

**4. Personnel: Please state below**

Who will the individual report to?

Successful applicants will report to the Examiner of Statutory Rules (1.5 FTE) and the Head of Legal Services (1 FTE)

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

Examiner of Statutory Rules (1.5 FTE)

Head of Legal Services (1 FTE)

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

**Benefits to the Individual**

This is a valuable opportunity for individuals to gain legal experience and experience of the work within the devolved legislature of Northern Ireland. Successful 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**

Successful applicants will develop legal knowledge and experience and a better understanding of the internal processes of the Assembly, the legislative process and policy considerations, and institutional relationships (inside and outside Northern Ireland). This knowledge should 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 individuals from other organisations.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Salary range**: £57,245 - £58,981

**Funding**: All salary costs will be met by the Northern Ireland Assembly

**Start Date**: The proposed start date for these positions is 14th September 2020.

**Duration**: 12 -18 months

**Selection**: Initial selection will be made by way of paper sift. Interviews may be carried out if two or more candidates appear to be similarly qualified. It is important that all applicants indicate how, and to what extent they meet the requirements at section 3 above.

**Location**: The Legal Services Office is located in Parliament Buildings, Stormont Estate, BT4 3XX

**Closing Date:** Applications must be submitted by **5.00pm on Friday 28 August 2020** to**:**

[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)

**7. Endorsement**

Interchange Manager

Paul Sharvin

Signed

06 Aug 2020

Date