



OFFICE OF THE CLERK OF TYNWALD

ADMINISTRATION OFFICER

FURTHER PARTICULARS

Post:	Tynwald Administrator
Section:	Tynwald Administration Office
Grade:	Administrative Officer (Pay Band 7)
Responsible to:	Head of Tynwald Administration Office
Responsible for:	No line management
Purpose:	The Tynwald Administration Office (TAO) delivers a high-quality, customer-focused administrative service to Tynwald Court, its Branches, Committees, Members and Clerks.

Main duties and responsibilities

This role has a focus on the organisation of events and travel and also works as part of the front desk team, set out in more detail below. The work of this small office is varied and the post holder will be expected to contribute to other tasks, cover for other team members regularly and, on occasion, assist with work in other areas of the Clerk of Tynwald's Office.

- a. Administrative support for external and inter-parliamentary activities of the Manx legislature including activities of the Commonwealth Parliamentary Association and the British-Irish Parliamentary Assembly. The support required includes arranging off-Island travel for Members and Clerks and arranging on-Island events such as visits and conferences, and the annual Tynwald Carol Service.

- b. Contributing to arranging and hosting of the annual Tynwald Day ceremony and many of the surrounding activities, particularly those including the official guests.
- c. Administrative support for the Presiding Officers (the President of Tynwald and the Speaker of the House of Keys), Members of Tynwald, and the Clerk, Deputy Clerk and Third Clerk of Tynwald.
- d. Managing stocks of office supplies and ordering.
- e. Cover for colleagues whose main responsibilities include administrative support for parliamentary committees and finance.
- f. Updating information on the Tynwald website and maintenance of Tynwald Members' contact details.

The successful candidate

The following criteria are essential:

- flexible and willing to undertake a range of duties
- confident when dealing with members of the public
- an experienced user of Microsoft Office and social media applications
- impartial and discreet
- keen to consistently deliver work of the highest quality and with excellent attention to detail
- strong oral and written communication skills
- adaptable and able to respond to change in a proactive way
- an ability to organise and prioritise own workload
- ability to command the confidence of Members of Tynwald, colleagues and the public
- the ability to work as part of a team
- a proven ability to organise events e.g. conferences.

Terms and conditions of employment

This post is graded as Administrative Officer (Pay Band 7). This grade carries with it an annual salary of between £21,779 and £26,636 and an annual leave allowance of 21 days on appointment.

The Office of the Clerk of Tynwald operates a flexi scheme for hours of work. This requires that staff normally work a 37-hour week, but there may be flexibility

regarding starting times and finishing times within the constraints of the needs of the office and subject to agreement with the post holder's line manager.

Staff employed in the Office of the Clerk of Tynwald are officers of Tynwald and not employees of the Public Services Commission. However, they are generally employed under the Public Services staff terms and conditions. Should an existing PSC Civil Servant be appointed to this post, he or she would cease to be classified as a Civil Servant, but would continue in the Government Unified Pension Scheme and years of service would be taken into account in determining annual leave allowances, etc.

Interviews

It is hoped to hold interviews on Thursday, 31st January 2019. If any candidates are not available that day they should indicate this clearly in their application form.

Further information

Potential applicants are encouraged to contact Louise Trimble, Head of Tynwald Administration Office, by telephoning 685512 or by emailing l.trimble@tynwald.org.im to arrange for an informal discussion before applying.

Applications

To apply for this role please forward a completed application form, accompanied by a CV, by 12 noon on **Friday, 18th January 2019** to:

**Roger Phillips
Clerk of Tynwald
Legislative Buildings
Douglas
IM1 3PW**