



OFFICE OF THE CLERK OF TYNWALD

ADMINISTRATION ASSISTANT

FURTHER PARTICULARS

Post:	Tynwald Administration Assistant
Section:	Tynwald Administration Office
Grade:	Pay Band 3
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

The work of this small office is varied and the post holder will be expected to contribute to a range of tasks, assisting other team members regularly and, on occasion, assist with work in other areas of the Clerk of Tynwald's Office.

- a. Assisting colleagues whose main responsibilities include administrative support for parliamentary committees and arranging events and travel.
- b. Other general office administration including reception duties, post, inputting order requests and maintaining records.
- c. 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.

- d. Contributing to arranging and hosting of the annual Tynwald Day ceremony and many of the surrounding activities, particularly those including the official guests.
- e. 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.
- f. Other duties as determined by the Clerk of Tynwald.

The successful candidate

The following criteria are essential:

- be flexible and willing to undertake a range of duties
- be confident when dealing with Members of Tynwald and the public
- have experience of using Microsoft Office and social media applications
- be impartial and discreet
- be keen to consistently deliver work of the highest quality and with excellent attention to detail
- have strong oral and written communication skills
- be adaptable and able to respond to change in a proactive way
- be able to work as part of a team

Terms and conditions of employment

This post is graded as Pay Band 3. This grade carries with it an annual salary of between £19,356 and £22,323 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 Tuesday 20th August 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 **Wednesday, 7th August 2019** to:

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