



## **TYNWALD COMMISSIONER FOR ADMINISTRATION**

### **Part-Time Executive Officer**

#### **Further Particulars**

<b>Post:</b>	Part Time Executive Officer
<b>Responsible to:</b>	Tynwald Commissioner for Administration
<b>Responsible for:</b>	None
<b>Purpose:</b>	To support the work of the Tynwald Commissioner for Administration with correspondence, research and other associated duties.

#### **Main duties and responsibilities**

The Tynwald Commissioner for Administration (TCA) investigates complaints from members of the public who claim to have sustained injustice or hardship as a result of service failures by, or the administrative actions of, the Government Departments or other public bodies (including action taken on their behalf).

A 2011 Act and an Appointed Day Order made in June 2017 lay down what Tynwald has decided that the Commissioner can do and what the powers and duties of the office are. The Commissioner must operate within this framework.

The Commissioner wishes to recruit a part time executive officer to support her work. The hours will be ad-hoc and by agreement. Duties will include, but are not limited to:

- a. managing the TCA correspondence;
- b. making appointments and note taking;
- c. undertaking research;
- d. organisation and maintenance of TCA filing; and
- e. preparation of reports.

## **The successful candidate**

We consider the following to be essential attributes for this role. The post holder should:

- behave with impartiality and discretion;
- be experienced in dealing with a variety of people;
- be flexible in their approach to working and able to manage and prioritise a competing workload;
- be confident with office technology, electronic communications and filing;
- be capable of undertaking research into the actions of public bodies.

## **Selection process**

Applications must be made using the Office of the Clerk of Tynwald application form ([available here](#)) and must be accompanied by a CV; the CV must include the information specified at the top of the application form.

Shortlisted candidates will be assessed by means of:

- a precis exercise, to be completed in the Office before the interview; and
- 30-minute interview.

## **Terms and conditions of employment**

The starting remuneration for the post is £16.77 per hour which is based on Pay Band 13 (points 20-24). There is an additional 8.33% included which is for holiday pay as the hours for this post are ad hoc and by agreement. The post is not superannuable.

Please note that, in order to avoid any possible conflict of interest, the disqualification criteria applicable to the appointment of the Commissioner will also apply for this role.

*Tynwald Commissioner for Administration Act 2011 – Schedule 1*

### *3 Disqualification*

*(1) A person is not eligible to be a candidate for appointment as the Commissioner if that person is —*

- (a) a member of Tynwald;*
- (b) a member or officer of a local authority;*
- (c) a member or officer of a body that is required to have its accounts inspected in accordance with the Audit Act 2006;*
- (d) an officer of Tynwald or a Branch of Tynwald (other than the Tynwald Auditor General);*
- (e) a member of the staff of Tynwald or a Branch of Tynwald;*
- (f) an officer or servant of a Department or a Statutory Board;*
- (g) a member of the Isle of Man Constabulary.*

## **Interviews**

It is hoped to hold interviews on the 9<sup>th</sup> April 2020. If any candidates are not available on that day, they should indicate this clearly on their application form.

## **Further information**

Potential applicants are encouraged to contact Angela Main Thompson OBE, Tynwald Commissioner for Administration by emailing [ombudsman@parliament.org.im](mailto:ombudsman@parliament.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 curriculum vitae, by 12 noon on 27<sup>th</sup> March 2020 to:

**Roger Phillips**  
**Clerk of Tynwald**  
**Legislative Buildings**  
**Douglas**  
**IM1 3PW**  
[enquiries@tynwald.org.im](mailto:enquiries@tynwald.org.im)