



Office of the Clerk of Tynwald Research and Scrutiny Support Executive (Limited Term Appointment of one year)

Job Description

Job Title: Research and Scrutiny Support Executive Officer
Closing Date: Thursday, 22nd February 2024
Salary: Pay Band 13, Spine Points 20, 22, 24
Department: Office of the Clerk of Tynwald, Research and Scrutiny Support
Hours per week: 37 hours

About the Office of the Clerk of Tynwald

The Office of the Clerk of Tynwald provides a wide range of parliamentary and administrative services. The office is proud to deliver high-quality services to Tynwald and the public, and has a reputation for excellence both on and off the Isle of Man.

You will be joining a small, friendly and professional organisation of just over 30 people who work hard to deliver the wide range of services expected in a modern parliament.

Legislative Services is a capable and focused division within the Office of the Clerk of Tynwald which supports Members of Tynwald in all three Chambers in the areas of research, committee secretariat support, the Official Report (Hansard), Order Papers, and other publications.

The Research and Scrutiny Support team sits within Legislative Services. The team is responsible for the delivery of parliamentary research services for Members of Tynwald, Committees and Office of the Clerk of Tynwald's staff; supporting the clerking of the scrutiny Committees; and providing administrative services for all Committees of Tynwald.

About the role

This role will give you the opportunity to develop your skills in research, analysis and drafting, as well as your knowledge of Tynwald and parliamentary procedure. You will be directly involved in supporting parliamentary Committees as they examine and challenge the work of Government. You will also play a key role in providing Members of Tynwald with the information and analysis they need in carrying out their parliamentary roles.

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 and, on occasion, to assist with work in other areas of the Clerk of Tynwald's Office.

Details of parliamentary practices and procedures and the work of the Office of the Clerk of Tynwald can be found on the Tynwald website.

What will you do?

The main tasks and functions of the postholder are:

Research:

Providing high quality research and information services for Members of Tynwald, Committees, Clerk of Tynwald's Office staff, and the public, including:

- Responding to requests for information and analysis across a wide range of policy areas
- Writing proactive briefing papers for publication on a wide range of topics relevant to parliamentary business¹
- Peer reviewing and commenting constructively on others' work, editing and proofreading
- Maintaining in-house research resources
- Developing and maintaining a broad level of knowledge and awareness of current affairs and parliamentary business

Committees:

Providing effective support for parliamentary Committees, including:

- Acting as an Assistant Clerk for one or more of the scrutiny Committees, including:
 - Managing inquiries and record-keeping
 - Arranging meetings, oral hearings and off-site visits
 - Identifying stakeholders and liaising with and briefing witnesses
 - Producing briefing papers and suggested questions
 - Analysing evidence, drafting reports and recommendations
 - Responding to queries about the work of the Committee
- Providing administrative support for all parliamentary Committees as required

Project Work:

- Managing and contributing to specific projects as required by the Clerk of Tynwald and taking a full and active part in any cross-team working required.

Other duties may be specified by the Clerk of Tynwald from time to time.

About You

The following criteria are essential:

- Strong oral and written communication skills with meticulous attention to detail.
- Ability to analyse, synthesise and explain complex information and ideas to a non-specialist audience.
- Ability to acquire knowledge in unfamiliar areas quickly.
- Ability to organise and prioritise own workload, manage own time and keep to tight deadlines.
- Ability to work collaboratively as a team player, sharing skills and knowledge.
- Ability to command the confidence of Members of Tynwald, colleagues and the public.

¹ Examples can be found on the Tynwald website: <https://tynwald.org.im/learn/research>

- Ability to act with impartiality and discretion.
- Flexible outlook with a willingness to take on new challenges.
- Strong IT skills.

The following criteria are desirable:

- Experience of research and/or policy analysis in a parliamentary, governmental or academic environment.
- Experience of writing for publication.
- Experience of infographics and data visualisation.
- Experience of multimedia design.
- Knowledge of Manx history, culture and/or politics.
- Educated to at least first degree level, or equivalent, in any discipline.

What we can offer you

We welcome applications from diverse backgrounds. We are pleased to champion equality, diversity and inclusion in our workplace and believe this promotes equal opportunity and fairness at work for our employees, and also benefits our working as we hear a wide range of views and experiences while we work together.

We are happy to discuss flexible working arrangements, subject to meeting the needs of the office. We understand flexible working can benefit employees by improving work-life balance and supporting health and wellbeing in its different forms. In your application, please let us know your preferred working hours.

You will receive:

- A competitive salary in line with Public Service Commission pay scales.
- 21 days annual leave and all Manx and UK bank holidays.
- A flexi-time scheme where you can accrue any additional time worked to take as leave.
- Access to the Isle of Man Government's Learning, Education and Development training facility to support your continuous professional development.

Things to note:

A relocation package and interview expenses are not available for this role.

The position is not superannuable.

How to find out more and apply

To find out more about Tynwald and the Office of the Clerk of Tynwald, please visit our website <https://www.tynwald.org.im>

A Job Description is attached below. If you would like to learn more and have an informal conversation, please contact Francisca Gale, Research and Scrutiny Support Manager: f.gale@tynwald.org.im or 685500.

If you have difficulties applying, please contact our reception team on 01624 685500 or by email at enquiries@tynwald.org.im

Application

An application form is attached below.

To apply, please send a completed application form with a copy of your curriculum vitae to enquiries@tynwald.org.im

Hard copy applications should be sent to Mr Jonathan King, Clerk of Tynwald, Office of the Clerk of Tynwald, Legislative Buildings, Finch Road, Douglas, Isle of Man, IM1 3PW.

The closing date for applications is: Thursday, 22nd February 2024

You will receive an acknowledgement email via the email address you provide on receipt of your application and you will be updated on your progress as the recruitment progresses. Please check your Junk Mail and Spam folders to make sure you don't miss any correspondence.

Interviews and Assessment

Interviews will be held the week beginning Friday, 1st March 2024. There will be a short assessment intended to test your skills in research, drafting and analysis.