



Office of the Clerk of Tynwald

Table, Hansard and Publications Administrative Officer

Job Description

Salary: Pay Band 7 Spine Points 14 / 16 / 18 (£26,537 to £32,010)

Department: Office of the Clerk of Tynwald

Division: Legislative Services: Table, Hansard and Publications Team

Hours per week: 37 hours per week

Closing Date: Thursday, 4th April 2024

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 division within the Office of the Clerk of Tynwald that supports Members of Tynwald in all three Chambers by organising the sittings, creating the Official Report and other publications, providing research services, undertaking committee secretariat services and administrative support.

The Table, Hansard and Publications Team sits within Legislative Services and delivers professional support for parliamentary sittings, including the creation of Order Papers and Question Papers; maintaining the Tynwald Register of Business and Written Question system; managing the Listen Again and Live streaming service; providing live updates on social media during sittings; and the production of *Hansard* – known more formally as the 'Official Report of Proceedings': the 'essentially verbatim' record of everything said by Members during parliamentary sittings.

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, assist with work in other areas of the Clerk of Tynwald's Office.

About the role

We are looking for an enthusiastic Administration Officer to join our Table, Hansard and Publications Team, part of the Legislative Services Division of the Office of the Clerk of Tynwald.

This role is a unique opportunity to assist in the production of the Official Report of Tynwald and its branches, and oral evidence hearings of parliamentary committees. It is both administrative and customer-focused with an emphasis on accuracy, communication and organisation. You must have an

excellent grasp of the English language, including grammar, vocabulary, spelling and punctuation and be able to work well in a small team.

Relevant to this role is that parliamentary sittings are scheduled following the Standing Orders of Tynwald Court, the House of Keys and the Legislative Council. Ordinarily, sittings are held each Tuesday and, when required, on the third Wednesday and Thursday of each month, but not during August and September. [A schedule of planned sittings is published in advance on the Tynwald website.](#)

What You Will Do?

- All sittings of the Manx legislature are digitally recorded by various electronic means. Essentially verbatim transcripts are then produced and published on our website. It will be your role to assist in the editing of the Official Report from the transcripts produced by the speech-to-text system.
- To assist the production of the Official Report, a log of who is speaking in a debate is produced within the Chamber during Sittings. You will be required to sit in Chambers during timetabled sittings. By prior arrangement, the post holder may be requested to work occasional evenings on sitting days.
- The Office manages updates on the Tynwald website and social media allowing the public to access up-to-date information about Tynwald and its branches. It will be your role to help keep web content relevant and current, provide live updates of sittings via social media and assist with our 'Listen Live' and 'Listen Again' facilities.
- You will need to be flexible and, with the support of senior staff, cover for colleagues in the Table, Hansard and Publications team.

About You

- You are keen to consistently deliver work of the highest quality and with excellent attention to detail.
- You have an excellent grasp of the English language, including grammar, vocabulary, spelling and punctuation
- You have strong oral and written communication skills.
- You are impartial and discreet.
- You are adaptable and able to respond to change proactively.
- You are flexible and willing to undertake a range of duties.
- You are confident when dealing with Members of Tynwald and the public.
- You have experience using Microsoft Office and social media applications.
- You can work as part of a team.

What we can offer you

You will receive:

- A competitive salary in line with Public Service Commission pay scales.
- Annual leave starting from 21 days, a privilege day, and all Manx and UK bank holidays. Please note that all staff are asked to work on Tynwald Day.
- 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.
- Subject to meeting eligibility criteria, the option of entry into the Isle of Man Government Unified Pension Scheme 2011.
- Access to the Isle of Man Public Service Cycle to Work scheme after your first year of employment.

- Access to the Isle of Man Government Staff Welfare Service which offers professional counselling, emotional support and sign-posting on a wide range of issues.

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 this 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 and the sitting timetable. 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.

Things to note:

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

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>

If you would like to learn more and have an informal conversation, please contact Andy Cooke, Table, Hansard and Publications Manager: a.cooke@tynwald.org.im or 01624 685514.

If you need assistance with the application process, please contact our reception team on 01624 685500 or by email at enquiries@tynwald.org.im

Application

An application form is available as a linked document.

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 midnight on Thursday, 4th April 2024.

All correspondence will be via the email address you provide on your application.

You will receive an acknowledgement email 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 do not miss any correspondence.

Interviews and Assessment

Interviews will be held the week commencing 15th April 2024.

If you need any assistance, please inform the team on confirmation of your interview.