



Office of the Clerk of Tynwald Research and Scrutiny Support Executive

Job Description

Job Title: Research and Scrutiny Support Executive Officer
Closing Date: Thursday, 20th February 2025
Salary: Pay Band 13, Spine Points 20/22/24 (£34,731/£37,629/£40,577)
Department: Office of the Clerk of Tynwald
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 and Committees of Tynwald; supporting the clerking of the scrutiny Committees; and providing administrative services for all Committees of Tynwald.

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

About the role

You will be a key member of the team supporting the scrutiny functions of Tynwald, providing services which assist politicians in holding the Government to account.

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 postholder 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.

What will you do?

The main tasks and functions of the postholder are:

Parliamentary Research

You will provide impartial research and analysis on a wide range of policy issues. This will involve tasks such as:

- Responding to requests for information and analysis from Members and Committees of Tynwald;
- Drafting proactive briefing papers that are published on the Tynwald website;¹
- Monitoring a shared inbox and taking research requests;
- Peer reviewing and commenting constructively on others' work, editing and proofreading;
- Maintaining in-house research resources and datasets; and
- Developing and maintaining a broad level of knowledge and awareness of current affairs and parliamentary business.

Committees

You will be Assistant Clerk to one or more of the Standing or Select Committees, working with the Clerk of the Committee to manage the Committee's inquiries. This will involve tasks such as:

- Record-keeping and producing agendas and minutes;
- Liaising with colleagues and external stakeholders to organise Committee activities;
- Answering queries about Committee business;
- Recording and streaming public oral hearings;
- Identifying stakeholders and liaising with and briefing witnesses;
- Preparing briefing papers and suggested questions for oral hearings;
- Analysing written and oral evidence;
- Drafting media releases and other Committee outputs;
- Drafting reports and recommendations, reflecting the evidence received and the views of Committee members; and
- Providing administrative support 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.

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

About You

To succeed in this role you will have:

Research Skills

- Experience of research and/or policy analysis in a parliamentary, government or academic environment.
- The ability to acquire knowledge in unfamiliar areas quickly.
- The ability to analyse, synthesise and explain complex information and ideas to a non-specialist audience.

Communication Skills

- Excellent written communication skills, with meticulous attention to detail and the ability to draft clear and concise briefing papers, reports, and other products.
- Strong oral communication skills, with the ability to command the confidence of Members of Tynwald, colleagues, and the public.

Political Judgement

- The ability to act with impartiality and discretion in a political environment.

Personal Effectiveness

- The ability to organise and prioritise your own workload, producing high-quality work to tight and competing deadlines.
- The ability to work collaboratively as a team player, sharing skills and knowledge.
- Flexible outlook with a willingness to take on new challenges.
- Strong IT skills.

It would be even better if you had:

- Experience of writing for publication.
- Experience of using infographics and data visualisation.
- A broad understanding of Tynwald and parliamentary processes.
- Knowledge of Manx history, culture and/or politics and current affairs.
- Experience of using Sharepoint.
- At least a first degree, 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.
- Subject to meeting eligibility criteria, the choice between two pension arrangements: the Isle of Man Government Unified Scheme 2011 or the Isle of Man Government Defined Contribution (DC) Arrangement.
- 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.
- Access to the CPA Parliamentary Academy, a central learning hub for Commonwealth Parliamentarians, Clerks and parliamentary officials.
- 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.

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 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 available via the recruitment page on the Tynwald website or Jobtrain.co.uk (IOM Public Service Careers).

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, 20th February 2025.

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 ensure you don't miss any correspondence.

Interviews and Assessment

Interviews will be held the week beginning 24th February 2025. There will be a short assessment intended to test your skills in research, drafting and analysis.

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