



OFFICE OF THE CLERK OF TYNWALD
DEPUTY HEAD OF CHAMBER AND INFORMATION SERVICE
FURTHER PARTICULARS

Post:	Deputy Head of Chamber and Information Service
Section:	Tynwald Chamber and Information Service
Grade:	Higher Executive Officer
Responsible to:	Head of Chamber and Information Service
Responsible for:	No formal line management - see "Team Management" below
Purpose:	The Chamber and Information Service (CIS) supports Tynwald's Chambers, Committees, Members and staff with information management, library and research facilities and administrative services. The library is open to the general public and tours of the Legislative Buildings are provided. The service also compiles Clerk of Tynwald's Office publications and undertakes project work.

Duties

Team Management

This post does not carry formal line management responsibilities; however, it is expected that the post-holder will be working with and deputising for the Head of CIS to ensure the whole team runs efficiently at all times.

Library and Information Management

The Tynwald Library aims to provide a comprehensive ready resource of information and documentation relevant to the work of the Legislature of the Isle of Man. In

order to answer queries received CIS manages a number of data storage systems – both electronic and hard copy. The post-holder will be expected to take responsibility for ensuring the management and maintenance of data.

IT and Website Support

CIS manage first line IT support of officers and Tynwald Members; the Office of the Clerk of Tynwald IT systems, software, and website. The post-holder will be expected to be on hand to provide ad-hoc support, to be familiar with providing information via multimedia platforms and be innovative with delivery by electronic means.

Research Service

CIS delivers research services to Tynwald Committees, Members and staff. The post-holder will be expected to deliver excellent research papers and to draft briefing material under pressure to tight deadlines.

Plans are being developed to build on these services by introducing a range of research products and services suitable for issue to Tynwald as a whole and to the wider public. The post-holder will be expected to play a leading role in developing the research capabilities of the CIS team.

Chamber Work

The compilation of Order and Questions Papers and other activities associated with sittings in the three Chambers of the Manx Legislature are undertaken by the team. The post-holder will be expected to take responsibility for checking work. This requires an ability to work to deadlines whilst maintaining strict attention to detail.

Committee Work

The Office of the Clerk of Tynwald provides a range of services to parliamentary committees including record-keeping, research, briefing and drafting. The post-holder will be expected to participate in these functions.

Education, Outreach and Inter-parliamentary Work

The post-holder will be expected to assist the teams running events and tours as well as developing ideas for the wider outreach programme. Tynwald has an active international presence and regularly receives visitors, sometimes at short notice. The post-holder will be expected to participate in promoting the work of Tynwald and the CIS to visitors.

Public Enquiries and Retail

The post-holder will be required to play a role in delivering and managing counter services provided directly to the public. The public counter hours are 9am to 5pm, Monday to Friday.

Project Work

As a small team CIS undertake a variety of business change projects across the whole office. The post-holder will be expected to manage projects from inception to delivery working with various stakeholders and timescales.

Relationship Building

The post-holder will be expected to have experience of managing relationships with a variety of people at all levels in an organisation and the ability to maintain excellent relationships with senior managers, politicians, Isle of Man Government and other CIS customers.

The successful candidate

Skills, qualifications and experience

- strong oral and written communication skills with meticulous attention to detail (essential)
- able to produce politically impartial research and analysis on a wide range of public policy topics (essential)
- strong IT skills particularly in the use of Microsoft Office (essential)
- experience with using mobile devices and applications in a corporate environment (desirable)
- experience of publishing, audio-visual or multimedia design (desirable)
- experience of research in a parliamentary, governmental or academic environment (desirable)
- knowledge of Manx heritage and culture (desirable)
- qualified to at least first degree level, or equivalent, in any discipline (desirable – applicants without a degree will be considered but should be able to demonstrate academic ability alongside work experience)

Personal qualities

- flexible outlook with a willingness to take on new challenges (essential)
- reliable (essential)
- ability to organise and prioritise own workload, manage own time and keep to tight deadlines (essential)

- ability to work as a team player (essential)
- ability to command the confidence of Members of Tynwald, colleagues and the public (essential)
- innovative, adaptable, and able to respond positively to change (essential)
- self-motivated and able to work with limited supervision (essential)
- impartial and discreet (essential)
- ability to work occasional evenings, weekends and Tynwald Day (desirable)

Selection process

Applications must be made using the Office of the Clerk of Tynwald application form (available [here](#)¹) and a response to the research exercise detailed [here](#)². All applications must be accompanied by a CV; the CV must include the information specified at the top of the application form. If you require assistance in applying for posts, please contact us.

Shortlisted candidates will be assessed by means of:

- a proof correction exercise, to be completed in the Office before the interview
- a management exercise, to be completed in the Office before and during the interview
- 45-minute interview

Shortlisted candidates will be offered a tour of the Legislative Buildings.

Any applicant who would require particular arrangements to attend or take part in an interview should let us know once they receive their invitation to interview.

Terms and conditions of employment

This post is graded as Higher Executive Officer (Pay Band 19). This grade carries with it an annual salary of between £37,514 and £43,633 and an annual leave allowance of 21 days on appointment.

¹ http://www.tynwald.org.im/memoff/recruit/Documents/2020_Application_Form.docx / http://www.tynwald.org.im/memoff/recruit/Documents/2020_Application_Form.pdf

² http://www.tynwald.org.im/memoff/recruit/Documents/HEO_research_exercise.pdf

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 role and subject to agreement with the post holder's line manager. This role is not suitable for part time hours or a job share arrangement.

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.

Further information

Potential applicants are encouraged to contact Ruth Donnelly, Head of Chamber and Information Service, by telephoning 685764 or by emailing r.donnelly@tyrwald.org.im to arrange for an informal discussion before applying.

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