

# **NORTHERN IRELAND ASSEMBLY**

## **Job Specification as advertised in 2010**

### **Principal Usher – Assembly Grade 6**

#### **Main Duties and Responsibilities**

- acting as a member of the Security and Usher Services senior management team including overseeing the work of Assembly Senior Security Officers and Security Officers.
- overseeing the shift management of Senior Security Officers and their teams.
- overseeing the Assembly security management systems including vehicle and pedestrian access and the management of the control room.
- liaising with other Assembly Directorates to identify upcoming security requirements
- preparing and maintaining standing orders and procedures to support Security Officer operations.
- carry out all reasonable duties as required by security service management.
- Line management responsibility for senior security officers and their teams.

#### **REQUIREMENTS FOR THE POST**

##### **Eligibility Criteria**

By the closing date for applications, applicants must have at least 2 years experience gained within the last 5 years of:

- managing, training and supervision of staff whose duties include operational security;

- managing operations related to the searching and screening of persons and materials such as goods, mail, baggage and buildings;
- managing security management systems and the control of access points to buildings;
- formulating operational policies and procedures;

**and**

at least 1 years experience gained within the last 3 years in the management, development and operation of staff rotas and shift systems using I.T.packages.

## 5.2 Security Industry Authority Accreditation

Applicants who do not hold this licence must obtain it at the earliest opportunity following taking up a post. The cost of necessary training will be funded by the Northern Ireland Assembly.

### **Shortlisting Criteria**

- 5.3 Should it be necessary to shortlist applicants to go forward to interview, the following shortlisting criteria will be applied in the order listed:
- (i) 1 years experience of delivering briefings and presentations to internal staff and stakeholders;
  - (ii) Experience of acting in a representational role on behalf of your employer with external stakeholders.
- 5.4. A graded shortlisting mechanism will be applied to the evidence provided by applicants against the shortlisting criteria and the selection panel reserves the right to apply a minimum standard to be achieved at shortlisting stage.

### **Core Competences**

- 5.5 In addition to satisfying the eligibility criteria, applicants will also be expected to demonstrate at interview, the extent to which they meet the following core competences. Full details of the core competences are included in the application pack.

**Services**

The ability to deliver and maintain services and contribute to the planning and implementation of changes in services, operations and systems to meet customer needs.

**Resources**

The ability to contribute to the planning, allocation, monitoring and control of resources.

**People**

The ability to contribute to the development of teams and individuals and evaluate their work performance.

**Information and communication**

The ability to seek, evaluate and communicate information and to solve problems, make decisions, influence and gain the commitment of others.

