

# Equality Impact Assessment

Recruitment and selection to the Electoral  
Commission's office in Northern Ireland

November 2008

## Translations and other formats

For information on obtaining this consultation report in another language or in large-print, disk, audiocassette or Braille format please contact:

Name	Seamus Magee - Head of Office
Address	The Electoral Commission Seatem House 28-32 Alfred Street Belfast BT2 8EN
Telephone	028 9089 4020
Fax	028 9089 4026
Textphone	18001 028 9089 4020
email	<a href="mailto:smagee@electoralcommission.org.uk">smagee@electoralcommission.org.uk</a>

This document can also be accessed on our website  
[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

## Table of contents

Summary	4
Introduction	
• The Electoral Commission	5
• Our equality scheme	5
• Screening of the recruitment and selection policy	6
• Equality Impact Assessment (EQIA) process	6
Step 1: Definition of the aims of the policy	7
Step 2: Consideration of available data and research	9
Step 3: Assessment of potential and actual impacts	10
Step 4: Consideration of measures	22
Appendices	24
1. Recruitment and selection exercises since April 2002 for which useable data is held	25
2. Recruitment advert example	26

## Summary

When our Equality Scheme was approved by the Equality Commission we agreed to do a small number of Equality Impact Assessments. We have already carried out an assessment of our external communications policy; this will be our second assessment.

Following examination by our Equality and Diversity sub group an initial consultation exercise will commence for a period of 12 weeks.

This equality impact assessment focuses on the Commission's recruitment and selection policy as it has applied in Northern Ireland since 2002. We have not identified any direct inequalities in the recruitment and selection practices conducted by the Commission in Northern Ireland. However, a number of general issues were identified that may impact on this policy and procedure.

Issues identified included:

- the need to implement the proposed on line application form and ensure it meets legislative requirements
- continue to advertise in the suite of press across Northern Ireland to ensure that all sections of the community have an opportunity to apply for vacancies advertised by the Commission
- the need to include Irish Travellers as a racial group category in the Commission's equal opportunity monitoring form

**We would like to hear views on these and any further measures.**

The consultation process will commence on Friday 12 December 2008 and any further views and additional measures considered should be forwarded to the address listed above. The consultation period will run for 12 weeks and closes on Friday 7 March 2009.

# Introduction

## The Electoral Commission

We are an independent body set up by the UK Parliament. Our aim is integrity and public confidence in the democratic process.

We:

- register political parties
- make sure people understand and follow the rules on party and election finance
- publish details of where parties and candidates get money from and how they spend it
- set the standards for running elections and report on how well this is done
- make sure people understand it is important to register to vote, and know how to vote
- make sure boundary arrangements for local government in England are fair

Our values are:

- **Fair:** We are fair in the way we treat each other and the people and organisations we deal with
- **Impartial:** We are impartial in our decisions and actions
- **Transparent:** We are transparent about how we work

The Electoral Commission employs 151 staff based at seven locations across the United Kingdom (as at 31 July 2008). The Commission currently employs seven staff in Northern Ireland, accounting for around 5% of the Commission's overall workforce. Given the small numbers of staff employed in Northern Ireland we are unable to provide a detailed breakdown for each of the nine categories covered in our Equality Scheme. However, we did not identify any adverse impact for any category where data is collected.

## Our Equality Scheme

We published an equality scheme under section 75 of the Northern Ireland Act 1998, which was approved by the Equality Commission for Northern Ireland in September 2005. The Scheme encompasses our obligations under the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976 (as amended), the Disability Discrimination Act 1995, as well as the Northern Ireland Act 1998. The scheme is available on our website at <http://www.electoralcommission.org.uk/about-us/equality-and-diversity> and is available in different formats.

## Screening of the recruitment and selection policy

In accordance with our Equality Scheme, we screened all our policies to determine which, if any, had significant implications for equality of opportunity. As a result, it was decided that equality impact assessments should be carried out on a number of policies including recruitment and selection.

The purpose of the Equality Impact Assessment (EQIA) is to determine the extent, if any, of the following:

- Adverse impact upon any of the nine categories set out in Section 75 of the 1998 Northern Ireland Act;
- Where adverse impact is identified, to assess measures which might mitigate the adverse impact; and
- The potential for alternative action(s) which might better achieve the promotion of equality of opportunity and good relations

## EQIA Process

In preparing this EQIA, we have closely followed the Guidance published by the Equality Commission for Northern Ireland in April 2001 (revised 2005). This recommends that there should be seven steps in the EQIA process:

Step 1: Definition of the aims of the policy

Step 2: Consideration of available data and research

Step 3: Assessment of potential and actual impacts

Step 4: Consideration of measures

Step 5: Formal consultation

Step 6: Decision and publication of the results of the EQIA

Step 7: Monitoring for adverse impact

This report includes evidence compiled from the first four steps of the process and is the basis of the consultation, the fifth step. The Commission will make its decision on any revisions to the policy, publication and future monitoring following this consultation period.

# Step 1: Definition of the aims of the policy

## Our recruitment and selection policy

The recruitment and selection policy outlines our intent to recruit and select the best person for each vacancy, and to make that decision in accordance with our equality of opportunity policy.

Recruitment is based on the skills and abilities needed to do the job, and selection is based on merit using objectively assessed evidence. As a recognised Disability Symbol User<sup>1</sup>, we offer to interview all disabled applicants who meet the minimum essential criteria.

The aim of the policy is to attract a diverse workforce which reflects the society we serve. Associated objectives include:

- to provide a best practice approach to recruitment and selection
- to project a positive image of the Commission to candidates
- to comply with legislative requirements and standards

The Human Resources (HR) team has overall responsibility for the effective implementation of the policy, in conjunction with recruiting managers across the Commission.

The main stakeholders of the recruitment and selection policy are:

- Recruiting managers
- Members of staff
- Potential job seekers
- Applicants for posts
- Trade union representatives

The outcomes for the main stakeholders are that there is efficient recruitment and selection which meets the operational requirements of the Commission and that we

---

<sup>1</sup> The Disability symbol is a recognition given by Jobcentre Plus to employers who demonstrate positive commitments regarding the employment, retention, training and career development of disabled people. The symbol is represented by 'two ticks' and the words 'positive about disabled people'.

can ensure equality of access, fair participation, fair treatment and selection on merit, in accordance with legislative and statutory requirements.

All applicants are requested to complete an equal opportunities monitoring form as part of their application. This requests information on gender, age, ethnic origin, and disability. In Northern Ireland applicants are also asked for details of their community background. The form is compliant with that recommended in Great Britain by the Equality and Human Rights Commission [http://www.equalityhumanrights.com/Documents/Corporate\\_info/Equality\\_monitoring\\_form.doc](http://www.equalityhumanrights.com/Documents/Corporate_info/Equality_monitoring_form.doc) . Forms are completed on a voluntary basis and all data is held confidentially by the HR team.

### Summary of recruitment and selection activity

Since the Commission's Northern Ireland office was opened in April 2002 there have been 10 recruitment and selection campaigns and we hold data on 7 of these. Details of these recruitment and selection exercises can be found at appendix 1.

## Step 2: Consideration of available data and research

### Sources of information

We have taken account of the following data and research prior to conducting the assessment of the impact of our recruitment and selection policy:

- the Commission's equal opportunities monitoring form for recruitment and selection exercises
- data from the Commission's self-service facility for staff to input personal details
- the Commission's staff survey August 2007
- the Commission's quarterly management information (Quarter 4 Jan-Mar 2007/08, Quarter 1 April – June 2008/09) which includes monitoring of recruitment and selection exercises
- information from the Census 2001 and mid year estimates
- pre-consultation meetings with the Commission's Equality and diversity sub group and HR team

## Step 3: Assessment of potential and actual impacts

### Equality categories

Below is an assessment of the possible differential and adverse impacts of the recruitment and selection policy relative to the nine equality categories:

- Religious belief
- Political opinion
- Race
- Age
- Marital status
- Sexual orientation
- Gender
- Disability
- Those with and those without dependants

### Religious beliefs

(Defined as Protestant, Catholic, Hindu, Jewish, Muslim, Sikh, Buddhist, other, people of no religious beliefs)

The 2001 Northern Ireland Census identified 40% of the population as stating they were Roman Catholic, with 46% stating they belonged to other Christian faiths, the vast majority of which were Protestants. Other religions or philosophies made up only 0.3% of respondents. 14% responded as having no religion.

We monitor the community background of applicants for positions in our Northern Ireland Office on a voluntary basis, requesting applicants to select from:

- my background is that of the Protestant community
- my background is that of the Roman Catholic community
- I do not have a Protestant or Roman Catholic community background

### Applicants for posts

The table below shows the percentage of applicants by community background:

<b>Year</b>	<b>Protestant</b>	<b>Catholic</b>	<b>Neither</b>	<b>Undisclosed</b>	<b>Total</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
2003-04	49	38	13	0	100
2004-05	40	40	19	2	100
2005-06	78	22	0	0	100
2006-07	-	-	-	-	-
2007-08	-	-	-	-	-
2008-09	29	61	10	0	100

- indicates data unavailable

The table below shows the percentage of applicants invited to interview by community background:

<b>Year</b>	<b>Protestant</b> %	<b>Catholic</b> %	<b>Neither</b> %	<b>Undisclosed</b> %	<b>Total</b> %
2003-04	50	38	13	0	100
2004-05	46	23	23	8	100
2005-06	50	50	0	0	100
2006-07	-	-	-	-	-
2007-08	-	-	-	-	-
2008-09	43	29	0	29	100

- indicates data unavailable

There is no evidence to suggest that the recruitment and selection policy adversely impacts on applicants on account of their religious belief.

### Political opinion

(Defined as Unionist generally; Nationalist generally; Republican; Loyalist; members/supporters of any political party; other)

The Commission does not collect data on political opinion as defined above. However under the terms of the Political Parties, Elections and Referendums Act 2000 a person may not be appointed to the staff of the Commission if they:

- a) are an officer or employee of a registered party or of an accounting unit of such a party
- b) hold one of the following elective offices:
  - member of the House of Commons
  - member of the European Parliament elected in the United Kingdom
  - member of the Scottish Parliament
  - member of the National Assembly of Wales
  - member of the Northern Ireland Assembly
  - member of:
    - any local authority in any part of the United Kingdom, including the Common Council of the City of London but excluding a parish or community council, or
    - the Greater London Assembly
  - Mayor of London or elected mayor within the meaning of Part II of the Local Government Act 2000
- c) has at any time within the last 10 years:
  - been such an officer or employee as mentioned in paragraph (a)
  - held such an elective office as is mentioned in paragraph (b)

- been named as a donor in the register of donations reported under Chapter III or IV of Part IV of the Political Parties, Elections and Referendums Act.

Staff are required to conduct themselves so as not to raise any questions as to the political impartiality of the Commission. In particular, active political involvement, whether at a national or local level, could be regarded as incompatible with the need for the Commission to be seen as completely impartial.

The recruitment and selection policy and procedure treats all applicants the same with regard to political opinion, therefore there is no differential impact as a result of an individual's political opinion.

## Race

Census statistics show that minority ethnic groups represent 0.85% of the population of Northern Ireland. Evidence demonstrates that there is an increasing cultural diversity within Northern Ireland.

The Race Relations (Northern Ireland) Order 1997 defines racial grounds as the grounds of colour, race, nationality or ethnic or national origin and includes the grounds of belonging to the Irish Traveller community. The Commission monitors for applicants and staff from ethnic minorities on a voluntary basis using the categories identified by the Equality and Human Rights Commission. We will in future include the category of Irish Traveller in our monitoring.

The Commission uses an equal opportunities monitoring questionnaire which requests applicants to select one of the following to identify their ethnic origin:

### **White**

- British
- British English
- British Scottish
- British Welsh
- Irish
- Any other white background

### **Mixed**

- White & Black Caribbean
- White & Black African
- White and Asian
- Any other mixed background

### **Asian**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Black or Black British**

- Caribbean
- African
- Any other Black background

**Chinese or other ethnic group**

- Chinese
- Any other ethnic background

## Applicants for posts

The table below shows the ethnic origin of applicant's year on year for vacancies within the Northern Ireland office:

Year		2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
		%	%	%	%	%	%
<b>White</b>	British	57	55	78	-	-	45
	British Eng	2	5	0	-	-	3
	British Scottish	5	0	0	-	-	3
	British Welsh	0	0	0	-	-	0
	Irish	24	26	22	-	-	48
	Any Other white	10	12	0	-	-	0
	White & Black						
<b>Mixed</b>	Caribbean	0	0	0	-	-	0
	White & Black African	0	0	0	-	-	0
	White and Asian	0	0	0	-	-	0
	Any other mixed	2	0	0	-	-	0
<b>Asian</b>	Indian	0	0	0	-	-	0
	Pakistani	0	0	0	-	-	0
	Bangladeshi	0	0	0	-	-	0
	Any other Asian	0	0	0	-	-	0
<b>Black or British</b>	Caribbean	0	0	0	-	-	0
	African	0	0	0	-	-	0
	Any other Black	0	0	0	-	-	0
<b>Chinese or other ethnic group</b>	Chinese	0	0	0	-	-	0
	Any Other ethnic	0	0	0	-	-	0
<b>Undisclosed</b>		0	2	0	-	-	0
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>100</b>

- indicates no available data

The table below shows the ethnic origin of applicant's invited to interview for vacancies within the Northern Ireland Office

		Year	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
			%	%	%	%	%	%
<b>White</b>	British		50	62	50	-	-	43
	British Eng		0	8	0	-	-	0
	British Scottish		0	0	0	-	-	0
	British Welsh		0	0	0	-	-	0
	Irish		37.5	15	50	-	-	57
	Any Other white		0	8	0	-	-	0
	White & Black							
<b>Mixed</b>	Caribbean		0	0	0	-	-	0
	White & Black African		0	0	0	-	-	0
	White and Asian		0	0	0	-	-	0
	Any other mixed		12.5	0	0	-	-	0
<b>Asian</b>	Indian		0	0	0	-	-	0
	Pakistani		0	0	0	-	-	0
	Bangladeshi		0	0	0	-	-	0
	Any other Asian		0	0	0	-	-	0
<b>Black or British</b>	Caribbean		0	0	0	-	-	0
	African		0	0	0	-	-	0
	Any other Black		0	0	0	-	-	0
<b>Chinese or other ethnic group</b>								
	Chinese		0	0	0	-	-	0
	Any Other ethnic		0	0	0	-	-	0
<b>Undisclosed</b>		0	8	0	-	-	0	
<b>Total</b>			100	100	100	-	-	100

- indicates no available data

Of the recruitment campaigns (for which we have data) undertaken in the Northern Ireland office since it opened in April 2002, a total of 1% (0.13% per year) of applicants applying for vacancies and 3% (0.38% per year) of applicants invited to interview were from ethnic minorities. These figures are above the 0.85 % the population in Northern Ireland who come from minority ethnic groups.

Within the information pack for candidates it is explained that to ensure the workforce reflects the diversity of our society, applications from members of ethnic minorities who have the appropriate skills and experience are particularly welcome.

There is no evidence to suggest that applicants from ethnic minority backgrounds suffer an adverse impact as a result of the Commission's Recruitment and Selection policy and procedure.

## Age

*(Identified as people aged 24 and under; people between 25 and 30; people between 31 and 35; people between 36 and 40; people between 41 and 45; people between 46 and 50; people between 51 and 55; people between 56 and 60; people over 61 and undisclosed)*

Census 2001 data shows that 47% of the employed population are in the 35-54 age brackets, with 28% in the 25-34 bracket, 14% under 24, 7% in 55-59, and a further 5% over 60.

### **Applicants for posts**

We began monitoring the age of applicants as a result of the introduction of age legislation in 2006. This means there is only a limited amount of data available and so makes it difficult to make a determination on adverse impact based on this data.

Following the introduction of the Employment Equality (Age) regulations (NI) 2006 we reviewed our policies to ensure they did not result in discriminatory outcomes in relation to age, this included a review of our recruitment and selection policy and procedure. All HR policies and procedures are reviewed annually to ensure they are up to date and compliant with the latest legislation.

The recruitment information packs that are sent to all candidates state that "To ensure the workforce reflects the diversity of our society, applications from all age ranges who have the appropriate skills and experience are particularly welcome". In addition, we have introduced the use of the Department of Work and Pensions logo "We're supporting Age Positive" on our recruitment website pages and information packs.

There is no evidence to indicate an adverse impact on applicants to the Commission on the basis of age. We would welcome comments on these measures and any other suggestions to increase the representation of older workers.

## Marital status

(Defined as married; divorced; separated; widowed; single; civil partnership; unknown)

The Commission does not monitor marital status of applicants; however there is no evidence to suggest that the Recruitment and Selection policy and procedure has an adverse impact in relation to marital status.

## Sexual orientation

(Defined as gay; lesbian; bisexual; heterosexual)

The Commission does not collect data on sexual orientation; however there is no evidence to suggest that the Recruitment and Selection policy and procedure has an adverse impact in respect of a person's sexual orientation.

## Gender

(Defined as male, female and unknown)

Census data shows that 55% of the employed population is male and the remaining 45% is female.

## Applicants for posts

The table below shows the gender of applicant's year on year for vacancies within the Northern Ireland office:

<b>Year</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
	<b>%</b>	<b>%</b>	<b>%</b>
2003-04	61	39	100
2004-05	41	59	100
2005-06	89	11	100
2006-07	-	-	-
2007-08	-	-	-
2008-09	52	48	100

- indicates data unavailable

The table below shows the gender of applicant's invited to interview year on year for vacancies within the Northern Ireland office:

<b>Year</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
	<b>%</b>	<b>%</b>	<b>%</b>
2003-04	63	38	100
2004-05	38	62	100
2005-06	50	50	100
2006-07	-	-	-
2007-08	-	-	-
2008-09	43	57	100

The Commission has a range of family friendly policies including job-sharing and flexible working for all staff. Within the Northern Ireland office we have a job share role in existence.

There is no evidence to suggest that the Recruitment and Selection policy and procedure has an adverse impact in relation to gender.

## Disability

(Defined as people with a disability as defined in sections 1 and 2 and schedules 1 and 2 of the Disability Discrimination Act 1995)

Census data shows that 6% of the employed population in Northern Ireland consider themselves to have a disability, whereas the remaining 94% do not.

### Applicants for posts

The table below shows the number of applicants year on year that considered themselves to have a disability:

<b>Year</b>	<b>Disabled</b> %	<b>Not disabled</b> %	<b>Total</b> %
2003-04	5	95	100
2004-05	7	93	100
2005-06	0	100	100
2006-07	-	-	-
2007-08	-	-	-
2008-09	3	97	100

The % of those applying for jobs at the Commission's Northern Ireland office who consider themselves to have a disability is reflective of the population.

The Commission is a recognised Disability Symbol User, and is committed to interviewing all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities. This commitment is clearly advertised in our recruitment adverts (appendix 2), information packs for candidates and recruitment website

<http://www.electoralcommission.org.uk/about-us/careers>

All candidates when invited to interview are asked to provide details of any special arrangements that should be made.

There is no evidence to suggest that the Recruitment and selection policy and procedure adversely impacts applicants with a disability.

## Those with dependents

(defined as people with a primary responsibility for: a child; a person with a disability; a dependent elderly person)

The Commission does not monitor applicants in relation to dependants. However, there is no evidence to suggest that the Recruitment and Selection policy and procedure has an adverse impact in relation to persons with dependants.

## Summary of impacts

The Recruitment and Selection policy and procedure does not adversely impact against any of the nine equality categories and evidence suggests that applicants for Commission vacancies are representative of the population in Northern Ireland.

## Advertising

We advertise all vacancies in the three main daily newspapers in Northern Ireland. These are:

- Belfast Telegraph (Sunday Life also carries the same adverts on a Sunday)
- Irish News
- Newsletter

As well as online adverts on the Commission's website [www.electoralcommisison.org.uk/careers](http://www.electoralcommisison.org.uk/careers) and Jobs go public [www.jobsgopublic.com](http://www.jobsgopublic.com)

All adverts contain the wording "We are committed to equality of opportunity and welcome applications from all sections of the community".

The information pack contains wording on equal opportunities

"The Electoral Commission is an equal opportunities employer. To ensure the workforce reflects the diversity of our society, applications from all age ranges, people with disabilities, and members of ethnic minorities who have the appropriate skills and experience are particularly welcome. As a recognised Disability Symbol User, the Commission is committed to interviewing all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities".

The table below shows the percentage of applications received each year via the different forms of advertising media:

	<b>Belfast Telegraph</b>	<b>Sunday Life</b>	<b>Irish News</b>	<b>Newsletter</b>	<b>EC website</b>	<b>not stated</b>	<b>Total</b>
<b>Year</b>	%	%	%	%	%	%	%
2003-04	44	8	8	0	0	41	100
2004-05	61	2	4	0	4	29	100
2005-06	24	0	6	8	24	37	100
2006-07	-	-	-	-	-	-	-
2007-08	-	-	-	-	-	-	-
2008-09	52	0	10	16	16	6	100

- indicates unavailable data

Each year the majority of applications are received via the adverts from the Belfast Telegraph, with the Irish News and Newsletter considerably lower. However a significant number of applications do not state where the vacancy was first seen.

## Applying for a vacancy

Currently applicants are required to submit an application in writing which consists of:

- a covering letter demonstrating how they meet the criteria in the person specification
- a copy of their CV, providing details of any qualifications and experience in relation to the person specification
- a completed Political Activity Declaration form

Failure to declare in full any relevant political activity will be grounds for terminating any subsequent appointment. We are not able to consider applications where no Political Activities Declaration form has been completed.

Applicants are also asked to provide:

- a completed Equal Opportunities statement
- details of where they saw the post advertised (this enables the Commission to assess the effectiveness of the advertising media used)
- details of their current remuneration package

With the implementation of a recruitment online application system in **December 2008**, applications will consist of an online application form that addresses the relevant competencies for the role. There will be the option to provide a hard copy application if required.

## Step 4: Consideration of measures

The Commission has already taken a number of steps to mitigate any potential adverse impact and promote equality of opportunity. These include:

- Equality and diversity sub group meetings, which are chaired by a Management team member at the Commission with representatives from the Northern Ireland office
- a published commitment within the Commission's corporate plan and annual report to equal opportunities and good relations
- equality and diversity is an integral module within the Commission's corporate induction programme
- all adverts are advertised in a suite of press to cover the various community backgrounds
- information packs for candidates continue to include wording to encourage applications from all sections of the community to apply
- recognised Disability Symbol User, committed to interviewing all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities
- all candidates invited to interview are asked to notify HR if any special arrangements are required, in order to make reasonable adjustments
- training programmes for developing our team managers and aspiring managers cover recruitment and selection and equal opportunities
- HR has a presence on all recruitment and selection exercises carried out in Northern Ireland and recruitment panels are balanced as much as possible in terms of gender, age, and religious belief

With a view to taking further steps to mitigate any potential adverse impact the following measures have been identified:

- continue with the implementation of an online application form and allow paper applications if required
- include the category of Irish Traveller in our monitoring questionnaire for job applicants
- train all managers on recruitment and selection, refresher on equality and diversity issues
- continue to ensure HR is present on all recruitment and selection exercises in Northern Ireland
- consider use of additional online recruitment media to attract under represented groups
- promote our age positive commitment to attract older workers

- continue to advertise in the suite of press to ensure all community backgrounds have access to vacancies
- continue to promote two ticks and make reasonable adjustments as required

**We would welcome comments on any further action/steps that could be taken to mitigate any potential adverse impact and promote equality of opportunity.**

## Appendix

**Page no**

- |    |  |    |
|----|--|----|
| 1. | Recruitment and selection exercises since April 2002<br>for which useable data is held | 25 |
| 2. | Recruitment advert example   | 26 |

## Appendix 1: Recruitment and selection exercises since April 2002 for which useable data is held

<b>Job title</b>	<b>When advertised</b>
1. Outreach Officer	2003-04
2. Principal Officer (Northern Ireland)	2003-04
3. PA/Office Manager (job share)	2004-05
4. Principal Officer (Northern Ireland)	2004-05
5. Senior Policy and Research Officer	2004-05
6. Principal Officer (Northern Ireland)	2005-06
7. Senior Officer (Political Parties Liaison)	2008-09

All adverts were advertised in:

- Belfast Telegraph
- Sunday Life
- Irish News
- Newsletter
- Commission Website
- Jobs go public website

## Appendix 2: Recruitment and selection advert example

Democracy matters

The  
Electoral  
Commission



When you see advertising about registering to vote, when information is made public about how political parties and candidates spend money at elections and when a party's annual accounts are published, there's a good chance we've had a part to play in it. The Commission wishes to enhance its effectiveness as the regulator of party and election finance in Northern Ireland by adopting a more rigorous, investigative approach to enforcing the law following a full cycle of elections. We are looking to appoint a key member of staff to our Belfast office to manage this new and developing area of work.

### Senior Officer (Political Parties Liaison)

£29,582 per annum (rising to £30,720 after 6 months)  
pay award pending • Belfast

As Senior Officer (Political Parties Liaison) you will use your well developed interpersonal skills to manage relationships with the main political parties in Northern Ireland. In this high profile role you will lead the work of the office in regulating political party and candidate election finance. This will involve co-ordinating with our London based Party and Election Finance Directorate.

As well as working with the Head of Office on ensuring our statutory duties are met, you will also assist with office management and wider corporate matters.

You'll need to be a confident communicator with excellent written skills and attention to detail, strong organisational skills, and an understanding of the needs of different audiences. A good knowledge of the characteristics of regulation including risk assessment is essential.

The Electoral Commission offers excellent terms and conditions, including flexible working hours and a choice of final salary or stakeholder pension.

If you're interested, download an information pack from [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)  
Alternatively, call 020 7271 0506 or email [careers@electoralcommission.org.uk](mailto:careers@electoralcommission.org.uk)

The closing date for applications is 1 May 2007, with interviews anticipated week commencing Monday 7 May 2007.



*We are committed to equality of opportunity and welcome applications from all sections of the community.*