

Support Staff Job Description

Pay band:	Chief of Staff
Salary range: (pro-rata)	£51,191 - £65,816 All new staff are expected to enter on the scale minimum of the appropriate pay band. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band.

Job title:	Chief of Staff
Reference:	MBS-107-26
Office of:	Plaid Cymru Group
Working hours:	37 hours per week Some evening and weekend work will be required. There may be a requirement for the role holder to work outside of the normal working hours.
Appointment type:	Permanent When there is a change in the Leader of the Group, or in the number of Members that make up the Group, this position may become redundant.
Location:	Tŷ Hywel

Purpose of the job:
To manage and co-ordinate the work of the Senedd Group staff at the Senedd, including its research, administration and media outputs. A key task will be to lead and motivate the team of staff to achieve the strategic objectives of the group.

Additional information:
I am an equal opportunities employer and welcome applications from all suitable persons including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage / civil partnership, pregnancy / maternity or age).
Please note that appointment will be subject to references and a security check.

Person specification

Skills and behaviours
• Effective interpersonal skills and the ability to build relationships across professional boundaries with a range of different stakeholders, including those at a senior level. • An understanding of current affairs and issues of relevance to Wales and an interest in the Welsh political system. • The ability to help formulate, communicate and deliver the strategic objectives of the Senedd Group. • Effective organisation, planning and presentational skills, including effective ICT Skills. • The ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld by support staff. • The ability to use judgment and make timely decisions to lead team towards achieving strategic goals. • The ability to work in Welsh and English
Knowledge and experience
• Experience of working effectively within a political environment, including resolving complex issues with common sense and wisdom. • Responsibility for managing a multi-disciplined team of staff with a proven track record of delivering results. • Understanding of disciplinary procedures. • An understanding of combating discrimination and promoting equal opportunities, and a commitment to those and to the Nolan Principles of Public Life.
Desirable criteria
• Understanding of relevant organisation's governance procedures and arrangements. • Experience of operating in a democratic organisation that is led by its membership. • Adheres to the aims and values of the Party.
Qualifications
• Degree, NVQ (or equivalent) in a relevant subject e.g. Politics, Business or Public Administration or considerable relevant experience. • Appropriate professional or academic qualification or equivalent experience.

Language skills

- Welsh language skills are essential for this post, and have been assessed as follows:
 - Listening: Advanced / Proficiency
 - Speaking: Advanced / Proficiency
 - Reading: Advanced / Proficiency
 - Writing: Advanced / Proficiency
- These skills will be assessed as part of the selection process.

Additional information on language skill levels

	Corresponds broadly to	Listening	Speaking	Reading	Writing
Advanced	Advanced/Uwch or Has received Welsh medium education or Uses Welsh regularly Language Skills Certificate	Understand conversations and instructions confidently.	Able to speak and engage confidently in discussion at length and able to answer any question.	Understand a wide variety of text confidently.	Able to write a wide variety of text confidently.
Proficiency	Language qualification: A-level or degree in Welsh A-level or degree through the medium of Welsh Translation qualification	Understand all conversations and instructions with complete confidence.	Able to speak at length and with complete confidence, even about unfamiliar matters.	Understand all types of texts with complete confidence.	Able to write all kinds of text with complete confidence.

Main duties

The key areas of work and responsibilities for this job. Points identify typical areas of outputs and suggest anticipated results but are not exhaustive or specific.

Strategic oversight of the Group's operations and priorities, with responsibility of office management and staff management

- In conjunction with the Party Leader and other Party Members of the Senedd, and in the context of being the Party in Government, provide oversight of the group's strategic objectives and drive performance to achieve the desired results.
- Lead and achieve the group's strategy through the activities of the group's staff
- Support and advise the Leader, Group officers and Group Members on parliamentary affairs.
- Support the Leader's parliamentary duties and lead the Leader's office.
- Develop and maintain sound practical knowledge of political and policy issues, and ensure that the Party's policy direction is adopted by Group Members and staff.
- To ensure that the Group, the Group's officers and the Members of the Group receive correct advice and information about the main issues that are relevant to them, including research advice, analysis and first class briefing information on the relevant legislative and policy areas.
- Ensure that day-to-day parliamentary business runs effectively.
- Ensure that arrangements are in place so that Members are empowered to communicate in public effectively and confidently, and in a manner that maintains and builds on the Party's reputation.
- Support the Group Chair and Group officers, providing administrative oversight on Group meetings and processes.
- Support the Chief Whip and Deputy Chief Whip with the development of Members and implement disciplinary procedures as necessary.
- Act as main point of contact with Welsh Government Special Advisors as required.
- Parliamentary relations and liaison with stakeholders.
- Act as the lead staff member between Members of the Senedd and the staff of the group, between the group and the staff of the individual offices of the Members of the Senedd, ensuring that appropriate channels and forums are in place to share relevant information regularly and in a timely manner, and fostering a 'one team' approach across Plaid Cymru Group Members and staff in all parts of Wales.
- Act as the lead staff member between the Group and the staff of the other party groups in the Senedd as appropriate.
- Act as the main point of staff contact between the Group and the officers of the Senedd Commission, the Remuneration Board and the Standards Commissioner, including constant influence to ensure that the strategic objectives of the group and the interests of Members of the Senedd and the Group's staff are maintained and

extended across the range of work of the different parliamentary authorities.

- Represent the Group and the Party at internal and external events, forums and meetings as required.
- Develop a strong network of connections with relevant stakeholders at Welsh and UK level.
- Manage the Group's staff, being accountable to the Party Leader and Delegated Members, including recruitment and supervision of staff, performance management, continuous professional development of staff and other matters relating to personnel, as required.
- Manage the group's budget and maintain a strategic overview of the group's resources - financial, physical, technological and human - ensuring that the best possible use is made of the resources available, within the limits of permitted use.
- Ensure that the Group's media strategy, including the press and digital media, achieves the appropriate results.
- Ensure that the Group presents an appropriate professional image through the quality of its correspondence, publications and public profile and through the way it relates to all relevant stakeholders, sharing good practice with the wider Plaid Cymru Members and Support Staff network.
- Ensure that the group complies with the legislation on data protection, the Standing Orders and other relevant rules.
- Provide line management to senior staff members of the Group and the parliamentary operations team.
- Carry out other duties for the Party Leader, as required.

Workplace obligations

Data protection / information security:

- Ensure effective systems and practices are in place to enable the Group Leader to comply with their obligations related to data protection and information security in accordance with relevant legislation and codes of practice.

Health, safety and wellbeing:

- Ensure effective systems and practices are in place to enable the Group Leader to comply with their obligations related to health, safety and wellbeing in accordance with relevant legislation and codes of practice.

Safeguarding:

- Ensure effective systems and practices are in place to enable the Group Leader to comply with their obligations related to safeguarding of children and vulnerable adults in accordance with relevant legislation and codes of practice.