

Support Staff Job Description

Job family:	Policy and Research
Pay band:	Band 3
Salary range: (pro-rata)	£26,345 - £33,873 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:	Policy and Research Assistant
Reference:	<i>MBS-144-26</i>
Office of:	Mark Hooper MS & Sarah Rees MS
Working hours:	14.6 hours per week There may be a requirement for the role holder to work outside of the normal working hours.
Appointment type:	Permanent As a Member of the Senedd, I hold office as an elected representative; when I cease to be a Member of the Senedd, this position will be made redundant.
Location:	Constituency Office (Barry) & Senedd There may be a requirement for the role holder to travel for work occasionally.

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.

About the role

Policy and Research

Policy and Research jobs are responsible for conducting research or analysis of a particular issue or range of issues in order to provide Members or Groups with relevant intelligence and on occasions pragmatic, action-oriented recommendations, or options for dealing with the issue. Activities will be undertaken at a level appropriate to the grade.

The key characteristics are:

- Through scrutiny of the work of the Welsh Government and other bodies identifies potential outcomes and impacts.
- Problem analysis, option generation and appraisal.
- Contribution to the development and shaping of policy.
- Working in partnership (internally and externally) to conduct research, influence policy documents, strategies and working practices. outlining the implications of external influences and trends such as developments in other legislatures.

Purpose of the job

A **Band 3 Policy and Research Officer** working for a Member of the Senedd supports the Member by conducting research, drafting policy briefings and helping with Senedd work.

Person specification

Skills and behaviours
• Research and analytical skills including an ability to summarise information. • Good written communication skills to draft reports and policy briefings. • Expected to be proficient with the normal tools and equipment for the job e.g., standard software packages and have familiarity with online media. • Expected to develop proficiency in an area of administrative work; able to answer a standard range of queries from others and know when to refer on more complex queries. • Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life. • The ability to work collaboratively as part of a small team.
Knowledge and experience
• Understanding of government and parliamentary processes. • Political awareness, keeping up with current affairs and party policies. • Attention to detail ensuring accuracy in research and policy documents. <i>Data protection / information security:</i> • Knowledge of law and good practice related to data protection and information security. <i>Health, safety and wellbeing:</i> • Experience and practical understanding of law and good practice regarding health, safety and wellbeing, including risk assessments, control measures, and knowing when to seek competent advice. <i>Safeguarding:</i> • Experience implementing proportionate safeguarding measures related to children and vulnerable adults.
Desirable criteria
• An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system. • Sympathetic to the aims and values of the Party. • Full current UK Driving licence and access to a vehicle insured for work purposes.
Qualifications

- The ability to demonstrate knowledge or experience of a range of work procedures based on relevant work experience and/or vocational qualification e.g. NVQ level 3 or 4 or equivalent in a relevant subject.
- Demonstrable numeracy and literacy skills e.g. English / Welsh and Maths GCSE (or equivalent) at Grade C or above or suitable alternative experience.

Language skills

Choose the appropriate levels to be included here.

- Desirable / non-essential: The ability to work in both Welsh and English.
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Main duties

Research and briefing preparation
• Conduct background research on policy issues, legislation and constituency concerns. • Prepare concise briefing notes ahead of debates, meetings or speeches. • Monitor developments in government policy, committee reports and Senedd debates.
Senedd work and speechwriting
• Assist in drafting Senedd questions and letters to Ministers. • Help prepare speeches, motions and articles. • Track bills, amendments, and government policies that impact the constituency or party.
Constituency and stakeholder engagement
• Support research on local issues and government policies. • Help draft responses and briefing notes for the Member. • Support the Member in engaging with constituents, interest groups and stakeholders. • Help organise and prepare for meetings with lobbyists, campaigners or policy experts. • Draft responses to policy-related enquiries from constituents or local organisations.
Public communications
• Monitor news and social media for relevant policy updates or public concerns. • Help coordinate the Member's public appearances and interviews on policy matters.
Administrative support
• Maintain an organised research database for reference. • Assist in drafting reports, consultation responses, and submissions.
Workplace obligations
Data protection / information security:

- Support and advise the Member 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:

- Support and advise the Member to comply with their obligations related to health, safety and wellbeing in accordance with relevant legislation and codes of practice.

Safeguarding:

- Support and advise the Member to comply with their obligations related to safeguarding of children and vulnerable adults in accordance with relevant legislation and codes of practice.
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Other

- Operate within the legal and regulatory frameworks within which Members and Groups operate, including Senedd frameworks (standards of conduct, expenditure etc) and broader and general frameworks (legal duties).
- Perform other duties as required to support the Member that are commensurate with this band.