

Support Staff Job Description

Job family:	Policy and Research
Pay band:	Senior Advisor
Salary range: (pro-rata)	£42,904 - £55,159 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:	Senior Advisor
Reference:	MBS-142-26
Office of:	Mark Hooper MS and Sarah Rees MS
Working hours:	37 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 and Home 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 **Policy and Research Senior Advisor** working for a Member of the Senedd will be a specialist in policy and research and play a strategic role in shaping policy positions, leading legislative work and providing high-level political advice. They will lead on research, oversee policy development and act as a key advisor to the Member on complex issues.

Person specification

Skills and behaviours
• Strategic thinking and political awareness, understanding party priorities and constituency needs. • Ability to engage and influence stakeholders, from government officials to advocacy groups. • Judgement and clarity of thought to juggle resources, competing demands and take sensible decisions in a fast moving and sensitive political environment. • High level analytical and research skills to understand and critique complex policy and legislative material. • Exceptional drafting and presentation skills to present complex issues and policy options clearly, succinctly and accurately, orally and in writing. • Experience of working effectively within an office environment, including resolving complex issues with tact and diplomacy, ideally in a political environment. • Experience of a comparable role dealing with complex correspondence, diaries and events and running a busy office. • Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life. • Ability to work collaboratively as part of a small team.
Knowledge and experience
• Experience of working effectively within a political environment, including resolving complex issues with tact and diplomacy. • Understanding of the work of the Senedd and of a Member of the Senedd. • A full understanding of the legal and regulatory frameworks within which Members and Groups operate. This includes both Senedd frameworks (standards of conduct, expenditure etc) as well as broader and general frameworks. Able to provide informed advice to Members and colleagues. • Considerable expertise acquired through professional or academic qualification or equivalent experience, that can be applied in all situations relevant to policy and research. • Expert knowledge of government policy, legislation, and Senedd procedures. • Management responsibility for a multi-disciplined team of staff with a proven track record of delivering results. • Specialist knowledge in a relevant field, and experience of developing policies

and strategies within this field. • Knowledge of law and good practice related to data protection and information security. • 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. • 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. • Previous experience working for an MS / MP/ MEP. • Full current UK Driving licence and access to a vehicle insured for work purposes.
Qualifications
• Degree or equivalent in a relevant subject or suitable alternative experience.
Language skills
• Desirable: The ability to work in both Welsh and English.

Main duties

High-level research and policy development
• Conduct in-depth research on legislation, government policies and political trends. • Draft detailed reports, policy papers, and briefing documents to support the Members work. • Analyse constituency issues, government proposals and committee reports, advising on political strategy. • Identify emerging policy challenges and opportunities, shaping the Members responses. • Oversee staff, ensuring smooth office operations and delegating responsibilities effectively. Directly manage work colleagues, providing line management on behalf of the Member. This may include recruitment, appraisal and identification of training or developmental needs. • Responsible for advising or training others on a range of matters that are standard for the work area e.g. Health and safety, records management. • Ensure good governance, compliance with parliamentary rules, codes of conduct, and ethical guidelines. • Act as the main point of contact between the Member and the Senedd Commission. • Oversight of record management, ensuring clear audit trails and that data is processed and stored in accordance with legislation / regulation. • Direct accountability for planning and monitoring workload and prioritising allocation for specific areas of activity e.g. Member surgeries, casework or engagement events. for co-ordinating and prioritising the work of the team. • Effective management of budgets including monitoring expenditure and forecasting future spends.
Legislative and parliamentary strategy
• Draft Senedd questions, amendments, speeches and motions. • Support the Member in debates, committees and meetings with Ministers. • Monitor legislation, papers, and policy consultations, ensuring the Member is well prepared. • Provide briefings for cross-party groups, policy committees and official inquiries.
Stakeholder engagement and influence
• Develop relationships with think tanks, government departments, charities,

and advocacy groups. Work with different legislatures in the UK. • Represent the Member in high-level meetings, policy forums and constituency events. • Coordinate campaigns, Senedd interventions and public affairs efforts on key issues. • Draft responses to policy related correspondence from constituents, journalists and lobbyists.
Media and communications
• Draft opinion pieces, press releases and policy statements for media and public outreach. • Support social media strategy by advising on policy messaging and key talking points. • Prepare the Member for media interviews, public appearances and debates.
Leadership and office strategy
• Oversee the work of lower level staff, to ensure consistent high-quality work. • Shape the Members long-term policy agenda and strategic priorities. • Ensure all policy outputs align with the party's political goals and constituency needs. • Take decisions where limited or no advice, guidance or precedents is available in line with Member wishes. • Is accountable for delivery to time, quality and budget, directly and through others, by enhancing team performance.
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.
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).
- Take decisions where limited or no advice, guidance or precedents is available in line with Member wishes.
- Perform other duties as required to support the Member that are commensurate with this band.