**Job and person specification**

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| **Job title:** | **Parliamentary and Constituency Caseworker and Research Officer**  |
| **Reference:** | **MBS-069-24** |
| **Office of:** | **Rhys ab Owen** |
| **Pay band:** | **2** |
| **Salary range:****(pro-rata)** | **£27,722 - £40,321**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. |
| **Working hours:** | **Monday – Wednesday (22 hours per week)** |
| **Appointment type\*:** | **Fixed Term for 12 months**  |
| **Location:** | **Regional Office, 66 Leckwith Road, Canton, Cardiff, CF11 8AP** |

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| **Additional information:** |
| \*Appointment type: Should the Member resign or following an election, not be returned, this position will be made redundant. For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| 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. |

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| **Purpose of the job** |
| To provide the Member with administrative, constituency parliamentary high qualityresearch and support services on a wide range of topics ensuring that standards ofconfidentiality are maintained. |

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| **Main duties** |
| 1. Respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups
2. Develop and maintain casework system ensuring all cases are logged; monitor progress and ensure all identified actions are taken
3. Promote the work of the politician and keep constituents and interested parties informed
4. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
5. Answer telephone, take messages and deal with enquiries and requests as appropriate
6. Take individual responsibility for providing timely, good quality research and information on a wide range of topics.
7. Provide briefings, draft letters and other documents to assist the Member in dealing with constituency casework or helping to inform debates
8. Provide high quality research in response to enquiries as directed by the Member of the Senedd
9. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd
10. Obtain, understand, analyse, present and communicate the required information and statistics. This will sometimes require rapid familiarisation with new subject areas
11. Monitor media coverage and brief the Member of the Senedd on relevant issues
12. Attend meetings and/or events with the Member of the Senedd and represent the Member of the Senedd within the community
13. Draft speeches and table oral and / or written question
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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.**Essential knowledge and experience** * Relevant experience in a research or information environment
* Experience of working directly with influential, high profile people in a busy environment
* Experience of delivering research or briefing in a parliamentary or similar environment
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential qualifications** * A degree or equivalent in a relevant subject
* NVQ Qualification level 3 or 4 or equivalent in a relevant subject

**Essential skills and behaviours** * Sound judgement and a good understanding of what it means to work in a sensitive environment
* Ability to make appropriate and effective use of ICT to analyse and present information, particularly using Word and Excel
* Demonstrable analysis skills, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities
* Effectively communicate with a wide range of stakeholders, ideally senior and high profile people
* Effective organisational skills with the ability to assimilate and deliver accurate and impartial briefing to tight deadlines

**Desirable criteria** * An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system
* The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
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