|  |
| --- |
| **Job & Person Specification** |
| **Job Title:****Reference:** | **Chief of Staff****MBS-049-24** |
| **Member of the Senedd:** | **Darren Millar – Leader of Senedd Conservative Group** |
| **Pay Band:** | **Chief of Staff** |
| **Salary Range: (pro rata)** | **£44,865 - £54,661***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:** | **37** |
| **Appointment Type:** | **Permanent**  |
| **Location:**  | **Senedd** |
| **Purpose of 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.  |
| **Main Duties** |
| 1. In conjunction with the Party Leader and other Party Members, define the strategic objectives of the group and drive performance to deliver the desired results.
2. Manage the group staff reporting to the Party Leader, including the recruitment and supervision of staff, performance management and other human resource issues as required.
3. Ensure that Members of the Senedd are provided with the highest quality research advice, analysis and briefing on the relevant legislative and policy areas.
4. Ensure that media strategy delivers appropriate results.
5. Co-ordinate office activities to ensure that all correspondence is dealt with swiftly and professionally.
6. Ensure that the group complies with data protection legislation, Standing Orders and other relevant rules
7. Ensure that the office presents an appropriate professional image through the quality of its correspondence and interaction with all relevant stakeholders.
8. Represent the Party at both internal and external events as required.
9. Co-ordinate all office engagements ensuring that Members of the Senedd and visitors are dealt with professionally and efficiently.
10. Ensure that the Party Leader and Group have accurate information on the main issues of relevance to them
11. Develop and maintain a sound working knowledge of political and policy issues, including agreeing policy direction with the Party Leader
12. Provide other such duties as requested by the Party Leader
 |
| **Person Specification (please refer to the ‘essential’ criterion below when completing the *‘Information in support of your application’* section of the application form.** |
| **Essential Knowledge and Experience** * Experience of working effectively within a political environment, including resolving complex issues with tact and diplomacy
* Management responsibility for a multi-disciplined team of staff with a proven track record of delivering results
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential Qualifications** * Degree or equivalent in a relevant subject
* NVQ Qualification level 4 or equivalent in Office Administration, Customer Service or a relevant subject

**Essential 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
* Ability to help formulate, communicate and deliver the strategic objectives of the Senedd Group
* Effective organisation, planning and presentational skills, including effective IT Skills
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld by support staff
* Ability to use judgment and make timely decisions to lead team towards achieving strategic goals

***Desirable*** * 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
 |
| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* 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*  |
| 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). |