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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Office Manager****MBS-025-24** |
| **Member of the Senedd:** | Sioned Williams |
| **Pay Band:**  | **1** |
| **Salary Range: (pro rata)** | **£30,520 - £42,811***(5 point scale, appointment will only be above point 1 in exceptional circumstances)* |
| **Working Hours:** | Part Time - 20 hours a week  |
| **Appointment Type:** | **Fixed term for up to 3 months**  |
| **Location:**  | Normally located in the Constituency Office in Neath Town Centre  |
| **Purpose of Job** |
| To manage all support services and office administration for the Member of the Senedd. Key tasks will include managing the staff team, budgets and office systems.  |
| **Main Duties** |
| 1. Manage other team members reporting to the Member of the Senedd, including the recruitment and supervision of staff, performance management and other personnel related issues as required.
2. Manage office systems, oversee office activities, organisation of workload, working closely with other staff members to provide a cohesive team approach
3. Manage and maintain the casework system ensuring all cases are logged; monitor progress and ensure all identified actions are taken.
4. Co-ordinate office activities to ensure that telephone and electronic enquiries and visitors are dealt with appropriately and professionally.
5. Draft letters on behalf of the Member of the Senedd, on a range of issues.
6. Ensure that the regional office conforms to all health, safety and welfare requirements, including DSE Assessments for staff
7. Ensure compliance with data protection legislation and Standing Orders to protect the Member of the Senedd
8. Design materials promoting the work of the Member of the Senedd and execute delivery
9. Effective management of budgets including monitoring expenditure and forecasting future spends
10. Liaise with Senedd Commission staff and other Members of the Senedd on relevant matters
11. Represent the member in a professional and effective manner in dealings with constituents and other outside bodies
12. Help manage the Member’s website and social media presence.
13. Produce regular reports, print and online on the work undertaken by the Member of the Senedd

**Essential Knowledge and Experience*** Experience of working effectively within an office environment, including resolving complex issues with tact and diplomacy.
* Experience of managing budgets and invoicing.
* Evidence of co-ordinating team work to ensure that work is produced to tight deadlines;
* Knowledge and understanding of issues relevant to the local area
* 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

**Essential Skills and Behaviours*** Ability to investigate, analyse and recommend solutions to complex problems and issues
* Ability to manage a demanding workload with conflicting priorities
* Ability to use a range of office software.
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld
* An understanding of the need to reflect the views of the Member of the Senedd in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory
* Effective interpersonal skills and the ability to build relationships across professional boundaries;
* Excellent bilingual communication skills – with the ability to write and speak clearly & concisely in Welsh and English
* Ability to use a variety of IT packages including Microsoft Word, Outlook and Excel
* Excellent design skills using IT packages such as Photoshop, Canva and InDesign.
* Effective organisation, planning and presentational skills with the ability to work flexibly and juggle a range of tasks;
* Work proactively with minimum supervision
* Ability to use initiative, generate ideas and communicate effectively;

*Desirable** 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
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd 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*  |
| **Application Process** |
| **Closing Date:** |  |
| **Interviews:** |  |
| **Contact:** |  |
| 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). |