

Assembly Members offices

29/02/2012

Request for Information.

Thank you for your request received on 31 January in which you asked,

- 1) A description of the layout of what an Assembly Members office in Cardiff consists of, i.e. desk, chair as well as what is available by way of furniture for the AM's support staff, number of desks etc*
- 2) Pictures of the above of a typical AM's office layout*
- 3) A complete list of job descriptions, person specifications on all generic positions, such as Office Manager, Secretary, Political Officer, Researcher etc, that you have on file to give to AMs to assist with recruiting along with the recommended starting salaries for such positions.*

I will answer each part of your request in turn.

1 - Each Assembly Member is allocated an office within Ty Hywel at the start of their term. As standard, the office is set up with the following;

- Assembly Member desk & chair
- Two AM support staff desks & chairs
- Two/three cupboards
- Two pedestals underneath each desk
- 1 credenza with bookcase top
- Two visitor chairs

Depending on individual requirements, also available to Members are;

- Meeting table and chairs
- Coffee table and low chairs
- Intern desk & chair
- Additional cupboards of various sizes
- Shelving units

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Croesewir gohebiaeth yn y Gymraeg a'r Saesneg/We welcome correspondence in both English and Welsh

Assembly Members are able to modify the standard layout depending on their individual requirements, for example, the amount of AM support staff desks can vary in each office, depending on how the Member has chosen to assign their staff allocation between the Assembly office and their constituency office. It is also dependent on the size of the office they have been allocated. All requests are checked so that they also comply with fire and DSE regulations.

2 - The Assembly holds no pictures of a typical Assembly Members office.

3 - Please see the annexed job descriptions which are provided to Assembly Members to assist in their recruitment of support staff. Starting salaries for each band are as follows;

- Band 1 £22,594
- Band 2 £19,296
- Band 3 £17,472

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at <http://www.assemblywales.org/abthome/abt-foi/abt-foi-cop-pub.htm>. If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

Alison Rutherford
Access to Information Coordinator
National Assembly for Wales

ANNEX 1

Band 1 Office Manager

Job Title: Assembly Member: Pay Band: Salary Range: Working Hours: Appointment Type: Location:	Head of Office / Office Manager <i>[delete as appropriate]</i> 1 £22,594 - £31,890 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i> Temporary / Permanent <i>[delete as appropriate]</i>
Purpose of Job	
To manage and co-ordinate all support services, including research, administration and casework for the Assembly Member. Key tasks will include leading and motivating the staff team and managing the Member's budgets.	
Main Duties	
<p><i>Please note that this is a generic job description for a Band 1 role, you may wish to delete any irrelevant information.</i></p> <ol style="list-style-type: none">1. Manage other team members reporting to the Assembly Member, including the recruitment and supervision of staff, performance management and other personnel related issues as required.2. Provide a comprehensive secretarial, casework, research and administrative support service, as required.3. Assist in the preparation of speeches and propose oral and/or written questions to Ministers and other senior politicians.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 Assembly Member, on a range of issues.6. Supervise those staff undertaking casework in final responses to constituents.7. Ensure that the constituency / regional office conform to all health, safety and welfare requirements.8. Ensure compliance with data protection legislation and Standing Orders to protect the Assembly Member9. Respond to e-mails, letters and similar enquiries in a professional, customer focused manner.	

10. Manage the Members' diary, make travel arrangements and ensure that all engagements are organised professionally
11. Work closely with other staff members to provide a cohesive team approach
12. Design materials promoting the work of the Assembly Member and execute delivery
13. Manage and oversee all office budgets
14. Liaise with Assembly Commission staff and other Assembly Members on relevant matters
15. Represent the member in a professional and effective manner in dealings with the media, constituents and other outside bodies

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 [Delete where appropriate]

- Experience of working effectively within a political environment, including resolving complex issues with tact and diplomacy
- Experience of a comparable role dealing with complex correspondence, diaries and events and running a busy office
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- Degree or equivalent in a relevant subject or;
- NVQ Qualification level 3 or 4 or equivalent in Office Administration, Customer Service or a relevant subject

Essential Skills and Behaviours [Delete where appropriate]

- Evidence of leading and motivating a team of staff to ensure that policies, programmes and strategies are implemented
- Ability to investigate, analyse and recommend solutions to complex problems and issues
- Outstanding oral and written skills
- Excellent organisational and planning skills
- Ability to communicate clearly and effectively with elected members at all levels, from Cabinet Ministers to local councillors as well as with local government officers, civil servants, Assembly Commission staff etc
- Ability to manage a demanding workload with conflicting priorities
- Ability to use a range of office software, including word processing, the internet and presentation packages
- Ability to demonstrate commitment to and understanding of the role of the National Assembly for Wales in promoting equality and working with diverse groups in developing the work required to advance the needs of the Assembly Member
- 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 Assembly Member in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- The ability to work in both Welsh and English

Additional Information

Application Process

Closing Date:

Interviews:

Contact:

Band 1 - Researcher

Job & Person Specification

Job Title:	Senior Research Officer / Research Analyst / Senior Researcher <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	1
Salary Range:	£22,594 - £31,890 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	
Purpose of Job	
To take the lead and provide the Member with high quality research, analysis and briefing on a wide range of topics. This may include subject areas which the post holder is unfamiliar.	
Main Duties	
<i>Please note that this is a generic job description for a Band 1 role, you may wish to delete any irrelevant information.</i>	
1. Provide high quality research advice, analysis and briefing on a range of legislative and policy areas	
2. Develop and maintain knowledge of agreed subject areas so that you are able to anticipate and meet the information needs of the Assembly Member	
3. Develop effective relationships and work collaboratively with colleagues from different service areas across the National Assembly	

4. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials
5. Take individual responsibility for providing timely, high quality advice, analysis and briefing on a wide range of topics to assist with dealing with constituency casework or helping to inform debates
6. Maintain the highest standards of accuracy and independence in your own research work
7. Draft speeches and table oral and / or written question and brief the Assembly Member where appropriate
8. Work proactively with minimal supervision

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Substantial experience of delivering research or briefing in a parliamentary or similar environment
- Experience of working directly with influential, high profile people in a pressured 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 ability to operate in a sensitive political environment
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- A degree or equivalent in a relevant subject

Essential Skills and Behaviours [Delete where appropriate]

- Sound judgement and a good understanding of what it means to work in a political environment
- Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information
- A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel
- Excellent ability to analyse complex information rapidly and identify key issues of relevance in a range of subject areas, including those where you have specialist and / or little previous knowledge
- Strong evidence of working with and supporting colleagues in order to be able to deal with the demands for research and briefing
- Strong organisational skills with the ability to rapidly assimilate new subject areas and deliver accurate briefing to tight deadlines
- Effective communication skills, in writing by telephone and in face to face dealings with a wide range of stakeholders, ideally Assembly Members and other senior leaders

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system

- Experience of using Geographical Information Systems (GIS)
- The ability to work in both Welsh and English

Additional Information

Application Process

Closing Date:

Interviews:

Contact:

Band 2 - Caseworker

Job & Person Specification

Job Title:	Community Case worker / Community Liaison Officer / Parliamentary or Constituency Case worker <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	2
Salary Range:	£19,296 - £28,287 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	
Purpose of Job	
To provide the Assembly Member with administrative, constituency, parliamentary and publicity support ensuring that standards of confidentiality are maintained.	
Main Duties	
<i>Please note that this is a generic job description for a Band 2 role, you may wish to delete any irrelevant information.</i>	
1. Respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups	
2. Progress casework (constituent enquiries)	
3. Carry out research into local, regional, national and international issues as required, and ensure the politician is made aware of any relevant matters	
4. Develop knowledge on specialist areas, arrange surgeries and offer	

support on the day

5. Promote the work of the politician and keep constituents and interested parties informed
6. Liaise with members of government and local government, party head quarters, other politicians and their staff, embassies, commissioners, relevant interest groups, the media, relevant voluntary sector organisations and constituents
7. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
8. Answer telephone, take messages and deal with enquiries and requests as appropriate
9. Research and investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
10. Maintain an appointments diary for the Member, arranging cancelling appointments, meeting and greeting visitors as required
11. Draft letters, briefing notes and any other documents as required by the Assembly Member
12. Attend meetings and/or events with the Assembly Member and represent the Assembly Member within the community
13. Arrange surgeries and offering support on the day
14. Ensure regular invitations are received for the AM to meet and speak with members of groups/associations and ensure that visits are recorded on a database

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Some experience of administrative work and knowledge of office systems
- Experience of a comparable role dealing with complex correspondence, diaries and events and running a busy office
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- Degree or equivalent in a relevant subject or;
- NVQ Qualification level 3 or 4 or equivalent in a relevant subject or;
- Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above.

Essential Skills and Behaviours [Delete where appropriate]

- Effective organisation and planning skills
- Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks

- Effective interpersonal skills and the ability to deal with a range of people
- Excellent written and oral communication skills
- Ability to write speeches, press notices and briefings
- Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
- Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- The ability to work in both Welsh and English

Additional Information

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Application Process

Closing Date:	
Interviews:	
Contact:	

Band 2 - Communications Officer

Job & Person Specification

Job Title:	Communications Officer / Press Officer / Media Office / Development Officer <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	2
Salary Range:	£19,296 - £28,287 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	
Purpose of Job	
To undertake research/press and media related work as required for the Assembly Member ensuring that standards of confidentiality are maintained.	
Main Duties	
<i>Please note that this is a generic job description for a Band 2 role, you may wish to delete any irrelevant information.</i>	

1. Establish a broad range of contacts within the press, broadcast and online media in order to promote the work of the Assembly Member
2. Research, prepare and write press releases, statements to the media
3. Liaise with the Assembly Member / Office Manager and identify any aspects of their work which may be of interest to the media
4. Identify forthcoming events which may provide potential media opportunities
5. Ensure the smooth running of the press office systems and establish an effective media monitoring system, covering print, broadcast and online media
6. Organise interviews and press conferences on behalf of the Assembly Member and accompany them on request.
7. Develop e-communications with constituents and groups campaigning on local issues across the region
8. Produce regular reports, print and online informing the public and party members of the work undertaken by the Assembly Member
9. Ensure information on media coverage is available at all times
10. Provide other such duties as requested by the Assembly Member

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Experience of working effectively within the written press, broadcast or online industry, or public relations sector
- Knowledge and understanding of media handling techniques including designing a communications plan
- Understanding of the need to reflect the views of the AM in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- Degree or equivalent in a relevant subject or;
- NVQ Qualification level 3 or 4 or equivalent in a relevant subject

Essential Skills and Behaviours [Delete where appropriate]

- Understanding of the media law
- Evidence of working as part of a team and where appropriate managing staff
- Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media
- Ability to generate ideas for news items which reflect the work of the AM
- Excellent written and ability to produce briefings and press notices
- Effective oral communications skills - ability to speak in clearly and concisely
- Ability to understand and effectively communicate the work and policies of the Assembly Member
- Effective organisation, planning and presentational skills

- Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
- Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
- Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- The ability to work in both Welsh and English

Additional Information

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Application Process

Closing Date:	
Interviews:	
Contact:	

Band 2 – Researcher

Job & Person Specification

Job Title:	Research Officer / Research Analyst / Researcher <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	2
Salary Range:	£19,296 - £28,287 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	

Purpose of Job

To provide the Member with a high quality research services on a wide range of topics ensuring that standards of confidentiality are maintained.

Main Duties

Please note that this is a generic job description for a Band 2 role, you may wish to delete any irrelevant information.

1. Take individual responsibility for providing timely, good quality research and

information on a wide range of topics

2. Provide briefings and information to assist the Assembly Member in dealing with constituency casework or helping to inform debates
3. Provide high quality research in response to enquiries as directed by the Assembly Member
4. Maintain the highest standards of accuracy and impartiality in your own work.
5. Develop and use own initiative to maintain independence in your own research work.
6. Develop effective relationships and work collaboratively with colleagues from different service areas across the National Assembly
7. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials
8. Obtain, understand, analyse, present and communicate the required information and statistics. This will sometimes require rapid familiarisation with new subject areas
9. Assist with the maintenance and development of the Geographic Information Systems
10. Keep up to date with available information resources within the subject areas you are dealing with
11. Collate, extract and analyse data and prepare reports
12. Draft speeches and table oral and / or written question

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Relevant experience in a research or information environment
- Experience of working directly with influential, high profile people in a pressured 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 ability to operate in a sensitive political environment
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- A degree or equivalent in a relevant subject

Essential Skills and Behaviours [Delete where appropriate]

- Sound judgement and a good understanding of what it means to work in a political environment
- Evidence of good analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of

<p>sources of information</p> <ul style="list-style-type: none"> • Ability to make appropriate and effective use of ICT to analyse and present information, particularly using Word and Excel • A high level of numeracy • Demonstrable analysis skills, including verbal, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities • Effective communication skills, in writing by telephone and in face to face dealings with a wide range of stakeholders, ideally Assembly Members and other senior leaders • Effective organisational skills with the ability to assimilate and deliver accurate and impartial briefing to tight deadlines • Evidence of working with and supporting colleagues in order to be able to deal with the demands for research and briefing • Evidence of analysing complex information rapidly and identifying key issues of relevance in a subject area where you have some specialist knowledge • Highly organised with the ability to assimilate and deliver accurate and briefing to tight deadlines <p><i>Desirable</i></p> <ul style="list-style-type: none"> • An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system • Some experience of using Geographical Information Systems (GIS) • The ability to work in both Welsh and English 	
Additional Information	
Application Process	
Closing Date:	
Interviews:	
Contact:	

Band 3 – Administrator

Job & Person Specification

Job Title:	Personal Assistant / Junior Secretary / Administrator / Admin Assistant <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	3
Salary Range:	£17,472 - £23,563 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	

Purpose of Job

To provide the Assembly Member with a secretarial service/ administrative support ensuring that standards of confidentiality are maintained.

Main Duties

Please note that this is a generic job description for a Band 3 role, you may wish to delete any irrelevant information.

1. Transcribe/type (including audio) various letters and/ or reports (more applicable to a Personal Assistant role – delete if appropriate)
2. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
3. Answer telephone, take messages and deal with enquiries and requests as appropriate
4. Sort incoming post into priority order and prepare draft replies to routine correspondence
5. Investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
6. Make travel arrangements and organise surgeries
7. Maintain an appointments diary for the Member, arranging cancelling appointments, meeting and greeting visitors as required
8. Extract and compile papers and briefing notes for meetings
9. Draft basic letters, briefing notes and any other documents as required by the Assembly Member
10. Process and manage claims and expenses
11. General administrative duties as may be required

Person Specification**Essential Knowledge and Experience [Delete where appropriate]**

- Some experience of administrative work and knowledge of office systems
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- NVQ Qualification level 3 or 4 or equivalent in Office Administration, Customer Service or a relevant subject or;
- Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above.

Essential Skills and Behaviours [Delete where appropriate]

- Effective organisation and planning skills
- Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
- Effective interpersonal skills and the ability to deal with a range of people
- Excellent written and oral communication skills
- Ability to write speeches, press notices and briefings
- Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel
- Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld
- Understanding of and commitment to the Nolan Principles of Public Life

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- The ability to work in both Welsh and English

Additional Information

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Application Process

Closing Date:	
Interviews:	
Contact:	

Band 3 – Caseworker

Job & Person Specification

Job Title:	Community Liaison Officer / Parliamentary or Constituency Assistant / Personal Assistant / Admin Assistant <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	3
Salary Range:	£17,472 - £23,563 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	
Purpose of Job	
To provide the Assembly Member with administrative, constituency and publicity support ensuring that standards of confidentiality are maintained.	
Main Duties	

Please note that this is a generic job description for a Band 3 role, you may wish to delete any irrelevant information.

1. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
2. Answer telephone, take messages and deal with enquiries and requests as appropriate
3. Sort incoming post into priority order and prepare draft replies to routine correspondence
4. Research and investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
5. Make travel arrangements
6. Maintain an appointments diary for the Member, arranging cancelling appointments, meeting and greeting visitors as required
7. Extract and compile papers and briefing notes for meetings
8. Draft letters, briefing notes and any other documents as required by the Assembly Member
9. Attend meetings and/or events with the Assembly Member
10. Arrange surgeries and offer support on the day
11. Ensure regular invitations are received for the Assembly Member to meet and speak with members of groups/associations and ensure that visits are recorded on a database
12. Assist in the preparation and organisation of specific campaigns
13. General administrative duties as may be required

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Some experience of administrative work and knowledge of office systems
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- NVQ Qualification level 3 or 4 or equivalent in a relevant subject or;
- Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above

Essential Skills and Behaviours [Delete where appropriate]

- Effective organisation and planning skills
- Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
- Effective interpersonal skills and the ability to deal with a range of people
- Excellent written and oral communication skills

- Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
- Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- The ability to work in both Welsh and English

Additional Information

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Application Process

Closing Date:	
Interviews:	
Contact:	

Band 3 – Researcher

Job & Person Specification

Job Title:	Research Assistant / Research Officer / Researcher <i>[delete as appropriate]</i>
Assembly Member:	
Pay Band:	3
Salary Range:	£17,472 - £23,563 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	
Appointment Type:	Temporary / Permanent <i>[delete as appropriate]</i>
Location:	

Purpose of Job

To assist in providing the Assembly Member with high quality research, advice and administrative support ensuring that standards of confidentiality are maintained.

Main Duties

[Please note that this is a generic job description for a Band 3 role, you may wish to delete any irrelevant information]

1. Carry out research into local, regional, national and international issues as required, and ensuring the Assembly Member is made aware of any relevant matters

2. Conduct research as directed by the Assembly Member into areas of policy as relevant
3. Draft briefings and information to assist the Assembly Member in dealing with constituency casework or helping to inform debates
4. Provide high quality research in response to enquiries
5. Obtain research and briefings from officials in the Parliamentary Members Research Service, Assembly Government divisions, and from external bodies
6. Deal with routine correspondence and a range of visitors
7. Assist with the maintenance and development of the Geographic Information Systems
8. Keep up to date with available information resources within the subject areas you are dealing with
9. Prepare press releases, briefing notes and any other documents required by the member, draft and table Assembly Questions.
10. Take responsibility for providing a range of administrative and secretarial support to the Assembly Member when the PA/Caseworker is not in the office and/or when required

Person Specification

Essential Knowledge and Experience [Delete where appropriate]

- Experience in a research or information environment
- Experience of working directly with influential, high profile people in a pressured environment;
- Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the ability to operate in a sensitive political environment
- Understanding of and commitment to the Nolan Principles of Public Life

Essential Qualifications [Delete where appropriate]

- A degree or equivalent in a relevant subject or;
- NVQ Qualification level 3 or 4 or equivalent in a relevant subject

Essential Skills and Behaviours [Delete where appropriate]

- Sound judgement and a good understanding of what it means to work in a political environment
- Evidence of good analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information
- Proficiency in ICT, particularly in Excel, Word and ideally, Access, in order to locate, analyse and present numerical information effectively
- Numeracy skills
- Demonstrable analysis skills, including verbal, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities
- Effective communication skills, in writing by telephone and in face to face

dealings with a range of stakeholders

- Ability to organise and prioritise workload to tight deadlines
- Must not be a member or active supporter of any other political party

Desirable

- An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
- Some experience of using Geographical Information Systems
- The ability to work in both Welsh and English

Additional Information

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Application Process

Closing Date:	
Interviews:	
Contact:	

ANNEX 2

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at

<http://www.assemblywales.org/conhome/con-complaint.htm>. Please advise me if you wish to receive a printed copy.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Alison Rutherford
Access to Information Coordinator
National Assembly for Wales