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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Senior Research Officer****MBS-082-22** |
| **Member of the Senedd:** | **Peter Fox** |
| **Pay Band:** | **1** |
| **Salary Range: (pro rata)** | **£27,450 - £38,740***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 hours per week** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Parliamentary Office** |
| **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** |
| 1. Provide timely 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 Member of the Senedd
3. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd
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 Member of the Senedd where appropriate
8. Deal with complex queries and complaints on behalf of the Member of the Senedd, including drafting and issuing letters
9. Lead on project work as required
10. Undertake supervisory responsibility as required
11. Work proactively with minimal supervision
12. Work closely with the Member’s constituency office
13. Maintain close liaison with the Member’s Parliamentary Office
14. Undertake any other relevant work when required
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| **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*** Substantial experience of delivering research or briefing in a parliamentary or similar environment
* Experience of working directly with influential, high profile people in a busy 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 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
* 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, with a wide range of stakeholders, ideally senior or high profile people

*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
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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* |