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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Deputy Chief of Staff**  **MBS-083-22** |
| **Member of the Senedd:** | **Welsh Conservative Senedd Group** |
| **Pay Band:** | **Senior Advisor** |
| **Salary Range: (pro rata)** | **£36,934 - £45,116**  *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 Cymru – Welsh Parliament, Cardiff Bay** |
| **Purpose of Job** | |
| The core functions of the Senedd are to represent the interests of Wales and its people, to make laws for Wales, agree Welsh taxes and to hold the Welsh Government to account. It is largely through the formal business of the Senedd, in plenary and committees, that the Welsh Government is held to account, that policy ideas are debated and developed, and that proposals for legislation, policy and expenditure are improved by the scrutiny of the Welsh Parliament.  The Deputy Chief of Staff for the Welsh Conservative Senedd Group will support the Welsh Conservative Members of the Senedd to drive their agenda through parliamentary business, helping to coordinate policy development and support the Chief of Staff in managing the Group staff team. | |
| **Main Duties** | |
| 1. Work with Members to drive their agenda for business in the Welsh Parliament, utilising parliamentary process to achieve their goals and manage the weekly process for Senedd contributions. 2. Deliver first class research and press output, supporting the team of researchers and press officers to maximise promotions of Welsh Conservative MS contributions to the Senedd agenda. 3. Develop and manage an exciting range of debate motions, leading on opposition debates in the Senedd. 4. Liaise with outside interest groups to assist the Group Members contribution to Senedd business. 5. Identify local, national and international issues of relevance to Senedd business and briefing the Members of the Group accordingly. 6. With the Chief of Staff, MSs and the group researcher, develop, enhance and integrate policy announcements for use in the Senedd. 7. Maintain and enhance the presence of the Welsh Conservative Group on social and traditional media platforms, and moderate websites which promote Group activity. 8. Support, wherever necessary, the Chief of Staff in the management of the output and performance of other Group Office staff. 9. Develop and organise a training matrix for Members of the Senedd. 10. Recognise and seize opportunities on a daily-basis to maximise opportunities for press coverage and risks and be able to manage them effectively. | |
| **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 delivering consistent results in a senior capacity within a busy Newsroom, Press Office, Public Affairs Team or political environment. * A thorough knowledge, understanding and experience of policy development * Experience in managing and motivating colleagues towards clearly-defined aims and goals. * A proven track record in dealing with senior management and/or elected officials. * 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.   **Essential Skills and Behaviours**   * Judgement and clarity of thought to juggle resources, competing demands and take sensible decisions in a fast moving and sensitive political environment. * Communication skills, tact and personal impact to win the trust and confidence of Members and other senior figures. * High level analytical and research skills to understand and critique complex policy and legislative material. * Exceptional drafting and presentation skills to present complex issues and policy options clearly, succinctly and accurately, orally and in writing. * A high level of political awareness and the ability to shape output to the needs and priorities of the Members of the Group. * Understanding of the work of the Senedd and of a Member of the Senedd. * Ability to work collaboratively as part of a small team.   **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. * Previous experience working for an MS/ MP/ MEP. | |
| **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). | |