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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Research and Communications Officer**MBS-103-21 |
| **Member of the Senedd:** | **Sam Kurtz MS** |
| **Pay Band:** | **2** |
| **Salary Range: (pro rata)** | **£22,757 - £33,356***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 (full time)** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Cardiff Bay** |
| **Purpose of Job** |
| To undertake research/press and media related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 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 Member in dealing with constituency casework or helping to inform debates
3. Provide high quality research in response to enquiries as directed by the Member of the Senedd
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 good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials
7. Obtain, understand, analyse, present and communicate the required information and statistics. This will sometimes require rapid familiarisation with new subject areas
8. Monitor media coverage and brief the Member of the Senedd on relevant issues
9. Keep up to date with available information resources within the subject areas you are dealing with
10. Develop e-communications with constituents and groups campaigning on local issues across the region
11. Draft speeches and table oral and / or written question
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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*** Relevant experience in a research or information environment
* Experience of working directly with influential, high profile people in a busy 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 Nolan Principles of Public Life

**Essential Qualifications** * A degree or equivalent in a relevant subject
* NVQ Qualification level 3 or 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
* 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
* A high level of numeracy
* Demonstrable analysis skills, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities
* Effectively communicate with a wide range of stakeholders, ideally senior and high profile people
* 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

*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*  |
| **Application Process** |
| **Closing Date:** | 26 November 2021 |
| **Interviews:** | To be confirmed |
| **Contact:** | Samuel.Kurtz@Senedd.Wales  |
| 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). |