



Cynulliad National  
Cenedlaethol Assembly for  
Cymru Wales

# **Members' Research Service**

## **Higher Research Officer (Band D) Job and Person Specification**

## **Higher Research Officer (Band D)**

The Members' Research Service is looking for a Higher Research Officer to work for the Environment & Economy Team.

The post will support and work with senior research staff with responsibility for aspects of the Economic Development, Transport, Planning and Europe portfolios.

### **Purpose of Post:**

The purpose of the post will be to provide high quality parliamentary research advice, analysis and briefing to individual Members from all parties in the National Assembly and to Assembly committees.

The Members' Research Service is responsible for carrying out a wide range of parliamentary research activities on behalf of committees including: background research on any relevant topic; supporting the scrutiny of legislation; contributing to committee reviews and committee reports; critical analysis of existing research; literature reviews; raising awareness of emerging issues and advising on lines of questioning. It also provides services to individual Assembly Members, supplying them with material for plenary, committee and constituency work and other duties arising from their role as Assembly Members. The work will involve a mix of longer-term pieces of work and shorter-term briefing work, driven by the demands of the busy parliamentary environment.

The post holder will provide research and briefing in response to enquiries from individual Assembly Members and will support senior members of the team with work relating to the relevant legislative and scrutiny committees by providing impartial and independent research in consultation with their Chairs, Members and Clerks.

### **Key Tasks:**

- Provide high quality parliamentary research advice, analysis and briefing, supporting and working with the senior staff of the team.
- Assist senior colleagues with preparing briefing material to support Members of legislative, scrutiny and mandatory committees.
- Rapidly assimilate and provide briefing on subject areas that may be unfamiliar to you.
- Develop and maintain knowledge of your subject areas and the policy context so that you are able to anticipate and meet the information needs of your customers.
- Manage one or more Research Officers as required and assist in managing their workload and quality assuring outputs.

- Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials within the Assembly and elsewhere.
- Coordinate and develop the Members' Research Service's involvement in the Inter-Parliamentary Research and Information Network.
- Take a role in the wider management and development of the research service.

### **Level Competence areas and Behaviours Specific to the Post:**

#### **Leadership**

- Work with and support colleagues in order to be able to deal with the demands for research and briefing.

#### **Working with and valuing others:**

- Demonstrate a clear understanding of the information needs of elected politicians or more senior staff who hold differing points of view.

#### **Learning and improving:**

- Analyse complex information rapidly and identify key issues of relevance in a subject area where you have some specialist knowledge.

#### **Delivering results to our customers:**

- Be highly organised and flexible with the ability to assimilate and deliver accurate and impartial briefing to tight deadlines.

#### **Job Specific Criteria:**

- Political sensitivity: Good judgment and sensitivity to political issues and ability to deal with Members of all political parties with equal objectivity and authority.
- Analytical skills: Ability to analyse and communicate complex and sensitive information and to identify and present key issues for consideration by Members.
- ICT skills: Make appropriate and effective use of ICT to locate and present information, particularly using Word and Excel and, ideally, Access;
- Experience: A degree or equivalent in a relevant subject or substantial relevant experience in a research or information environment.

Desirable:

- Knowledge of public policy in one or more of the following subject areas handled by the team would be **desirable**:
  - 1) Economic Development
  - 2) Transport
  - 3) Planning
  - 4) Europe

**Please note that you will be asked to undertake a research exercise as part of the selection process.**

### **Development opportunities offered by the post**

An excellent opportunity to contribute to the parliamentary side of the Assembly's work and to gain an appreciation of its operation and the information priorities of Members and Committees;

You will have many opportunities to develop your research skills and will be encouraged to develop networks with the research community and your counterparts elsewhere in the UK. The post holder will be encouraged to take advantage of general and job specific training and development opportunities.

Staff in the Members' Research Service may be required to cover subject areas outside their immediate field of expertise in response to the information priorities of Members and Committees and to work flexibly across teams as necessary.

### **Contact points:**

Graham Winter Tel: 029 2089 8166 or Ben Stokes Tel: 029 2089 8208.