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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Parliamentary Assistant**  ***MBS-013-24*** |
| **Member of the Senedd:** | **Darren Millar** |
| **Pay Band:** | **Band 1** |
| **Salary Range: (pro rata)** | **£30,520 - £42,811**  *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, Cardiff Bay** |
| **Purpose of Job** | |
| To take the lead on, and provide the Member with, high quality secretarial and research services. | |
| **Main Duties** | |
| 1. Provide high quality secretarial service 2. Provide research advice, analysis and briefing relevant to the Member’s constituency work 3. Develop and maintain knowledge of agreed subject areas so that you are able to anticipate and meet the information needs of the Member 4. Develop effective relationships and work collaboratively with colleagues from different service areas across the Welsh Parliament 5. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials 6. 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 7. Maintain the highest standards of accuracy and independence in your own research work 8. Draft speeches and table oral and / or written question and brief the Member where appropriate 9. Draft media releases and maintain website 10. Occasional casework 11. Any other duties as required | |
| **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 secretarial and research services in a parliamentary or similar 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 Nolan Principles of Public Life   **Essential Qualifications**   * Degree or equivalent in a relevant subject, *or* * NVQ Qualification level 4 or equivalent in a relevant subject, or * Equivalent relevant experience   **Essential Skills and Behaviours**   * 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 * 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   **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). | |