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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Parliamentary Assistant**  ***MBS-111-23*** |
| **Member of the Senedd:** | **Laura Anne Jones MS** |
| **Pay Band:** | **2** |
| **Salary Range: (pro rata)** | **£24,143 - £35,388**  *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:** | **Full time** |
| **Appointment Type:** | **Permanent\*** |
| **Location:** | **Newport** |
| **Purpose of Job** | |
| To provide the Member with a high quality research, casework and administrative services on a wide range of topics 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. Develop and use own initiative to maintain independence in your own research work. 5. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd 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. Respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups and ensure email inbox is kept clear. 9. Maintain an appointments diary for the Member, arranging cancelling appointments, meeting and greeting visitors as required 10. Draft letters, briefing notes and any other documents as required by the Member of the Senedd 11. Attend meetings and/or events with the Member of the Senedd and represent the Member of the Senedd within the community 12. Arrange surgeries and offering support on the day 13. Ensure regular invitations are received for the MS to meet and speak with members of groups/associations and ensure that visits are recorded on a database 14. The ability to remain complaint with data protection laws. 15. Produce high-quality graphics and videos. | |
| **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 and/or casework * Experience of working directly with constituents as well as influential, high profile people in a busy environment * Experience of delivering research, casework 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 * Ability to make appropriate and effective use of ICT to analyse and present information, particularly using Word and Excel * Demonstrable analysis skills, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities * Evidence of working with and supporting colleagues in order to be able to deal with the demands for research and casework * Highly organised with the ability to deal with casework and diary management in a timely manner.   *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 | |
| **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* | |
| 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). | |