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| **Job and Person Specification** |
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| **Job Title:****Reference:** | **Executive Secretary to the Welsh Conservative Senedd Group****MBS-068-24** |
| **Member of the Senedd:** | **Welsh Conservative Senedd Group** |
| **Pay 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:** | **11.1** |
| **Appointment Type:** | **Permanent\*** |
| **Location:**  | **Abergele, North Wales** |
| **Purpose of Job** |
| To act as Executive Secretary to the Welsh Conservative Senedd Group, and its Senedd Members. Key tasks include the organisation of visits for the Leader of the Group and Shadow Cabinet, along with Group secretarial support, the timely tabling of Group motions and amendments, and coordination of Group business. |
| **Main Duties** |
| 1. Act as a Secretary to the Welsh Conservative Senedd Group, including the issuing of agendas, taking minutes and following up agreed action points.2. Work closely with the Chief Whip’s Office in order to ensure that documents relating to voting arrangements and plenary are sent out in a timely fashion to group members.3. Attend meetings and keep minutes, ensuring all agreed actions are completed.4. Organise visits for the Leader of the Group and Senedd Members, accompanying the Leader and Members when necessary, and meetings with stakeholders. 5. Identify events that are relevant to Shadow Cabinet portfolios and arrange meetings and visits as required. 6. Provide a comprehensive secretarial and administrative support service, as required.7. Respond to e-mails, letters and similar enquiries in a professional, customer focused manner. 8. Ensure all Group engagements are organised professionally. 9. Represent the Group in a professional and effective manner in dealings with stakeholders. 10. 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** * Experience of working effectively within an office environment, including resolving complex issues with tact and diplomacy, ideally in a political environment.
* Experience of a comparable role dealing with complex correspondence, diaries and events and running a busy office.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life.

**Essential Qualifications** * Degree level or equivalent in a relevant subject or;
* NVQ Qualification level 3 or 4 or equivalent in Office Administration, Customer Service or a relevant subject

**Essential Skills and Behaviours*** Ability to investigate, analyse and recommend solutions to complex problems and issues
* Ability to communicate clearly and effectively with officials at all levels.
* Ability to manage a demanding workload with conflicting priorities.
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld.
* An understanding of the need to reflect the views of the Group in a manner which reflects equal opportunity and is not inflammatory, insensitive, libellous, slanderous or defamatory.

Desirable* An understanding of current affairs and issues of relevance to Wales, 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.***Disclaimer:** Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| 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). |