**Job and person specification**

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| **Job title:** | **Community Caseworker and Research Assistant** |
| **Reference:** | *MBS-012-25* |
| **Office of:** | **Cefin Campbell MS** |
| **Pay band:** | **2** |
| **Salary range:****(pro-rata)** | **£27,722 - £40,321**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:** | **22.2 hours per week**  |
| **Appointment type\*:** | **Permanent**  |
| **Location:** | **Regional Office, Carmarthen** |

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| **Additional information:** |
| \*Appointment type: 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. |
| 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). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To provide the Member of the Senedd with administrative, constituency, parliamentary and research support ensuring that standards of confidentiality are maintained.  |

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| **Main duties** |
| 1. Respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups

 1. Develop and maintain a casework system ensuring all cases are logged; monitor progress and ensure all identified actions are taken

 1. Ensure records are kept and information managed confidentially in line with the Data Protection Act

 1. Carry out research into local, regional, national and international issues as required, including for contributions to parliamentary business

  1. Liaise with members of government and local government, party headquarters, other politicians and their staff, relevant interest groups, the media, relevant voluntary sector organisations, including to resolve constituents’ casework issues.

 1. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request

 1. Answer telephone, take messages and deal with enquiries and requests as appropriate

 1. Research and investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
2. Develop a programme of research and policy development on issues of concern to constituents and relevant to the Members’ parliamentary work
3. Draft letters, briefing notes and any other documents as required by the Member of the Senedd

 1. Attend meetings and/or events with the Member of the Senedd and represent the Member of the Senedd within the community or with relevant stakeholders

 1. Ensure compliance with data protection legislation and Standing Orders to protect the Member of the Senedd.

 1. Effective management of budgets including monitoring expenditure and forecasting future spends.

 1. Undertake all other necessary tasks in support of the Member’s work as may be required.
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| **Person specification** |
| **Essential Knowledge and Experience:** * Experience of administrative work, knowledge of office systems and research work, preferably within a political context.
* Experience of a comparable role dealing with complex correspondence and related policy research.
* Knowledge and understanding of issues relevant to the local area.
* 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 3 or 4 or equivalent in a relevant subject

 **Essential Skills and Behaviours:** * Effective organisation, research and planning skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective interpersonal skills and the ability to deal with a range of people in sometimes challenging situations
* Excellent written and oral communication skills
* Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

 *Desirable* * Ability to work in both Welsh and English
* An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system
* Sympathetic to the aims and values of Plaid Cymru
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