**Job and person specification**

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| **Job title:** | **Parliamentary & Communications Assistant** |
| **Reference:** | *MBS-030-25* |
| **Office of:** | **Janet Finch-Saunders MS/AS** |
| **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:** | **37 hours per week** |
| **Appointment type\*:** | **Permanent**  |
| **Location:** | **Welsh Parliament, Cardiff Bay** |

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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 with a high quality research services on a wide range of topics ensuring that standards of confidentiality are maintained. |

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| **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. Maintain the highest standards of accuracy and impartiality in your own work.
5. Develop and use own initiative to maintain independence in your own research work.
6. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd
7. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials
8. Obtain, understand, analyse, present and communicate the required information and statistics. This will sometimes require rapid familiarisation with new subject areas
9. Monitor media coverage and brief the Member of the Senedd on relevant issues
10. Keep up to date with available information resources within the subject areas you are dealing with
11. Collate, extract and analyse data and prepare reports
12. Draft speeches and table oral and / or written question
13. Assist with preparing letters and other correspondence to constituents
14. Draft press releases
15. Prepare sub-titled videos
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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.**Essential Knowledge and Experience** * Relevant experience in a research or information environment
* Experience of working directly with influential, high profile people in a busy environment
* Experience of delivering research 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, or
* 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
* Effectively communicate with a wide range of stakeholders, ideally senior and high profile people
* Effective organisational skills with the ability to assimilate and deliver accurate and impartial briefing to tight deadlines
* Evidence of analysing complex information rapidly and identifying key issues of relevance in a subject area where you have some specialist knowledge
* Highly organised with the ability to assimilate and deliver accurate and 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
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