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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Senior Advisor**  ***MBS-056-24*** |
| **Member of the Senedd:** | **Julie James** |
| **Pay Band:** | **Senior Advisor** |
| **Salary Range: (pro rata)** | **£40,845 - £49,752**  *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** |
| **Appointment Type:** | **Permanent** |
| **Location:** | **Constituency Office / Home** |
| **Purpose of Job** | |
| The core functions of the Senedd are to represent the interests of Wales and its people, to make laws for Wales, agree Welsh taxes and to hold the Welsh Government to account. It is largely through the formal business of the Senedd, in plenary and committees, that the Government is held to account, that policy ideas are debated and developed, and that proposals for legislation, policy and expenditure are improved by the scrutiny of the Senedd.  The role of the Senior Advisor is intended to add an extra dimension to the advice and assistance available to Members of the Senedd to undertake this work. | |
| **Main Duties** | |
| 1. Providing expert advice as a specialist in a particular field 2. Advising on issues of policy, finance and legislation before the Senedd and any other aspect of Senedd Business 3. Identifying local, national and international issues of relevance to Senedd business and briefing the Member accordingly 4. Contributing to policy thinking and planning, including issues which emanate from the Member’s casework or other constituency/regional activity 5. Preparing policy papers to support long-term policy thinking for the Member and/or Group 6. Developing a strategy for the Member to handle constituency/regional issues of particular significance at a local or national level 7. Liaising with outside interest groups, including within the Member’s constituency/region, to assist the Member’s contribution to Senedd business 8. Delivering strategic communications and public affairs support 9. Preparing and presenting material to tight deadlines to assist the Member in formal Senedd business 10. Speechwriting, question and amendment preparation and related research, including adding content to material prepared by Senedd Commission staff and others 11. Undertaking complex research tasks and evaluating and interpreting results 12. Liaising with Senedd Commission staff and others to maximise the benefit of complementary advice and expertise. | |
| **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 a political environment, including resolving complex issues with tact and diplomacy * Management responsibility for a multi-disciplined team of staff with a proven track record of delivering results * Specialist knowledge in a relevant field, and experience of developing policies and strategies within this field * 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 * NVQ Qualification level 4 or equivalent in a relevant subject   **Essential Skills and Behaviours**   * Judgement and clarity of thought to juggle resources, competing demands and take sensible decisions in a fast moving and sensitive political environment * Communication skills, tact and personal impact to win the trust and confidence of Members and other senior figures * High level analytical and research skills to understand and critique complex policy and legislative material * Exceptional drafting and presentation skills to present complex issues and policy options clearly, succinctly and accurately, orally and in writing * A high level of political awareness and the ability to shape output to the needs and priorities of the Member * Understanding of the work of the Senedd and of a Member of the Senedd. * Ability to work collaboratively as part of a small team.   **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). | |