Support Staff Job Description

Job family:	**Policy and Research**
Pay band:	**Band 1**
Salary range: **(pro-rata)**	**£39,274 - £50,496** 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.

Job title:	**Senior Policy, Research and Communications Officer**
Reference:	**MBS-271-26**
Office of:	**Sera Evans MS**
Working hours:	**37 hours per week** There may be a requirement for the role holder to work outside of the normal working hours.
Appointment type:	**Permanent** As a Member of the Senedd, I hold office as an elected representative; when I cease to be a Member of the Senedd, this position will be made redundant.
Location:	**Senedd and Constituency** There may be a requirement to visit a range of locations across my constituency, including rural locations, where public transport may not be available.

Additional information:
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.

About the role

Policy and Research
Policy and Research jobs are responsible for conducting research or analysis of a particular issue or range of issues in order to provide Members or Groups with relevant intelligence and on occasions pragmatic, action-oriented recommendations, or options for dealing with the issue. Activities will be undertaken at a level appropriate to the grade. **The key characteristics are:** • Through scrutiny of the work of the Welsh Government and other bodies identifies potential outcomes and impacts. • Problem analysis, option generation and appraisal. • Contribution to the development and shaping of policy. • Working in partnership (internally and externally) to conduct research, influence policy documents, strategies and working practices. outlining the implications of external influences and trends such as developments in other legislatures.
Purpose of the job
A **Band 1 Policy and Research Officer** working for a Member of the Senedd will lead on policy and research and play a role in shaping policy positions and undertaking legislative work. They will normally lead on research and scrutiny activity. Oversee policy development and act as an advisor to the Member on complex issues.

Person specification

Skills and behaviours
• Sound judgement and a good understanding of what it means to work in a sensitive environment. • Excellent 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. • A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel. • Excellent ability to analyse complex information rapidly and identify key issues of relevance in a range of subject areas, including those where you have specialist and / or little previous knowledge. • Strong evidence of working with and supporting colleagues in order to be able to deal with the demands for research and briefing. • Strong organisational skills with the ability to rapidly assimilate new subject areas and deliver accurate briefing to tight deadlines. • Effective communication skills, with a wide range of stakeholders, ideally senior or high profile people. • Strong research and analytical skills, with the ability to interpret complex information. • Management skills, mentoring junior staff and overseeing research projects. • Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life. • The ability to work collaboratively as part of a small team.
Knowledge and experience
• Substantial experience of delivering research or briefing in a parliamentary or similar environment. • Experience of working directly with influential, high profile people in a busy environment. • A full understanding of the legal and regulatory frameworks within which Members and Groups operate. This includes both Senedd frameworks (standards of conduct, expenditure etc) as well as broader and general frameworks. Able to provide informed advice to Members and colleagues. • Good knowledge of government policy, legislation and Senedd procedures. • Understands different models of the research and policy development process; aware of which are relevant to policy area and why.

- Excellent written and verbal communication, particularly in drafting reports and speeches.
- Political awareness, understanding party priorities and constituency needs.
- Ability to engage and influence stakeholders, from government officials to advocacy groups.
- Knowledge of law and good practice related to data protection and information security.

Desirable criteria

- 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 the Party.
- Full current UK Driving licence and access to a vehicle insured for work purposes.
- Previous experience working for an MS / MP/ MEP.

Qualifications

- Degree or equivalent in a relevant subject or suitable alternative experience.

Language skills

- Desirable / non-essential: Courtesy Welsh – the ability to pronounce Welsh names, answer the telephone, greet people or make introductions bilingually; to understand familiar, every day Welsh expressions; to understand short texts where people are giving basic information.

Main duties

Research and policy development
• Conduct in-depth research on legislation, government policies and political trends. • Draft reports, policy papers, and briefing documents to support the Members work. • Analyse government proposals. • Identify emerging policy challenges and opportunities and help shape the Members responses.
Legislative and parliamentary strategy
• Draft Senedd questions, amendments, speeches and motions. • Support the Member in debates, committees and meetings with ministers. • Monitor legislation, papers, and policy consultations, ensuring the Member is well prepared.
Stakeholder engagement and influence
• Develop relationships with think tanks, government departments, charities, and advocacy groups. • Represent the Member in meetings, policy forums and constituency events. • Coordinate campaigns, Senedd interventions and public affairs efforts on issues. • Draft responses to policy related correspondence.
Social media and communications
• Lead and develop newsletters, press releases and policy statements for media and public outreach. • Shape and develop social media strategy by advising on policy messaging and key talking points. • Manage and prepare the Member for media interviews, public appearances and debates. • Manage content across digital platforms, monitoring engagement metrics and adapting communication strategies to maximise reach and impact. • Create, schedule, and publish engaging content for social media channels, including graphics, videos, campaign materials, and written posts.
Management and office strategy
• Oversee the work of junior policy officers and researchers and possibly other staff, to ensure high-quality work.

- Ensure all policy outputs align with the party's political goals and constituency needs.
- Plan and manage their own workload and workloads of others in line with Member requirements.
- Take decisions where limited or no advice, guidance or precedents is available in line with Members wishes.

Workplace obligations

Data protection / information security:

- Support and advise the Member to comply with their obligations related to data protection and information security in accordance with relevant legislation and codes of practice.

Health, safety and wellbeing:

- Support and advise the Member to comply with their obligations related to health, safety and wellbeing in accordance with relevant legislation and codes of practice.

Safeguarding:

- Support and advise the Member to comply with their obligations related to safeguarding of children and vulnerable adults in accordance with relevant legislation and codes of practice.

Other

- Operate within the legal and regulatory frameworks within which Members and Groups operate, including Senedd frameworks (standards of conduct, expenditure etc) and broader and general frameworks (legal duties).
- Take decisions where limited or no advice, guidance or precedents is available in line with Member wishes.
- Perform other duties as required to support the Member that are commensurate with this band.