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:	**Public Finance Analyst**
Reference:	**MBS-227-26**
Office of:	**Reform Group Office**
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** When there is a change in the Leader of the Group, or in the number of Members that make up the Group, this position may become redundant.
Location:	**Ty Hywel** There may be a requirement for the role holder to travel for work occasionally.

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
• High proficiency in mathematics or public finance analysis. • Excellent analytical skills, including the ability to summarise complex figures accurately for a relatively lay audience. • A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel. • Strong evidence of working with and supporting colleagues in order to be able to produce policy cost projections. • Strong organisational skills with the ability to deliver accurate briefing to tight deadlines. • Strong research and analytical skills, with the ability to interpret complex budgetary information. • The ability to work collaboratively as part of a large team.
Knowledge and experience
• Experience of costing policies/projects or similar. • An understanding of government policy, legislation and the financial impact of them. • Political awareness, understanding party priorities.
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.
Qualifications
• Degree or equivalent in Economics / Mathematics or similar subject or suitable alternative experience.
Language skills
• Desirable / non-essential: The ability to work in both Welsh and English.

Main duties

Research and policy development

- Conduct in-depth financial analysis of both government and opposition policies.
- Cost proposed policies.

Legislative and parliamentary strategy

- Monitor and assess the financial impact of legislation, papers, and policy consultations, ensuring Members are well prepared.

Media and communications

- Support Communications staff with figures, costings and economic analysis for policy statements.
- Help prepare Members with figures for media interviews, public appearances and debates.

Management and office strategy

- Ensure all policy outputs align with the party's political goals and constituency needs.
- Is accountable for delivery to time, quality and budget, directly and through others, by enhancing team performance.
- Plans and manage their own workload.
- 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.