**Job and person specification**

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| **Job title:** | **Parliamentary Assistant** |
| **Reference:** | *MBS-001-25* |
| **Office of:** | **Llyr Gruffydd** |
| **Pay band:** | **3** |
| **Salary range:**  **(pro-rata)** | **£25,167 - £33,706**  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:** | **7.4 hours per week** |
| **Appointment type\*:** | **Fixed Term until 27 March 2026** |
| **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 help provide high quality research, advice and support to the Member of the Senedd, as well as supporting the communications work of the Member's office. |

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| **Main duties** |
| 1. Carry out research into local, regional, national and international issues as required, and ensuring the Member of the Senedd is made aware of any relevant matters 2. Conduct research as directed by the Member of the Senedd into areas of policy as relevant 3. Draft briefings and information to assist the Member of the Senedd in dealing with constituency casework or helping to inform debates 4. Support communications work by researching, preparing and writing press releases, statements to the press and media 5. Contribute ideas for social media and online content. 6. Handle routine correspondence and a wide range of visitors 7. Prepare any other documents required by the Member and draft and submit Questions to the Senedd |

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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**   * Experience in a research or information environment. * Experience in a communications environment. * Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities , as well as the ability to work in a politically sensitive environment * Commitment to the Nolan Principles of Public Life   **Essential qualifications**   * NVQ Qualification level 3 or 4 or equivalent in a relevant subject   **Essential skills and behaviours**   * 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. * Proficiency in ICT, particularly in Excel, Word and ideally, Access, in order to locate, analyse and present numerical information effectively. * An understanding of the world of communication and of dealing with the press and media, including social media. * Ability to organise and prioritise workloads to tight timescales. * The ability to work in both Welsh and English   **Desirable criteria**   * An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system * Sympathetic to the aims and values of the Party |