Support Staff Job Description

Job family:	**Policy and Research**
Pay band:	**Band 2**
Salary range: **(pro-rata)**	**£33,233 - £42,727** 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:	**Research and Policy Officer**
Reference:	**MBS-239-26**
Office of:	**Reform Group Office**
Working hours:	**37 hours per week** Some evening and weekend work will be required. 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. 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 2 Policy and Research Officer** working for a Member of the Senedd will undertake in-depth policy research, drafting briefings and supporting legislative work. They act as an advisor to the Member on policy matters, help shape political strategy and engage with stakeholders.

Person specification

Skills and behaviours
• The ability to manage multiple priorities including handling urgent tasks while maintaining long-term research. • Political awareness and strategic thinking, understanding party policies and constituency concerns. • Stakeholder management skills, engaging effectively with external organisations and policy experts. • Proficient with the normal tools and equipment for the job e.g., standard software packages and have experience of using online media in a work context. • Well-developed oral and written communication skills to enable effective presentation of information. • 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
• A good 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 and the ability to provide informed advice to the Member and colleagues on these matters. • Strong analytical and research skills with the ability to interpret complex legislation and data. • Excellent written and verbal communication with the proven ability to produce clear, persuasive reports and briefings. • Understanding of political and Senedd processes including policymaking and legislative procedures. • Knowledge of law and good practice related to data protection and information security. • Experience and practical understanding of law and good practice regarding health, safety and wellbeing, including risk assessments, control measures, and knowing when to seek competent advice. • Experience implementing proportionate safeguarding measures related to children and vulnerable adults.
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
• The ability to demonstrate knowledge or experience of a range of work procedures based on relevant work experience and/or vocational qualification e.g. NVQ level 3 or 4 or equivalent in a relevant subject. • Demonstrable numeracy and literacy skills e.g. English / Welsh and Maths GCSE (or equivalent) at Grade C or above or suitable alternative experience.
Language skills
• Non-essential: The ability to work in both Welsh and English.

Main duties

In-depth research and policy analysis

- Conduct detailed research on legislation, policy areas and government initiatives.
- Draft comprehensive policy briefings, reports and analysis.
- Identify trends and highlight key issues that may impact the constituency or political agenda.
- Provide research support for Senedd debates, committees and consultations.

Legislative and parliamentary work

- Draft and submit Senedd questions, motions, speeches and amendments.
- Monitor bills, papers, and committee reports, summarising key points.
- Support the Member in preparing for debates, committees and meetings with Ministers.

Stakeholder and external engagement

- Liaise with think tanks, charities, advocacy groups, and businesses to gather expert insights.
- Build and maintain relationships with policy experts, civil servants and local organisations.
- Draft responses to policy-related enquiries from constituents, campaign groups and media outlets.

Team leadership

- May supervise or coordinate junior research staff or interns to ensure quality research output.
- Assist in managing policy-related correspondence within the office.
- Ensure all policy-related work aligns with the party's position and parliamentary priorities.
- Plan and manage their own workload in line with Member requirements.
- Take decisions within guidelines or protocols.

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).
- Perform other duties as required to support the Member that are commensurate with this band.