**Job and person specification**

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| **Job title:** | **Senior Parliamentary Assistant** |
| **Reference:** | *MBS-029-25* |
| **Office of:** | **Sam Rowlands MS** |
| **Pay band:** | **1** |
| **Salary range:****(pro-rata)** | **£32,351 - £45,380**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 per week** |
| **Appointment type\*:** | **Permanent** |
| **Location:** | **Senedd** |

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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 take the lead and provide the Member with high quality research, briefing and broader support in his role in the Senedd on a wide range of topics. This may include subject areas which the post holder is unfamiliar. |

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| **Main duties** |
| 1. Provide timely high quality research advice, analysis and briefing on a range of legislative and policy areas;
2. Develop and maintain knowledge of agreed subject areas so that you are able to anticipate and meet the information needs of the Member of the Senedd;
3. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd;
4. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials;
5. Take individual responsibility for providing timely, high quality advice, analysis and briefing on a wide range of topics to assist with dealing with constituency casework or helping to inform debates;
6. Maintain the highest standards of accuracy and independence in your own research work;
7. Draft speeches, table oral and written question and brief the Member of the Senedd where appropriate;
8. Publicise the Member of the Senedd’s duties on Social Media;
9. Represent Members in a professional and effective manner in dealing with the media, constituents and outside bodies;
10. Organise interviews for the Member of the Senedd and support them in dealing effectively with such requests;
11. Liaise with the Member of the Senedd as well as other colleagues and identify any topics which may be of interest to the media;
12. Deal with complex queries and complaints on behalf of the Member of the Senedd, including drafting and issuing responses;
13. Work with colleagues to manage all aspects of the members inbox and diary;
14. Lead on project work as required;
15. Undertake supervisory responsibility as required;
16. Work proactively with minimal supervision.

You may be required to undertake other duties from time to time. |

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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** * Substantial experience of delivering research or briefing in a parliamentary or similar environment;
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life.

**Essential qualifications*** NVQ Qualification level 4 or equivalent in a relevant subject.

**Essential 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 demands;
* Strong organisational skills with the ability to rapidly assimilate new subject areas and deliver accurate work to tight deadlines;
* Effective communication skills, with a wide range of stakeholders, ideally senior or high profile people.
* Ability to work discreetly and maintain high levels of confidentiality.

**Desirable criteria*** An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system;
* Experience in working and liaising with the press;
* Experience of social media platforms, including Facebook, Twitter and Instagram;
* The ability to work in both Welsh and English;
* Sympathetic to the aims and values of the Conservative Party.
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