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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Policy and Research Advisor*****MBS-056-23*** |
| **Member of the Senedd:** | **Rhun ap Iorwerth MS, Plaid Cymru Senedd Group Leader** |
| **Pay Band:** | **1** |
| **Salary Range: (pro rata)** | **£28,274 - £39,902***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:** | **14.8 hours per week** |
| **Appointment Type:** | **Permanent\*** |
| **Location:**  | **Ty Hywel, Cardiff Bay** |
| **Purpose of Job** |
| The main aim of the post is to advise the Group Leader and Group Members on policy issues and take a leading role in implementing the policy development and research work stream of the Group.  |
| **Main Duties** |
| 1. To advise the Leader, Senedd Group and staff on internal and external policy development issues.2. To write speeches as required by the Leader.3. To assess relevant opportunities for the use of external engagement and consultation to gauge the views of external persons in relation to policy proposals and suggest any changes to policy based on such work.4. To contribute to the process of preparation of major policy announcements on behalf of the Leader and the Group and to ensure the effective researching of such announcements5. To contribute to the research capacity as required by the Leader.6. To contribute to the delivery of a co-ordinated programme of events, strategic engagement and keynote addresses and interventions.7. To promote excellence and professionalism in all Group policy development activities.8. To provide other such duties to the Group as required. |
| **Person Specification (please refer to the ‘essential’ criterion 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
* Experience of planning, executing and evaluating keynote addresses and external engagement activities
* Experience of working effectively within policy and research development at a strategic level
* Experience of providing advice and support to those at a senior level.
* Experience of resolving complex issues with tact and diplomacy
* Understanding of and commitment to the Nolan Principles of Public Life.

**Essential Qualifications** * Degree or equivalent in a relevant subject

**Essential Skills and Behaviours** * 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
* Excellent written and oral communication skills – with the ability to write and speak clearly & concisely and produce briefings/press notices using a variety of IT packages including Microsoft Word, Outlook and Excel
* Ability to generate ideas for news items reflecting the work of the group.
* Ability to work under pressure, prioritising a range of sometimes conflicting demands whilst meeting deadlines

*Desirable** A knowledge of Welsh political systems
* The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd 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*  |
| 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). |