**Job and person specification**

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| **Job title:** | **Intern** |
| **Reference:** | *MBS-020-25* |
| **Office of:** | *Welsh Conservative Group* |
| **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. , however staff may be able to start above the scale minimum of the band in some circumstances. 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**  |
| **Appointment type\*:** | **Fixed Term for 12 months** |
| **Location:** | **Ty Hywel, 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 assist in providing the Member of the Senedd with high quality research, advice and administrative support ensuring that standards of confidentiality are maintained.  |

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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. Provide high quality research in response to enquiries
5. Obtain research and briefings from officials in the Parliamentary Members Research Service, Welsh Government divisions, and from external bodies
6. Monitor media coverage and brief the Member of the Senedd on relevant issues
7. Deal with routine correspondence and a range of visitors
8. Keep up to date with available information resources within the subject areas you are dealing with
9. Prepare press releases, briefing notes and any other documents required by the member, draft and table Senedd Questions.
10. Take responsibility for providing a range of administrative and secretarial support to the Member of the Senedd when the PA/Caseworker is not in the office and/or when required
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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 of working directly with influential, high profile people in a busy environment.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the ability to operate in a sensitive environment.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life.

**Essential qualifications** * Degree or equivalent in a relevant subject.
* NVQ Qualification level 3 or 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 political environment.
* 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.
* Numeracy skills.
* Demonstrable analysis skills, including verbal, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities.
* Effectively communicate skills with a range of stakeholders.
* Ability to organise and prioritise workload to tight deadlines.

**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
* The ability to work in both Welsh and English
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