

## **Office of Sir Vince Cable MP, Leader of the Liberal Democrats**

### **Leader's Office Researcher and Aide**

#### **Job purpose**

The role of Researcher and Aide in the Leader's Office is to provide research support and briefing on policy, issues and Parliamentary business. In addition, the role is responsible for managing the Leader's diary, coordinating with the diaries of other staff members in the small team in the Leader's Office. This post requires high standards of written English and information accuracy, good understanding of political needs, strong interpersonal skills and the ability to work calmly under pressure against tight deadlines.

You report to the Leader's Chief of Staff and support other members of the office team.

#### **Essential duties**

- Provide research and policy briefings on issues as required, obtaining data from reliable identified sources, analysing information accurately, providing the findings in a readily usable format, and presenting arguments clearly and convincingly
- Monitor developments and trends on selected topical issues, and anticipate future needs and opportunities
- Assist in the drafting of Parliamentary questions, motions and other materials required for Parliamentary business
- Produce responses to non-constituency correspondence and other engagement from external sources on policy matters, including party bodies and pressure groups
- Provide research support for the work of the Leader's Press Secretary and other staff as required
- Be responsible for managing the Leader's diary, ensuring appointments are coordinated with others to ensure the smooth running of the whole office
- Greeting and welcoming guests to the Leader's Office
- Provide administrative support to the Leader, his Chief of Staff and other staff members, to ensure the efficient operation of the Leader's Office
- Undertake assigned projects and other ad hoc tasks as required by the Leader and his Chief of Staff and act proactively to ensure the objectives of the Leader's Office are met

#### **Person specification**

- Excellent written English and ability to understand and condense complex information and present it accurately in a succinct and readily intelligible form
- Good political judgement and understanding of the needs of a leading politician, with ability to present a reasoned case credibly and convincingly

- Ability to plan ahead, set priorities, anticipate problems and use own initiative
- First rate interpersonal skills, confident and personable, and able to act with tact and discretion in a sensitive political environment
- Highly organised, with sharp attention to detail, good time management, and able to work under pressure and to tight deadlines
- Strong understanding of the need to ensure equality of opportunity and of the benefits of diversity
- Knowledge of the workings of Westminster and Whitehall and of the Liberal Democrats is an advantage

**Summary of terms**

Salary: £24,000 plus benefits

Tenure: Permanent

Hours: Full time 40 hours per week

Location: House of Commons, Westminster.

Closing date: 23.59, 24<sup>th</sup> February 2019

Interviews to take place on 28th February 2019.

**Notes:**

The post-holder is not able to engage in personal political activities (such as standing for public election or party positions) or in publicly commenting eg tweeting on their own account.

Upon appointment you will be required to comply with the Baseline Personnel Security Standard and undergo a Counter Terrorist Check, as required by the Members' Staff Verification Office.