



## JOB DESCRIPTION

### JOB SPECIFICATION

<b>Job Title:</b>	Parliamentary Support Officer
<b>Responsible to:</b>	Head of Whips Office (Commons)
<b>Salary:</b>	£24,000 per annum 3% Employer's Pension Contribution
<b>Hours:</b>	Full time, 40 hours per week
<b>Tenure:</b>	Permanent
<b>Location:</b>	Liberal Democrat Whips Office, House of Commons

### Purpose of job

The Parliamentary Support Team (PST) is a pooled research and correspondence facility working for Liberal Democrat Parliamentarians in both the House of Commons and the House of Lords.

The PST supports MPs, Lords and their respective offices in responding to Parliamentary work and priorities. This includes through standard letters and correspondence; and, working with the Parliamentary Adviser Unit (PAU), through contributing to research and briefings to provide legislative, policy and media support.

### Key Responsibilities

1. Draft standard letters and responses to help Parliamentarians with daily queries from members of the public, campaign groups and third parties.
2. Produce high-quality briefing and research materials across a wide variety of policy portfolios, ensuring key issues are identified. This may include analysing data.
3. Provide support for Parliamentary activity including legislative briefs, responses to Government announcements, potential Parliamentary Questions and wider briefs.
4. Build and maintain strong contacts and relationships with MPs, Peers, their staff, advisers, Liberal Democrat HQ, and wider policy networks.
5. Support the team, wider staff and wider Liberal Democrats in promoting the parties aims and creating a positive work environment.

## **PERSON SPECIFICATION**

### **Essential Skills and Experience**

The successful applicant will:

- Have excellent written and verbal communication skills, able to condense complex topics into easily understandable briefings, letters and emails;
- Have excellent inter-personal skills, able to build strong relationships; and
- Be highly organised, efficient and with a keen eye for detail, able to juggle multiple priorities at any time, producing high quality work to tight deadlines.

### **Desirable Skills and Experience**

It will be highly desirable for the successful applicant to have:

- Good understanding of how Parliament works and experience of what is required by Parliamentarians for correspondence and briefing;
- Sound knowledge of the policies, aims and values of the Liberal Democrats; and
- Strong political judgement.

## **APPLICATION PROCEDURE**

To apply please send to [munropm@parliament.uk](mailto:munropm@parliament.uk) the below:

- 1) A copy of your CV, including complete work history;
- 2) A covering letter, no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification (please make sure to write your name on the top of the supporting statement).

**Closing date: 25 April 2021, 23:59 BST**

If you have any questions about the role, please contact [smithmc@parliament.uk](mailto:smithmc@parliament.uk).

### **Please note:**

- We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.
- Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.
- Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.
- We will notify all applicants when the process is complete.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.

**proud to support**

**time to change**

**let's end mental health discrimination**

*The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work."*