



JOB DESCRIPTION

JOB SPECIFICATION

Job Title:	Parliamentary Support Officer.
Responsible to:	Head of Whips Office (Commons).
Salary:	£25,358 per annum 3% Employer's Pension Contribution.
Tenure:	Permanent, six-month probation period.
Hours:	Full time, 40 hours per week.
Location:	House of Commons based. Potential for working from home during Parliamentary sitting. Increased opportunity for flexible working during Parliamentary recesses, which closely follow school holidays.
Closing date:	Sunday 03 October 2021, 23:59 BST.

Purpose of job

Join our exciting and collaborative team at the heart of the Liberal Democrats Parliamentary Party. The Parliamentary Support Team (PST) is a pooled research and correspondence facility working for Liberal Democrat Parliamentarians in both the House of Commons and Lords.

The PST supports MPs, Peers, and their respective offices in responding to Parliamentary work and priorities. This includes through standard letters and correspondence; working with the Parliamentary Adviser Unit (PAU), through contributing to research and briefings to provide legislative and policy support; and working with the wider Whips Team, to promote coordinated Liberal Democrat Parliamentary actions.

Key Responsibilities

1. Draft standard letters and responses to help Parliamentarians with daily queries from members of the public, constituents, campaign groups and third parties;
2. Provide support for Parliamentary activity including legislative briefs, responses to Government announcements, Parliamentary Questions, and wider briefs;
3. Support coordinated Liberal Democrat Parliamentary actions, including developing campaigns and determining voting positions;
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, staff, and wider Liberal Democrats in promoting the party's objectives 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;
- Be able to get to grips with a complex and large set of policy portfolios, with an eye for detail and understanding of the politics of an issue;
- Be highly organised, able to juggle multiple priorities at any time, and produce high quality work to tight deadlines; and
- Have excellent inter-personal skills, able to build strong relationships fast.

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 values, objectives, and policies of the Liberal Democrats; and strong political judgement.

APPLICATION PROCEDURE

If you have any questions about the role, please contact smithmc@parliament.uk. To apply please send to 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, key responsibilities, and person specification (please put your name on the top of the letter); and
- 3) A completed diversity monitoring form (linked).

Please note:

- We will not be able to employ you if you are not eligible to work in the UK;
- Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process;
- Please give us two referees including one from your current employer - if you would prefer us not to contact them until a later stage of the 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 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.

GDPR

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.

Information Asset Owners (IAOs), Directors and Heads of teams

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.
- Responsible for specific information assets and assessing and mitigating risks to information within the area you manage. This involves ensuring the security, accuracy and integrity of the data held on the systems you manage and for mitigating any potential risks.
- Raise awareness of data protection issues and ensure staff are aware of their responsibilities towards the information they use.

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.

The Party believes it is essential to foster equity, equality, diversity, and inclusion within our workforce. We want our employees to thrive in an environment where everyone is welcome and supported to achieve their potential. It is important to celebrate what makes us unique and that you feel valued, appreciated, and free to be who you are.