

## JOB DESCRIPTION

### JOB SPECIFICATION

<b>Job Title:</b>	Parliamentary Business Adviser
<b>Responsible to:</b>	The Head of the Lords Whips' Office
<b>Salary:</b>	£27,000 - £29,000 per annum, depending on experience
<b>Tenure:</b>	Permanent
<b>Hours:</b>	Full time 40 hours per week
<b>Location:</b>	Liberal Democrat Whips' Office, House of Lords

### PURPOSE OF JOB

The post holder will assist and support the Liberal Democrat group in the House of Lords in their Parliamentary work. They will be the first port of call in the Whips' Office for all Peers queries and messages. They will lead on ensuring all business is covered by Liberal Democrat Peers and take control of the production of the weekly whip. They will also lead on promoting the work of the Liberal Democrat group in the House of Lords across the country, and will support individual Peers and local party contacts in ensuring that Peers undertake a wide range of visits across the country. They will also provide occasional research support for peers taking part in debates and other business in the Lords. They may also be asked to provide some secretarial and administrative support to the Leader of the Liberal Democrats in the House of Lords ('the Leader') and the Liberal Democrat Chief Whip in the House of Lords ('the Chief Whip').

### KEY RESPONSIBILITIES

1. To ensure that all Liberal Democrat Peers are aware of the business in the House of Lords
2. To liaise with Peers to ensure business responsibilities are allocated, and that business in the House of Lords is covered
3. To produce, and keep control of, the weekly whip
4. Liaising with relevant groups in Parliament, as well as external organisations, on behalf of the Leader and Chief Whip, and other peers and staff as required
5. Providing research support for some peers ahead of parliamentary business
6. To work with Peers to help promote the work of the parliamentary group in the Lords across the country and within the party
7. Taking minutes at meetings where appropriate

8. Dealing with day to day queries from the Leader, Chief Whip and other members of the group in the House of Lords
9. Supporting other members of staff in the Whips' Office, as required
10. Some evening work may occasionally be required

### **PERSON SPECIFICATION**

We are looking for an outstanding candidate with excellent interpersonal skills, strong personal organisation, good political judgement, and commitment to the aims of the Liberal Democrats.

### **ESSENTIAL SKILLS AND EXPERIENCE**

The successful applicant will have:

- Excellent organisational skills
- Exceptional interpersonal skills
- Good time management skills, with the ability to prioritise effectively and to work to tight deadlines
- Strong IT skills able to use Outlook, Word and Excel & a confident telephone manner
- Discretion
- A strong commitment to the aims and values of the Liberal Democrats

### **DESIRABLE SKILLS AND EXPERIENCE**

- A good knowledge of Parliament, legislation and experience of the parliamentary process
- At least one year's previous work experience
- Knowledge of the policies of the Liberal Democrats

### **APPLICATION PROCEDURE**

- A full CV of no more than two pages and including a telephone number and email address

- A covering letter (no more than one A4 page) setting out why you want the job and how your experience and skills are relevant to it

To be considered for this position, please submit your application to [hr@libdems.org.uk](mailto:hr@libdems.org.uk) **by 10pm on Sunday 10<sup>th</sup> October.**

Initial interviews (preferably in person) are very likely to be held on Thursday 21<sup>st</sup> October or Friday 22<sup>nd</sup> October.

**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 Liberal Democrats are equal opportunity employers and applications are encouraged from people in groups that are under-represented in politics.**