

Job & Person Specification

Job Title:	Senior Parliamentary Assistant to Jonathan Edwards MP and Senior Advisor to Adam Price AM
Salary Range: (pro rata)	£33,144 - £40,486 <i>(5 point scale, appointment will only be above point 1 in exceptional circumstances)</i>
Working Hours:	37.5hrs
Appointment Type:	Permanent
Location:	Constituency Office, Ammanford, Carmarthenshire
Purpose of Job	
To support the work of the elected members in their constituency office; providing a link between the staff team within the constituency, Parliament and the National Assembly for Wales. To lead on local communications work and advise the Members on local and national issues in order to inform and shape their work priorities.	
Main Duties	
<ol style="list-style-type: none"> 1. Identifying local, national and international issues of relevance and briefing the Members accordingly; 2. Contributing to policy thinking and planning, including issues which emanate from the Members' casework or other constituency activity; 3. Developing a strategy for the Members to handle constituency issues of particular significance at a local or national level; 4. Delivering strategic communications and public affairs support, leading on communications with local media; 5. Undertaking complex research tasks and evaluating and interpreting results; 6. Deal with complex queries and complaints on the Members' behalf, including drafting correspondence; 7. Advise and support the constituency staff team, providing day-to-day leadership on work priorities; 8. Preparing policy papers to support long-term policy thinking for the Members; 9. Liaising with outside interest groups, including within the Members' constituency, to assist the Members' contribution to Parliamentary and 	

Assembly business;

10. Preparing and presenting material to tight deadlines to assist the Members in formal Parliamentary and Assembly business;
11. Providing expert advice as a specialist in a particular field
12. Advising on issues of policy, finance and legislation before Parliament/the Assembly and any other aspect of Parliamentary/Assembly Business.

Person Specification (please refer to the ‘essential’ criterion below when completing the ‘*Information in support of your application*’ section of the application form.

Essential Knowledge and Experience

- Experience of working effectively within a political environment, including resolving complex issues with tact and diplomacy
- Management responsibility for a multi-disciplined team of staff with a proven track record of delivering results
- Specialist knowledge in a relevant field, and experience of developing policies and strategies within this field
- 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 4 or equivalent in a relevant subject

Essential Skills and Behaviours

- Judgement and clarity of thought to juggle resources, competing demands and take sensible decisions in a fast moving and sensitive political environment
- Communication skills, tact and personal impact to win the trust and confidence of Members and other senior figures
- High level analytical and research skills to understand and critique complex policy and legislative material
- Exceptional drafting and presentation skills to present complex issues and policy options clearly, succinctly and accurately, orally and in writing
- A high level of political awareness and the ability to shape output to the needs and priorities of the Member
- Understanding of the work of the National Assembly and of an Assembly Member
- Ability to work collaboratively as part of a small team.

Desirable

- An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system
- The ability to work in both Welsh and English
- Sympathetic to the aims and values of the Party
- Previous experience working for an AM/ MP/ MEP

Additional Information

Please note appointment will be subject to references and a security check.

**Should the Assembly Member resign or following an election, not be returned, this position will be made redundant.*

Closing Date:	12 Midday, Monday 7 January 2019
Interviews:	Friday, 18 January at Constituency Office, Ammanford
Contact:	carl.harris@plaid.cymru / 01269 597 677

We are 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).