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| **Job & Person Specification** |
| **Job Title:****Reference:** | ***Research and Communication Officer*****MBS-009-24** |
| **Member of the Senedd:** | **Janet Finch-Saunders MS** |
| **Pay Band:** | **2** |
| **Salary Range: (pro rata)** | **£26,153 – £38,039***All new staff are expected to enter on the scale minimum of the appropriate pay band. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band.* |
| **Working Hours:** | **29.6** |
| **Appointment Type:** | **Permanent\*** |
| **Location:**  | **Ty Hywel, Cardiff** |
| **Purpose of Job** |
| To support the Member of the Senedd to engage effectively with organisations and communities across the constituency whilst working with colleagues to resolve casework in a timely manner. |
| **Main Duties** |
| 1. Liaise with members of government and local government, party head quarters, other politicians and their staff, embassies, commissioners, relevant interest groups, the media, relevant voluntary sector organisations and constituents
2. Ensure that the Member of the Senedd receives regular invitations to meet and chat with members of groups / organisations, and ensure that visits are recorded on a database
3. Prepare and organise plenary speeches and questions
4. Co-ordinate with other staff members to maintain appointments diary for the Member
5. To investigate and follow up issues raised in correspondence, ensuring that they are resolved in a timely manner
6. Carry out research into local issues and wider policy issues as required, and ensure the politician is made aware of any relevant matters.
7. Promote the work of the politician and keep constituents and interested parties informed
8. Ensure records are kept and information managed confidentially in line with the Data Protection Act
9. Draft letters, briefing notes and any other documents as required by the Member of the Senedd
10. Writing press releases and managing the Members social media accounts
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| **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*** Some experience of administrative work and knowledge of office systems
* Knowledge and understanding of issues relevant to the local area
* Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential Qualifications** * Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above or;

**Essential Skills and Behaviours** * Effective organisation and planning skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective interpersonal skills and the ability to deal with a range of people in sometimes challenging situations
* Excellent written and oral communication skills
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

*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
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd resign or following an election, not be returned, this position will be made redundant.  For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant*  |
| I am 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). |