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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Researcher**  *MBS-043-24* |
| **Member of the Senedd:** | **Jenny Rathbone 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 hours/week** |
| **Appointment Type:** | **Permanent** |
| **Location:** | **Hybrid (Tŷ Hywel and Constituency Office)** |
| **Purpose of Job** | |
| To provide the Member with a high quality research services on a wide range of topics ensuring that standards of confidentiality are maintained. | |
| **Main Duties** | |
| 1. Take individual responsibility for providing timely, good quality research and information on a wide range of topics 2. Provide briefings and information to assist the Member in dealing with constituency casework or helping to inform debates 3. Provide high quality research in response to enquiries as directed by the Member of the Senedd 4. Maintain the highest standards of accuracy and impartiality in your own work. 5. Develop and use own initiative to maintain independence in your own research work. 6. Develop effective relationships and work collaboratively with colleagues from different service areas across the Senedd 7. Develop good working relationships with your counterparts in other UK legislatures, with the research community and with policy officials 8. Obtain, understand, analyse, present and communicate the required information and statistics. This will sometimes require rapid familiarisation with new subject areas 9. Monitor media coverage and brief the Member of the Senedd on relevant issues 10. Keep up to date with available information resources within the subject areas you are dealing with 11. Collate, extract and analyse data and prepare reports 12. Draft speaking notes and table oral and / or written question | |
| **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**   * Relevant experience in a research or information environment * Experience of working directly with influential, high profile people in a busy environment * Experience of delivering research or briefing in a parliamentary or similar environment * Awareness and understanding of social justice, particularly within the context of Cardiff Central * Understanding of, and commitment to, combating discrimination and promoting equal opportunities and the Nolan Principles of Public Life   **Essential Qualifications**   * A degree or equivalent in a relevant subject or * NVQ Qualification level 3 or 4 or equivalent in a relevant subject   **Essential Skills and Behaviours**   * Evidence of good analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information * Demonstrable analysis skills, sufficient to undertake a wide range of research, analysis and fact finding * Effectively communicate with a wide range of stakeholders * Evidence of analysing complex information rapidly and identifying key issues of relevance in a subject area where you have some specialist knowledge * Highly organised with the ability to assimilate and deliver accurate and briefing to tight deadlines   *Desirable*   * An understanding of current affairs and issues of relevance to Wales and Cardiff Central, an interest in the Welsh political system * The ability to work in both Welsh and English * Sympathetic to the aims and values of the Labour Party | |
| **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). | |