

Andy Wightman MSP

Researcher Job Description

Accountable to: Andy Wightman MSP
Location: Scottish Parliament, Edinburgh

To support Andy Wightman in his Parliamentary duties with a particular focus on Local Government, economy, land reform, housing, planning and communities. This is an exciting opportunity for the right person to work in the office of an MSP and to experience the rewards and challenges that come with this unique role at a time of unprecedented political interest.

DUTIES AND RESPONSIBILITIES

- Maintain overview of the work of the Local Government & Communities and Economy, Energy and Fair Work Committees
- Long and short research projects, producing policy position documents, briefings, draft speeches and other similar material, including key facts and figures
- Drafting and lodging motions and parliamentary questions
- Political strategy and advice
- Liaising with internal and external contacts
- Providing research and policy support for casework and preparing responses
- Working with other Green MSPs and their staff on shared priorities such as media output, political strategy and budget scrutiny
- Providing media and communications support including drafting letters, media releases and articles
- Other reasonable and appropriate duties as required

QUALIFICATIONS AND EXPERIENCE

- Experience in a research or policy environment
- Experience of providing accurate briefing material
- Experience of producing high quality, relevant work to short timescales

ESSENTIAL SKILLS

- Excellent analytical and research competence including an ability to handle statistical information
- Ability to provide clear, concise reports and draft speeches for a variety of audiences
- Excellent communication and writing skills and excellent written English

- An ability to work under pressure, both within a team and the ability to work unsupervised and on your own initiative
- Excellent core IT skills including use of social media
- Understanding of the Scottish political landscape

DESIRABLE SKILLS

- Good organisational skills
- A good understanding of the Scottish Parliament and its processes
- Familiarity with mapping, video and graphic IT software

PERSON SPECIFICATION

- Self-motivated, with an ability to work on your own
- A strong group ethos, and a willingness to share workload across the team when necessary
- A strong sense of the opportunities which the Green MSPs have to engage with national issues and local community campaigns
- Creative and versatile
- Sensitive to the needs and concerns of constituents and campaign groups

TERMS

Salary: £26,000 to max £30,727 depending on experience and skills (full time equivalent based on 37hrs per week).

Hours: 5 days per week. Specific working hours may be subject to negotiation with the successful candidate. There must be a willingness to have flexibility in working hours during periods when Parliament is sitting

Holidays: 30 days per year plus 10.5 public holidays

Pension: A 10% contribution to a private pension plan is offered by the Scottish Parliament.

How to apply: Please submit a CV plus covering statement in PDF format outlining how you meet the job specification to Andy Wightman MSP, Room MG.20, Scottish Parliament, Holyrood, Edinburgh, EH99 1SP or by email to andy.wightman.msp@parliament.scot with RESEARCHER in the subject line.

Please note the Scottish Green MSPs are currently hiring for a number of roles, all of which are advertised <https://greens.scot/work-with-us>. Candidates are welcome to submit applications to more than one vacancy.

Closing Date for applications: Friday 27 September 2019 at 1800

Interviews will be held on the afternoons of 9 and 10 October 2019