

Alison Johnstone MSP

Researcher/Parliamentary Assistant Job Description

Accountable to: Alison Johnstone MSP
Location: Scottish Parliament, Edinburgh

Purpose

To support Alison Johnstone in preparing for parliamentary business and representing Lothian region, with a focus on the Health aspect of her remit.

DUTIES MAY INCLUDE

- 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, and ensuring that deadlines are met
- Overview of aspects of committee remits
- Providing research and policy support for casework and preparing responses
- Liaising with internal and external contacts
- Arranging, attending and supporting meetings with constituents and organisations.
- Working with the rest of the Green MSPs and their staff team on shared priorities such as media output, political strategy and budget scrutiny
- Maintaining background material and archives
- Working with MSPs and other staff on parliamentary strategy
- Working with volunteers and interns as required
- Providing general administrative support and other reasonable and appropriate duties as required

PERSON SPECIFICATION

To succeed in this role you must be self-motivated, with an ability to work on your own but with 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 and local community issues is vital as is your shared values and aspirations with the Scottish Green Party. You should also be able to demonstrate a commitment to the Scottish Parliament. You should be creative and versatile and sensitive to the needs and concerns of constituents and campaign groups.

You should be able to demonstrate in your application and at interview that you meet the following qualification, skill and experience requirements:

- Relevant degree or experience commensurate with a degree level qualification
- Experience in research or policy work for a comparable organisation such as a public or third sector employer
- A proven track record of providing accurate briefing material
- A proven track record of producing high quality, relevant work to short timescales
- An understanding of, or interest in, political and parliamentary process
- The ability to produce coherent, focused research on a range of topics
- Analytical skills and ability to process statistical information to support research outcomes and policy proposals
- Experience of providing clear, concise reports and drafting speeches and correspondence for a variety of audiences
- Excellent communication and writing skills
- Excellent written English
- An ability to work under pressure, both within a team and on own initiative
- The ability to prioritise your work and to use your organisational skills to ensure that you consistently produce high quality outcomes, on time
- Experience of using a range of Microsoft Office packages including Outlook, Word and Excel and the ability to use online systems

TERMS

Salary: £25,000 to max £27,000 depending on skills/experience (full time 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.

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: CV plus covering statement demonstrating requirements, to Green Group of MSPs, Room MG.19, Scottish Parliament, Holyrood, Edinburgh, EH99 1SP or by email to GreenMSPs@parliament.scot

Closing Date for applications: by 5pm Thursday 10th January