

Andy Wightman MSP

Researcher Job Description

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

Purpose

To support Andy Wightman in his parliamentary business with a particular focus on Local Government, Local Taxation, Housing and Planning.

DUTIES MAY INCLUDE

- Overview of the work of the Local Government & Communities, and the Economy, Jobs 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, and ensuring that deadlines are met
- 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
- Maintaining background material and archives
- Working with MSPs and other staff on parliamentary strategy
- Working with volunteers and interns as required
- Other reasonable and appropriate duties as required

QUALIFICATIONS AND EXPERIENCE

- Relevant degree or equivalent experience
- Experience in research or policy work
- A proven track record of providing accurate briefing material
- A proven track record of producing high quality, relevant work to short timescales

SKILLS

- An understanding of political and parliamentary process
- Strong research skills
- Analytical skills and ability to process statistical information
- Ability to provide clear, concise reports and draft speeches 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
- Strong organisational skills
- Excellent IT skills

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
- Applicants must have a commitment to supporting Andy Wightman in pursuing his values and aspirations, and a commitment to the Scottish Parliament

TERMS

Salary: £22,200 to max £28,700 depending on skills/experience (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.

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 Gillian Mackay, Room MG.20, Scottish Parliament, Holyrood, Edinburgh, EH99 1SP or by email to gillian.mackay@parliament.scot

Closing Date for applications: Friday 14th October 2016

Interviews will be held on Friday 28th October 2016