

# Ross Greer MSP

## Research & Policy Officer – Europe & External Affairs Job Description

**NOTE:** The job descriptions advertised by Ross Greer are for two part-time positions. However, applications for a single, full-time role covering both subject areas will be considered.

**Accountable to:** Ross Greer MSP  
**Location:** Scottish Parliament, Edinburgh

### **Purpose**

To support Ross Greer in preparing for parliamentary business, with a particular focus on the Europe & External Affairs aspects of his remit.

### **DUTIES MAY INCLUDE**

- Overview of aspects of all committee remits relating to the European Union & Brexit process
- Overview of aspects of all committee remits relating to the Europe & External Affairs committee
- Close monitoring of the work of the Europe & External Affairs 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
- Liaising with internal and external contacts
- 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
- Other reasonable and appropriate duties as required

### **QUALIFICATIONS AND EXPERIENCE**

- Relevant degree or equivalent experience
- Experience in research or policy work for a comparable organisation

- 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
- Excellent research skills
- Strong analytical skills and ability to process statistical information
- Ability to provide clear, concise reports and draft speeches
- 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

All applicants must share the values and aspirations of the Scottish Green Party, and have a commitment to the Scottish Parliament

## **TERMS**

**Salary:** Starting salary £22,200 pro rata; maximum £28,700 depending on experience

**Hours:** 3 days per week, with days other than Friday preferred but specific working hours may be subject to negotiation with the successful candidate

**Applications, including a cover letter, should be sent to [ross.greer.msp@parliament.scot](mailto:ross.greer.msp@parliament.scot) by 5pm Friday 26<sup>th</sup> August.**