

GREEN MSPs

Policy Officer Job Description

Accountable to: Head of Research in the Green Group
Location: Scottish Parliament, Edinburgh

Purpose

To support the Head of Research for the Green MSPs in providing policy research, managing parliamentary business. Delivering parliamentary strategy, and maintaining contact with relevant external organisations.

DUTIES MAY INCLUDE

- Long and short research projects into specific policy areas, 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 Parliament officials on requests to speak in debates, speaking times and other parliamentary business
- Liaising with internal and external contacts
- Responding to short-term requests for policy position papers and ensuring that MSPs are well briefed in responding to questions
- Providing background information as appropriate to the media team
- Maintaining comprehensive 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 excellent understanding of political and parliamentary process
- Excellent research skills
- Excellent 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 and regional 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; maximum £28,700 depending on experience

Hours: 37 hours per week, with occasional weekend and evening working