

# Research and Office Manager

Mark Ruskell MSP is looking for a Research and Office Manager to join his team. This role would be an initial nine-month maternity cover, with the possibility of extending it to a year depending on circumstances.

**Location:** Holyrood (or home), with occasional visits to the Stirling office and elsewhere in the region

**Hours:** Full-time; 37.5 hours

**Salary:** Starting at £35,182

## Working for a Member of the Scottish Parliament (MSP)

MSPs are employers in their own right. Under their employment, you will become part of a team supporting them in carrying out their duties. You'll work in a dynamic and fast paced environment to provide an outstanding service for constituents.

## Responsibilities

- Acting in a supervisory capacity for the team and oversight of office maintenance
  - Managing office budget in line with Members Expenses Scheme, Allowances Office and People and Culture Office
  - Managing constituency accounts, premises and equipment
  - Managing staff and reviewing their performance
  - Overseeing health and safety and staff wellbeing
  - Acting as a support to me as (Committee Convener, Party Spokesperson or Business Manager)
- Overseeing the office research needs and project plans
  - Leading on project work
  - Overseeing new areas and methods of research
  - Peer-reviewing validity and quality of work to ensure accuracy
- Engaging with the wider research community to ensure I have access to (accurate and contemporary) data
  - Collaborating with colleagues from different services areas across the Parliament
  - Liaising with various external groups e.g. think-tanks, NGOs, other elected representatives
  - Developing effective relationships with counterparts in other UK legislatures and wider research community
  - Performing casework-related research and preparing responses where necessary

- Gathering and distributing valuable data that supports my activities
  - Keeping your knowledge of policy areas and local issues up-to-date
  - Carrying out research projects
  - Obtaining and compiling relevant research documents from external bodies
  - Preparing and delivering regular briefings and updates
  - Analysing, evaluating and interpreting data and statistics
- Ensuring office is kept up-to-date with its relevant legislative and compliance obligations
  - Ensuring all office research complies with data protection legislation and GDPR requirements
  - Checking for any updates to compliance related legislation and communicating changes to colleagues

## Requirements

You will:

- Be a quick learner with the ability to multitask and work within tight timescales
- Be a proactive problem solver with the motivation and resilience to adapt and deal with challenges
- Have skills in developing research networks and communicating complex information to others at various levels
- Have analytical skills with the ability to identify and investigate trends while interpreting data
- Have the creative flair and expertise to produce accurate and influential work
- Be able to lead on areas of project work while developing new areas and methods of research
- Have experience of managing staff with the ability to nurture and build effective teams
- Be confident in managing budgets for staff resources and office provisions

## The Selection Process

For any questions about the role please contact [Margaret.Hall@parliament.scot](mailto:Margaret.Hall@parliament.scot)

To apply, click on "send CV" and upload your CV and supporting statement as one document. When you've clicked "send CV" use the text box to provide wording for the covering email.

**Closing date:** 5pm, Friday 18 June