

Patrick Harvie MSP

Researcher (part time) Job Description

Accountable to: Patrick Harvie MSP
Location: Scottish Parliament, Edinburgh

Purpose

To support Patrick Harvie in preparing for parliamentary business, with a particular focus on the Finance & Economy aspects of his remit.

DUTIES MAY INCLUDE

- Overview of financial aspects of all committee remits, and close monitoring of the work of the Finance and Constitution Committee
- 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
- Experience in public finance; familiarity with the Scottish Budget and the financial arrangements between UK, Scottish and local government
- 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, and of Scottish public finances
- 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 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: 3 days per week. Tuesday-Thursday preferred, but specific working hours may be subject to negotiation with the successful candidate.