

## **Researcher (part time)**

**Patrick Harvie MSP**

**Location:** Scottish Parliament, Edinburgh

**Salary:** £26,000 – £30,272 p.a. depending on experience, with the possibility of progression (pro rata, full time equivalent based on 37 hours per week)

**Hours:** 22.2 hours per week (flexible working hours; Tue-Thu preferred, but subject to negotiation)

**Reporting to:** Patrick Harvie MSP

**Holidays:** 30 days leave plus 10.5 public holidays (pro-rata)

**Pension:** 10% contributions from the Scottish Parliament to a stakeholder pension

**Application deadline:** 12:00 Friday 27 September 2019

From tackling the climate emergency to building a fairer economy and making the case for Scotland's place in Europe, the Green Group of MSPs in the Scottish Parliament are leading the change. This is a rewarding role that will put you at the heart delivering our vision of a fairer, greener Scotland.

Working as part of the team supporting Patrick Harvie MSP's work in Parliament, this role will involve preparing for parliamentary business, with a particular focus on his responsibilities as Co-Leader, and the Finance and Constitution portfolios. You will provide policy research, analysis and advice. You will work with the rest of the Green Group and its staff team, and maintain contacts with relevant organisations.

This is a unique and exciting opportunity for a passionate, proactive individual with some experience working in campaigns or policy, knowledge of parliamentary processes and the Scottish political landscape, and the ability to bring creativity to the job.

### **Duties and responsibilities**

- Monitoring of relevant current affairs and parliamentary business, and the positions of other parties
- Preparation, research and external communications related to parliamentary business in the Chamber and in committees
- Long and short research projects as decided by Patrick Harvie MSP, producing policy position documents, briefings, draft speeches and similar material
- Drafting and lodging motions and parliamentary questions, and ensuring that deadlines are met
- Liaising with 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
- Working with volunteers and interns as required
- Other reasonable and appropriate duties as required

### **Person specification**

- Relevant degree or equivalent experience
- Experience in research or policy work for a comparable organisation
- Excellent communication and writing skills
- Ability to provide accurate clear briefing material, and draft speeches
- An ability to work under pressure, both within a team and on own initiative
- Strong organisational skills
- Excellent IT skills
- A strong understanding of the Scottish political landscape and parliamentary process
- Experience of working on policy, campaigns or community activism
- A strong sense of the opportunities the Green MSPs have to engage with national issues and local community campaigns
- 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
- Creative and versatile
- Sensitive to the needs and concerns of constituents and campaign groups

### **To apply**

Please email a cover letter and CV to [Gordon.Crawford@Parliament.scot](mailto:Gordon.Crawford@Parliament.scot) by 12:00 Friday 27 September. You should ensure you demonstrate how you meet the person specification as set out above in your application.

Please note that the Scottish Green MSPs are currently hiring for a number of roles, all of which are advertised at <https://greens.scot/work-with-us>. Candidates are welcome to submit applications to more than one vacancy.

Interviews will take place in early October in the Scottish Parliament.

To arrange an informal discussion about this role, please email Jon Molyneux at [jon.molyneux@parliament.scot](mailto:jon.molyneux@parliament.scot)