

Alison Johnstone MSP

Researcher (part time) **Job Description**

Accountable to: Alison Johnstone MSP
Location: Scottish Parliament, Edinburgh

Purpose

To support Alison Johnstone in preparing for parliamentary business, with a particular focus on the Health and Social Security aspects of her remit.

DUTIES MAY INCLUDE

- Overview of aspects of all committee remits, and close monitoring of the work of the Health & Sport and Social Security 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
- Providing research and policy support for casework and preparing responses
- 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, or interest in, political and parliamentary process
- Strong research skills
- Analytical skills and ability to process statistical information
- Ability to provide clear, concise reports and draft speeches for a variety of audiences
- 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: £22,200 to max £28,700 depending on experience (full time equivalent based on 37hrs per week), dependent on skills/experience. Pro rated salary is £13,320-17,220 (22.2 hours) or £17,760-22,960 (29.6 hours).

Hours: 3 or 4 days per week. Specific working hours may be subject to negotiation with the successful candidate. There must be a willingness to have flexibility in working hours.

Holidays: 30 days per year plus 10.5 public holidays

Pension: A 10% contribution to a private pension plan is offered by the Scottish Parliament.

How to apply: CV plus covering statement demonstrating requirements to Green Group of MSPs, Room MG.19, Scottish Parliament, Holyrood, Edinburgh, EH99 1SP or by email to GreenMSPs@parliament.scot

Closing Date for applications: Friday 15th July 2016