

# **Ross Greer MSP**

## **Administrative Assistant**

### **Job Description**

Ross Greer MSP (West Scotland) is looking for a hard-working and enthusiastic individual to join his team as an Administrative Assistant.

This is a part time position based in the constituency office in Milngavie.

**Location:** Regional office in Milngavie, with occasional travel across region & to the Scottish Parliament

**Salary:** £20,650 pro-rata

**Hours:** 3 days / 22.2 hours, with occasional weekend and evening working. Specific working hours will be subject to negotiation with the successful candidate.

**Closing date:** noon Friday 24<sup>th</sup> November.

#### **Job purpose:**

To provide administrative support to Ross Greer MSP, including managing aspects of the diary, drafting documents, filing, taking enquiries from constituents and stakeholders, replying to routine correspondence and providing support for meetings, surgeries and regional visits.

#### **Duties and Responsibilities**

- Supporting the MSP's Parliamentary work, including communications via e-mail, letter and phone, maintaining and managing diary and providing support for meetings;
- Drafting letters and other documents, as required;
- Management of expenses, invoices etc;
- Sorting incoming post into priority order and prepare draft replies to routine correspondence;
- Supporting the maintenance of a database of casework & correspondence;
- Making travel arrangements;
- Taking enquiries from constituents and stakeholders where appropriate;
- Maintaining a filing system, associating previous papers with current correspondence, and extracting documents on request;
- Assisting with visits, events, questions and motions;
- Maintaining an appointments diary for the Member, arranging and cancelling appointments, meeting and greeting visitors as required;
- Extracting and compiling papers and briefing notes for meetings;
- Supporting the production of regular reports & updates for constituents

- General administrative duties as required
- Other duties in support of Ross Greer MSP in carrying out his parliamentary duties as required

### **Skills & Experience:**

- Excellent organisational and time management skills
- Excellent written English
- Competence with office IT software ie. Microsoft Word & Excel

### **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 on national issues and local community campaigns
- Creative and versatile
- Sensitive to the needs and concerns of constituents and campaign groups

### **How to apply**

Send your CV with a one page covering letter outlining your suitability for the role to [GreenMSPs@parliament.scot](mailto:GreenMSPs@parliament.scot), or by post to Gordon Crawford, MG.14, Scottish Parliament, Edinburgh, EH99 1SP.

If you have any questions, or would like further information about the role, please contact Gordon at [Gordon.Crawford@parliament.scot](mailto:Gordon.Crawford@parliament.scot).

### **Interviews**

Interviews will be held on Monday 4<sup>th</sup> December at Ross's office: Unit 4, 38 Stewart Street, Milngavie, East Dunbartonshire, G62 6BY; or at the Scottish Parliament on a later date by request.

Adjustments to improve accessibility to the interview process can be made by request.