

Job Description

Research Manager

The Office of:	sarah champion - rotherham
Employee Name:	SSSSS
Job title	Research Manager
Salary band	£38404 - £59803
Location	London

Key responsibilities

- Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues
- Deal with complex queries and complaints on the MPs' behalf, including drafting and signing letters
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate
- Establish and develop appropriate strategies around research development
- Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
- Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Lead on project work as required
- Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
- Manage and progress complex cases
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases
- Research and monitor local, regional and national media coverage online and through social media and brief the MP on relevant issues
- Research local, regional or national issues to support the MPs' work
- Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups
- There may be a requirement for the role holder to work outside of normal working hours, including assisting with events with the MP as requested
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- To produce and present high quality written reports, briefing notes, and professional advice
- Undertake research on relevant subjects as directed
- Undertake supervisory responsibility as required

Additional responsibilities

Line manage Parliamentary staff

Represent the MP as and when required

Give guidance to the MP on all issues that might impact on her or her constituency

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MP Signature:

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