**SENIOR POLICY RESEARCHER JOB DESCRIPTION**

**Job Title:** Senior Policy Researcher to Sarah Champion MP

**Managed by:** Sarah Champion MP

**Grade:** £36,575 - £52,067

**Place of Work:** Parliamentary Office of Sarah Champion MP

**Job Summary**

The successful applicant will assist with the various campaigns that emerge from constituency or parliamentary work. You need to be flexible, but work will include research, building relations with stakeholders, developing a communication campaign, drafting policy, and using parliamentary procedures to make change.

In addition to this, the successful applicant will be required to support Sarah’s work with the IDC Committee. You will need to be familiar with the workings of parliament or strongly demonstrate the ability to quickly familiarise and understand parliamentary procedures and business to enable Sarah to make maximum impact on the areas of work she is focused on.

Writing is a core skill; drafting press releases, blogs, speeches, posts, will be a daily occurrence. You should be able to adapt your style to the intended audience and turn work around quickly and to a very high standard. You also need to know why you are writing, who is the intended audience, what is the message and what are you trying to achieve. Finally, you’ll have the contacts to place the article or post, so it reaches its intended audience.

You should have a real eye for detail and accuracy must be your core mantra. Parliament is a fast-moving environment and you should relish working at pace without any compromise on quality of delivery.

**Key responsibilities:**

* Supporting the MP in her Parliamentary business including Bills, tabling questions, briefing on debates, writing speeches etc. and maintaining an up to date knowledge of legislation.
* To advise and ensure the MP is fully briefed on potential questions, Bills and motions put to the House.
* To produce and present high-quality written reports, briefing notes, and professional advice.
* Line management of London based staff.
* Undertake supervisory responsibility as required.
* Research, analyse, evaluate, interpret, and brief on data to ensure the Member is accurately informed on key issues.
* Establish and develop appropriate strategies around research development.
* 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.
* Prepare and present briefing notes, summaries of meeting/committees,
* Draft parliamentary questions, articles, and press releases.
* Undertake research on relevant subjects as directed.
* Research and monitor local, regional, and national media coverage online and through social media and brief the MP on relevant issues.
* Research local, regional, and national issues to support the MP’s work.
* Respond to routine correspondence and enquiries from constituents, the media, lobbyists, and pressure groups as directed.
* 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.
* Any other tasks that the MP believes to be within the role.

**PERSON SPECIFICATION**

**Essential criteria:**

* Demonstrable research and analytical skills, with a keen attention to detail.
* Excellent written and oral influencing skills, including the judicious use of data and acute media and political judgement.
* Strong experience of policy making, the factors that influence it and who are the policy makers, using both formal and informal routes.
* An understanding of the wider parliamentary, democratic, political, and organisational framework in the UK and overseas as appropriate.
* Demonstrable experience of working at a Senior level
* Experience of managing people and teams enabling ten to deliver to a high level
* Good level of proficiency in IT particularly Microsoft Office 365 and the experience of having used it to carry out daily tasks.
* Able to work independently, having oversight of your own work and using initiative to work proactively
* Ability to manage a workload across multiple projects, prioritise, and deliver to deadlines that can change due to new policy developments.
* Sympathy with the values and objectives of the Labour party, and a commitment to equality, rights, and social justice.

**Desirable criteria:**

* Good existing media contacts.
* Experience of the international development sector either through policy or hands on experience.

**Location:** Principally based in London but with regular visits to the constituency and additional meetings across the UK

**Security**

You will need to be able to work in the U.K. and have a current visa to do so. The Successful candidate will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description.  All successful candidates are required to pass these checks before an offer can be confirmed. You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

**Hours**

We are open to applications from candidates who wish to work as part of a job share.  If you are selected for interview, please inform the panel of the days/hours you are available to work.

Full time equivalent is 40 hours per week (excluding lunch)- some work may be necessary out of normal office hours and at weekends