



Northern Ireland
Assembly

Sinéad McLaughlin MLA

SDLP Member of the Northern Ireland Assembly for Foyle Constituency

PARLIAMENTARY ADVISOR

Report to:	Sinéad McLaughlin MLA
Office Location:	Parliament Buildings, Stormont Estate, Belfast Constituency Office, Unit 4 Spencer House, Spencer Road, Derry
Hours:	30 hours per week, Monday – Friday.
Holidays:	28 days of leave plus 11 Bank Holidays, pro rata.
Salary:	£ 33,409 per annum (Grade 2), pro rata. £17.37 per hour.
Pension:	A central Assembly-approved pension scheme is provided. If enrolled an amount equivalent to 10% of employee's salary will be paid into the pension scheme.
Duration:	Permanent position, six-month probation period shall apply.
Closing Date	16 August 2024. Interviews shall take place on 22 and 23 August.
Starting date	Monday 30 September 2024

JOB DESCRIPTION

- Design and deliver impactful campaigns on issues of importance to the MLA to secure legislative or policy change from government, while providing sound and evidence-based advice on a range of issues.
- Support all aspects of Assembly business for the MLA, including preparing written and oral questions for MLA, with a particular focus on economic and skills policy.
- Produce high-quality, concise briefing notes and position papers on a range of policy issues related to the work of the NI Assembly, including through developing summaries of existing academic research, departmental policies and stakeholder reports.
- Undertake detailed scrutiny of policy, legislation and departmental papers to prepare MLA for Assembly debates and Committee sessions.
- Draft speeches for Assembly debates and other written remarks.
- Provide detailed and ongoing review of policy and legislative developments in Northern Ireland, with a particular focus on economic and skills policy.
- Draft press statements and liaise with journalists.
- Manage social media output for the MLA, including producing engaging online content and monitoring and analysing performance.
- Draft letters for MLA to senior stakeholders, including Executive Ministers.
- Assist MLA with drafting of private member's legislation as required.
- Prepare consultation responses on a variety of issues, with a particular focus on economic and skills policy.
- Build relationships with key stakeholders to inform policy and legislative scrutiny and development.
- Attend and take minutes of meetings as required.
- Assist in constituency casework as required, particularly where this casework relates to policy matters.
- Work as part of the wider SDLP team to liaise with other MLAs as part of the Official Opposition in the Assembly.
- Other duties as required in support of the MLA carrying out their Assembly duties.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Professional / Technical Qualifications	<ul style="list-style-type: none"> • Third level degree or higher • Excellent working knowledge of Microsoft Office packages. 	<ul style="list-style-type: none"> • Two years relevant experience working in a similar position.
Experience / Job Knowledge	<ul style="list-style-type: none"> • Good understanding of devolved government structures and stakeholders • Strong knowledge of local politics. • Experience of researching and analysing policy documents • Experience of writing detailed policy briefings • Experience of drafting speeches and other written remarks 	<ul style="list-style-type: none"> • Campaigning experience, political or otherwise • Experience in constituency casework • Working knowledge of legislation and policy related to the economy and skills • Experience of scrutinising and developing legislation
Personal Qualities / Skills	<ul style="list-style-type: none"> • Excellent written communication skills, including ability to adapt style to various contexts. • Excellent verbal communication skills. • Content creation expertise, including production of social media content. • Evidence of ability to organise and manage a difficult and variable workload. • Excellent attention to detail and ability to analyse complex information accurately, quickly and concisely. 	<ul style="list-style-type: none"> • Experience of design packages • Evidence of building and maintaining relationships with key stakeholders.

Please note:

- Applicants must demonstrate clearly through their cover letter how they meet the criteria.
- Following shortlisting, candidates may be required to complete tasks prior to interview.
- It is intended to operate a reserve list for a period of twelve months for this role.
- If you have a disability and require arrangements to be made to assist you in attending for interview, please contact us and provide details of the arrangements to be made at sinead.mclaughlin@mla.niassembly.gov.uk.