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**Paula Bradshaw MLA**

*Alliance Party Member of the Northern Ireland Assembly for South Belfast Constituency*

**RESEARCH OFFICER (Part-time / fixed-term)**

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| Report to:  | Paula Bradshaw MLA |
| Office Location:  | Room 45, Parliament Buildings, Stormont |
| Hours:  | 21 hours per week |
| Holidays:  | As per determination |
| Salary:  | £33,409 pro rata (£17.37 per hour) |
| Pension:  | A central Assembly-approved pension scheme is provided. If enrolled an amount equivalent to 10% of employees salary will be paid into the pension scheme. |
| Duration:  | Six months |
| Closing Date | Noon, Wednesday 28th May 2025 |
| Interview dates: | It is anticipated that shortlisted candidates will be interviewed on Friday 30th May 2025 |

# **JOB DESCRIPTION**

“Responsibility to assist Paula Bradshaw MLA with policy and research support, with particular reference to her Private Member’s Bill, committee work and preparation for Assembly business”

* Supporting the legislative process for her Private Member’s Bill
* Engaging with stakeholders relating to the work of the Executive Office Committee
* Providing rapid, accurate and detailed research on a wide range of policy issues
* Drafting speeches, questions and briefing papers
* Assisting in the development of Assembly motions and amendments
* Monitoring business of the Assembly and Committees, and providing detailed briefing
* Maintaining up to date knowledge of relevant legislation, policy and wider political and industry developments
* Ensuring efficient data and file management to comply with GDPR and data management
* Other duties as required in support of the MLA carrying out their Assembly duties.

**PERSON SPECIFICATION**

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|  | **Essential Criteria**  | **Desirable Criteria**  |
| **Professional / Technical Qualifications**  | * Five GCSE’s / O’ Levels or Equivalent at Grade C or above including both English Language and Mathematics
* Third level qualification
* Excellent written skills (grammar, punctuation and spelling)
* Proficiency in the use of

Microsoft Outlook, Word and Excel packages  | * Post-graduate qualification
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| **Experience / Job Knowledge**  | * Knowledge of the workings of the Northern Ireland Assembly and its scrutiny committees
* Minimum of six months experience working in a paid or voluntary capacity in undertaking research in a political context
* Knowledge of Northern Ireland political scene
 | * Understanding of human rights and equality legislation
* Understanding of the work in support of victims and survivors of the Troubles, Childhood Abuse and / or Mother & Baby Institutions
* Understanding of the conflicting views on cultural expressions in public spaces
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| **Personal Qualities /** **Skills**  | * Good punctuality and time management
* Excellent verbal communication skills in person and on the phone
* Flexible approach to work duties
* Understanding of Alliance Party objectives
 | * Ability to multi task in the context of challenging deadlines.
* Experience of organising online events
* Proven ability to foster productive professional working relationships.
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| **Circumstances**  | * Able to work unsupervised and as lone worker in office or at home when required
 | * May be required to travel to meetings
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Applicants must demonstrate clearly on their application form how they meet the criteria.