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AI-generated content may be incorrect.**

**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 |
| **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 |
| **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. |
| **Circumstances** | * Able to work unsupervised and as lone worker in office or at home when required | * May be required to travel to meetings |

Applicants must demonstrate clearly on their application form how they meet the criteria.