

PARLIAMENTARY ASSISTANT POSITION:

JOB DESCRIPTION

- Providing support for meetings and events.
- Dealing with general public enquiries by telephone, mail, email and in person and taking appropriate initial action.
- Research for Parliamentary and Committee issues.
- Policy development.
- Support constituency related campaigns.
- Draft correspondence, consultation responses and annual reports.
- Liaison with SNP press officers and central research unit.
- Basic secretarial and administrative work.
- Supporting constituency casework.
- Provide information, advice and support to constituents on a variety of issues through liaison with different agencies.
- Draft Parliamentary questions and motions.
- Assisting with drafting of speeches.
- Undertake other administrative tasks and projects as required by MSP.

Additional responsibilities:

- Attend surgeries and other meetings to assist MSP in dealing with constituents' issues.
- Attending meetings and events on behalf of MSP.
- Assist with the work of other colleagues as required and communicate appropriately with internal and external contacts.

Requirements

- Knowledge and experience of research methods.
- Excellent communication skills.
- Flexible approach to working with the ability to work on own initiative and under time pressure.
- Ability of dealing with sensitive issues and respecting the need for confidentiality.
- Effective team working skills
- Excellent organisational and planning skills.
- Knowledge and understanding of issues affecting constituency of MSP
- Knowledge of Scottish Politics
- Proficiency with computers and Microsoft office