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