



Northern Ireland
Assembly

Researcher for Steven Agnew MLA

Job Description

Pay and Conditions of Employment:

Primary place of Work: Parliament Buildings, Stormont

Secondary place of Work: 76 Abbey Street, Bangor

Full Time; 37 hours per week

Salary: £19,750 – £22,500 (plus 5% pension contribution)

Main duties:

- Providing policy analysis and advice
- Providing rapid, accurate and detailed research on a wide range of devolved policy issues to deliver written and oral briefings as required
- Analysing, evaluating and interpreting data to ensure Member is accurately informed on key issues
- Monitoring events in Assembly and ensuring MLA is fully briefed on potential questions and motions to be put to the House
- Developing knowledge in relevant legislation and policy
- Developing Private Members' Bills
- Preparing and developing motions and Assembly Questions
- Drafting responses to consultations
- Liaising with think-tanks, government departments and agencies, voluntary groups and other external groups.
- Representing MLA at meetings of All Party Groups
- Representing MLA at Q&A sessions with groups visiting Stormont
- Provide cover for Constituency Office Manager when required
- Other duties as required in support of the MLA carrying out their Assembly duties



Steven Agnew MLA, Leader

Room 259, Parliament Buildings, Stormont BT4 3XX

Stormont: 028 90 521790 / Bangor: 028 91 459110

Email: steven.agnew@mla.niassembly.gov.uk

www.greenpartyni.org

Essential Criteria:

- Master's degree
or
Three years relevant experience
- Ability to present research in a clear and concise manner
- Proven ability to use a variety of I.C.T. equipment and software packages
- Excellent verbal and written communication skills
- Good understanding of the values of the Green Party in Northern Ireland
- Good knowledge of UK and Irish politics
- Prepared to work unsociable hours as and when required

Desirable Criteria:

- Master's degree **and** relevant experience
- Demonstrable understanding of economics
- Experience scrutinising legislation
- Experience in word processing, spreadsheets and analytical/statistical software
- Experience in managing/supervising staff or volunteers
- Sympathy with the aims and objectives of the Green Party in Northern Ireland

NB If there is a high level of applications desirable criteria may be used to shortlist for interviews.

To apply please email a letter outlining how you meet the criteria along with your CV to steven.agnew@mla.niassembly.gov.uk

Deadline for applications is 5pm, Sunday 29th July 2018.

It is anticipated that interviews will take place the week commencing 6th August.



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