

JOB DESCRIPTION – POLICY AND RESEARCH OFFICER



The Labour Party strives to have the values of equality, social and economic justice, community solidarity and freedom included in the laws and institutions of Ireland. We work on a daily basis at local and national level to improve the welfare of the people of Ireland and to deliver high quality services for the citizens of Ireland.

We are hiring a full-time Policy and Research Officer, to be based in Leinster House. This is an exciting opportunity for someone with a keen interest in politics, who wishes to change Irish society for the better, and to develop their skills and experience in Irish public life.

Working as part of a small but effective team, reporting to the Head of Communications and Research, the Research Officer will be responsible for developing policy and researching political positions in support of the values, campaign goals and political objectives of the Labour Party.

The right candidate must be able to think strategically, absorb large amounts of information quickly, develop responses at speed and deliver under tight deadlines.

Title	Policy and Research Officer
Reports to	Head of Communications & Research
Location	Dublin City Centre
Job purpose	The Policy and Research Officer will be responsible for providing effective research support to the Parliamentary Labour Party
Key responsibilities	<ul style="list-style-type: none">▪ Contributing to the development of, and implementing, the Labour Party Research and Policy strategies and related work plans▪ Conducting background research for, and drafting of, policy papers, briefing notes, statements and speaking notes▪ Liaison with policy professionals in the public service and NGOs, liaising with policy advocates and sectoral stakeholders, and attending information events related to policy▪ Other responsibilities as specified by the Political Director, Head of Communications & Research or other senior staff

Essential skills and experience	<ul style="list-style-type: none"> ▪ A deep understanding of, and commitment to, Labour Party principles, values and policies and an extensive understanding of the Irish political landscape. ▪ A third level degree or equivalent professional qualification in a field relevant to public policy research (e.g. social science, public policy, public administration, economics) ▪ Experience working in a research role and/or working on public policy ▪ Outstanding communications and interpersonal skills, personal resilience and the ability to work as part of a team, under pressure and achieving targets within a given deadline. ▪ Building and Maintaining Relationships ▪ Management and Delivery of Results ▪ Analytical Skills ▪ Capacity to exercise judgement, discretion and initiative within a politically sensitive environment. ▪ A flexible approach to working outside of regular hours at required times.
Additional competencies required	<ul style="list-style-type: none"> ▪ Problem Solving and Decision Making ▪ Numeracy ▪ Experienced in using a Variety of Computer Software Packages ▪ Flexibility and Adaptability ▪ Attention to Detail ▪ Project Management ▪ Specialist Knowledge, Expertise and Self Development ▪ Organisational Awareness

It would be preferable if the successful applicant could be available to start in January 2022. Annual salary is based on a Houses of the Oireachtas salary scale, and the point on the scale at which the successful candidate will be appointed is at the discretion of the Houses of the Oireachtas and will not be a decision of the Labour Party.

The Labour Party is an equal opportunities employer.

Applications

- Applications must be submitted to jobs@labour.ie by 5pm on Friday 3rd December. CVs should be no longer than two pages, and may be accompanied by a cover letter no longer than one page.
- Both documents must be in one single PDF file, and titled 'FIRSTNAME SURNAME – Research and Policy Officer'.
- Applicants who are short-listed must be available for interview on the week beginning Monday 13th December.