

JOB DESCRIPTION – PARLIAMENTARY SUPPORT 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 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 Parliamentary Support 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 Political Director, the Parliamentary Support Officer will be responsible for supporting the work of the Parliamentary Party in the Oireachtas, researching political positions in support of the values, campaign goals and political objectives of the Labour Party, and working with our TDs and Senators to develop new policy.

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	Parliamentary Support Officer
Reports to	Political Director
Location	Leinster House, Dublin City Centre
Job purpose	The Parliamentary Support Officer will be responsible for providing research support to Labour TDs and Senators on their Oireachtas work, and the development of Party policy.
Key responsibilities	<ul style="list-style-type: none">▪ Coordinate the weekly parliamentary schedule with Party Whips and the Political Director.▪ Conduct background research for, and draft policy position papers, briefing and speaking notes in support of our parliamentary work including Oireachtas committees.▪ Liaise with policy professionals in the public service and NGOs, policy advocates and sectoral stakeholders, attend information events and monitor policy developments.▪ Support the work of the Policy and Research Unit of the Party.▪ Prepare and manage Parliamentary Questions and FOI requests, and co-ordinate PQ requests from Labour representatives.▪ Contribute to the development and implementation of Labour Party Research and Policy strategies and related work plans.▪ Other responsibilities as specified by the Political Director, Head of Communications & Research or other senior staff.

<p>Essential skills and experience</p>	<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. ▪ Experience working on public policy would also be advantageous. ▪ Strong writing skills, and a capacity to distil complex subjects into summary notes. ▪ 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.
<p>Additional competencies required</p>	<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

Annual salary is based on a Houses of the Oireachtas Secretarial Assistant 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 17th June. 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 – Parliamentary Support Officer'.
- Applicants who are short-listed must be available for interview on the week beginning Monday 27th June.