



Northern Ireland  
Assembly

**Colin Crawford MLA**

Ulster Unionist Party Member of the Northern Ireland Assembly for North Antrim Constituency

**Research & Casework Officer**

- Report to:** Colin Crawford MLA
- Office Location:** Colin Crawford MLA - North Antrim Constituency Office
- Hours:** 37 hours per week, Monday - Friday.
- Holidays:** As per determination
- Salary:** Grade 3

**Closing Date - 2<sup>nd</sup> September 2024 at 12noon**

## **JOB DESCRIPTION**

“To carry out the function of providing constituency services and support for Colin Crawford MLA, North Antrim residents, businesses, communities and groups in the North Antrim Constituency and appropriate stakeholders”

A fast-paced role suited to an innovative, creative person who has the ability to both deal with casework and provide policy and research support to Colin Crawford MLA, preparing briefings, questions and speeches, monitoring business, developing Motions, Questions and Private Members Bills plus identifying media and press opportunities”

### Constituency

- To assist in the work of the Constituency Office by delivering effective casework as part of Colin Crawford MLA’s constituency services, and any other duties required to run the Constituency service.
- Log casework, monitor progress and take appropriate action.
- Deal with enquiries sensitively and confidentially.
- Review key themes emerging from casework to identify issues to be progressed either with statutory agencies or by legislative action.
- Assisting constituents with form completions, including but not limited to Personal Independence Payment forms.
- Cultivating relationships with business, community, and other relevant groups within the constituency.
- Liaising with local organisations, coordinating attendance at community events, managing invitations and handling corresponding tasks.
- Monitor progress of cases, ensuring that all cases are logged, all identified actions are taken and outstanding queries are followed up.
- Maintain a database of key stakeholders within the North Antrim constituency including local schools, businesses, community organisations, youth groups and others.

### Research

- Providing rapid, accurate and detailed research on a wide range of policy issues in support of Colin Crawford MLA’s work.
- Drafting speeches, questions and briefing papers for Colin Crawford MLA.
- Preparing and developing Assembly motions and Private Members Bills.
- Monitoring business of the Assembly and Committees and providing detailed briefing for Colin Crawford MLA.
- Identifying media and press opportunities and drafting statements in both a pro-active and re-active manner as required.
- Responding to correspondence and enquiries from constituents, the media, lobbyists and pressure groups

- Maintaining up to date knowledge of relevant legislation, policy and wider political and industry developments
- Assisting the Casework and Constituency Manager with management and processing of constituent casework for Colin Crawford MLA as required.
- Ensuring efficient data and file management to comply with GDPR and data management.
- Attending work related training and networking meetings to develop skills.
- Any other duties as required in support of the MLA carrying out their Assembly duties.

## **PERSON SPECIFICATION**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Professional / Technical Qualifications</b>	<ul style="list-style-type: none"> <li>• Five GCSE's / O' Levels or Equivalent at Grade C or above including both English Language and Mathematics</li> <li>• Excellent written skills (Grammar, punctuation and spelling)</li> <li>• Proficiency in the use of Microsoft Outlook, Word and Excel packages</li> </ul>	<ul style="list-style-type: none"> <li>• 7 GCSEs at Grade C or above including Maths and English Language</li> <li>• Degree in relevant subject</li> </ul>
<b>Experience / Job Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum one year experience in a policy and/or research role in a paid or voluntary capacity</li> <li>• Experience of handling queries and issues from members of the public</li> <li>• Proven experience of content writing and proof reading</li> <li>• Experience of developing and implementing a social media strategy</li> <li>• Knowledge of Northern Ireland political scene</li> <li>• Experience of working in a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the workings of the Northern Ireland Assembly</li> <li>• Minimum of three years' experience working in a paid or voluntary capacity in speech writing</li> <li>• Minimum of three years' experience working in a Policy and/or research role in a paid or voluntary capacity</li> <li>• Experience of dealing with sensitive and confidential information (both verbal and written) in line with the Data Protection Act and GDPR</li> <li>• Ability to update and maintain a database</li> </ul>
<b>Personal Qualities / Skills</b>	<ul style="list-style-type: none"> <li>• Ability to engage with members of the public, sometimes in challenging circumstances</li> <li>• Ability to work to tight deadlines and competing demands</li> <li>• Flexible approach to work</li> <li>• Innovative and enthusiastic approach</li> <li>• Understanding of Ulster Unionist Party objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skills with capacity to adapt techniques in differing contexts</li> <li>• Ability to work as part of a small team</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work unsupervised and as lone worker in office when required</li> </ul>	<ul style="list-style-type: none"> <li>• May be required to travel to meetings/appeals</li> </ul>

Applicants must demonstrate clearly on their application form how they meet the criteria. All applicants will be required to provide copies of their qualifications at interview if shortlisted.