

Job Description

Head of Office for Russell Findlay MSP

Location: Holyrood

Hours: Full time (37 hours per week)

Salary range £35,182 - £44,643 depending on skills and abilities

Responsibilities

- Acting in a supervisory capacity for the team and oversight of office maintenance.
 - Managing office budget in line with Members Expenses Scheme, Allowances Office and People and Culture Office.
 - Managing constituency accounts, premises and equipment. (Russell and two other MSPs share regional offices in Largs and Bearsden).
 - Managing staff and reviewing their performance.
 - Overseeing health and safety and staff wellbeing.
 - Supporting Russell in his roles as the party's Shadow Community Safety Minister and Deputy Convenor of the Parliament's Criminal Justice Committee.
- Overseeing the office research needs and project plans.
 - Leading on research and other projects.
 - Reviewing staff work to ensure accuracy.
- Engaging with the wider research community to ensure access to accurate and contemporary data.
 - Collaborating with colleagues from the Scottish Conservative party's media and research unit and the Scottish Parliament Information Centre (SPICe).
 - Liaising with external groups such as think tanks, NGOs and other elected representatives.
 - Developing effective relationships with counterparts in other UK legislatures and wider research community.
 - Performing casework-related research and preparing responses where necessary.
- Gathering and distributing valuable data that supports his activities.
 - Keeping your knowledge of policy areas and local issues up-to-date.
 - Obtaining and compiling relevant research documents from external bodies.
 - Preparing and delivering regular briefings and updates.
 - Analysing, evaluating and interpreting data and statistics.
- Ensuring office is kept up-to-date with its relevant legislative and compliance obligations.
 - Ensuring all office research complies with data protection legislation and GDPR requirements.
 - Checking for any updates to compliance-related legislation and communicating changes to colleagues.
- Acting in a supervisory role with oversight of overall media strategy.

- Establishing media monitoring systems that detect news instantly as it breaks.
 - Managing provision of communications and press advice.
 - Implementing media and digital communication strategy.
- Identifying potential media opportunities and acting as media contact.
 - Organising and arranging interviews and press conferences as specified.
 - Identifying forthcoming events, in turn promoting his work.
 - Developing creative engagement methods for social media accounts.
 - Representing him in dealings with the media and providing statements where appropriate.
- Producing materials that effectively convey my aims to the general public and media.
 - Keeping up to date with current media developments.
 - Building and maintaining relationships with stakeholders.
 - Corresponding with constituents and local campaign groups.
 - Producing high quality press briefings, speeches, presentations and written materials.
- Following all media outlets to capture relevant developments as they happen
 - Maintaining information systems to support communications
 - Maintaining and growing social media presence
 - Drafting and posting social media content to update constituents on my parliamentary activities
 - Reviewing social media trends and briefing me in issues of relevance to my parliamentary role

Requirements

Management skills and experience

- Have experience of managing staff with the ability to nurture and build effective teams.
- Be confident in managing budgets for staff resources and office provisions.

Policy and Research skills and experience

- Political awareness and the ability to use good judgment and provide sound advice
- Have analytical skills with the ability to identify and investigate trends while interpreting data.
- Have skills in developing research networks and communicating complex information to others at various levels.

Flexibility and adaptability

- Be a quick learner with the ability to multitask and work within tight timescales.
- Be a proactive problem solver with the motivation and resilience to adapt and deal with challenges.

Communication skills

- Have the creative flair and expertise to produce accurate and influential work.

- Have flexibility using relevant IT skills and writing styles, covering both traditional and newer forms of media.

Media skills and experience

- Be capable in monitoring media developments and sourcing information from a range of channels.
- Have the ability to foster good working relationships with confidence to understand how the media world operates.
- Be creative in designing and communicating over a range of formats on different media platforms.