

### Job Description

Job Title:	Extended MP Absence Cover (fixed term)	Reports to:	tbc
Directorate:	N/A		
Salary:	£60,000 per annum (pro rata to absence + up to 4 weeks)		
No. of Direct Reports:	Around 5 members of staff	No. of indirect reports	None
Security Clearance:	CTC	IPSA reference:	

Job role	
Job Purpose:	A key role covering for an MP's extended leave such as parental or prolonged sickness, ensuring constituency casework, campaigns and community concerns are addressed in the MP's absence. Responsible for leading a team of MP Office staff and responding to large volumes of queries, organising community events, meeting ministers and working with many campaign organisations and stakeholders.
Job Context	
	The role campaigns for change outside of the parliamentary chamber and serves the community. As well as representing the MP in constituency surgeries, at events and visits, the role holder will represent the MP's constituency campaigns and causes and have a passion for social justice. The role will not enter chambers or engage in debates, ask questions in the House of Commons or vote but may submit written questions on the MP's behalf. This role will have autonomy to act on behalf of the absent MP within the constraints of the constitution. An understanding of the community the role serves, an awareness of parliamentary processes and previous campaigns experience would be ideal but not essential.

Key areas of responsibility:		
1.	Overall responsibility for representing and furthering the interests of the MP's constituency including representing individual constituents and taking up their problems and grievances	
2.	Scrutinising and holding the Government to account, monitoring and challenging the Executive	
3.	Support the MP on initiating, reviewing and amending legislation on an MP's behalf	
4.	Managing the effective running of the MP's office including oversight of all staff, expenses, allocation of workload and ensuring the office is fully equipped	

5.	Answering queries from local residents and public and private agencies on behalf of the MP, as required	
6.	Researching local or national interests to support the constituency and leading on projects, as required	
7.	Organising and attending community events and meetings to represent the MP on behalf of local residents	
8.	Represent the MP in meetings and discussions with key stakeholders as part of supporting the MP's campaigning priorities	
9.	Deal with complex queries and complaints on behalf of the MP including drafting and signing off correspondence	

Financial Management:	Management of budget c.£250k
Management of People:	Managing a team of 5 MP Office staff
Decision Making	Empowered to take decisions appropriate to the scope of the role and escalate to the MP, as appropriate

Person specification	
Education and/or professional qualifications	<p><b><u>Achieves results</u></b></p> <ul style="list-style-type: none"> <li>• Able to manage multiple workstreams simultaneously and work collaboratively with stakeholders</li> <li>• Resilient and performs well under pressure, responding constructively to setbacks</li> <li>• Exceptionally strong attention to detail</li> </ul> <p><b><u>Interpersonal skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent communications skills, dealing with individuals and groups at all levels with the ability to cultivate effective working relationships</li> <li>• Use their knowledge of the constituency landscape to influence effectively</li> <li>• Sound written skills, with the ability to convey information clearly and succinctly</li> <li>• Excellent verbal communication skills, with the ability to convey information clearly and confidently</li> </ul> <p><b><u>Problem solving</u></b></p> <ul style="list-style-type: none"> <li>• Able to react swiftly and effectively to new and difficult situations, identifying problems, gathering relevant information, asking appropriate questions and taking action within the scope of their role</li> <li>• To effectively manage difficult situations, demonstrating political awareness and identifying potential reputational risk.</li> </ul> <p><b><u>Decision Making</u></b></p> <ul style="list-style-type: none"> <li>• High level of autonomy to act on the MP's behalf within clearly defined policies and principles</li> </ul>

	<ul style="list-style-type: none"> <li>• Capacity to deal with complexity</li> <li>• A tolerance of ambiguity</li> <li>• A degree of independence to achieve results within a general direction</li> </ul> <p><b><u>Self-management</u></b></p> <ul style="list-style-type: none"> <li>• Proactive and flexible self-starter, adapting quickly to changing situations and taking the initiative to respond to the needs and priorities of others</li> <li>• Self-aware, recognising own limits, acting on feedback from others and knowing when to seek support and guidance</li> </ul> <p><b><u>Organisational skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong organisational skills, effectively managing and organising a wide range of tasks, demands, documents, other materials and stakeholders</li> <li>• Adept at effectively managing complex arrangements, dealing effectively with a range of internal and external contacts to arrange meetings and resolve conflicts</li> <li>• Able to prioritise own and others workload effectively, scheduling activities to maximise effective use of time</li> <li>• Adept at planning own and others work in advance, setting and adhering to realistic deadlines</li> <li>• Experience of managing or contributing to projects, and comfortable with working in a project-based, time pressured environment.</li> <li>• To work flexibly to support ad hoc work across the constituency</li> </ul>
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Technical Competences/job specific competencies		Level
1.	Accuracy and attention to detail	A
2.	Working together – team working, communication	A
3.	Managing self – taking personal responsibility	A
4.	Working to deliver – achieving results, being accountable	A
5.	Dealing with complex queries	A

A=Expert knowledge

B=Enhanced knowledge

C=Competent

Job Level	Job Level Descriptor