

Translation of Locum MP Advert into Key Responsibilities and Skills

Locum MP Advert activity	Translated to key areas of responsibility	Person specification – skills required	Evaluation Previous score for first draft - 571 Revised score for redrafted JD – 594 Score range for SLT 439-734
Ensuring casework, campaigns and community concerns of residents are not neglected.	Overall responsibility for representing and furthering the interests of the MP's constituency including representing individual constituents and taking up their problems and grievances. Scrutinising and holding the Government to account, monitoring and challenging the Executive.	<u>Achieves results</u> <ul style="list-style-type: none"> • Able to manage multiple workstreams simultaneously and work collaboratively with stakeholders • Resilient and performs well under pressure, responding constructively to setbacks • Exceptionally strong attention to detail 	<u>Know How</u> Know how sets the positioning of the rest of the evaluation. All areas are interrelated and framework highlights improbable combinations. Professional remains at E based on descriptors below and the fact to be an MP, there is no requirement for know-how. <ul style="list-style-type: none"> • Professional E (rather than F Seasoned Professional) • Professional – sufficient knowledge in technical, scientific or specialised field built in understanding of theoretical concepts and principles and their context. Typically acquired through professional or academic qualification or extensive practical experience. • Seasoned Professional – broad and/or deep knowledge in field of expertise requiring a command of diverse practices and precedents and/or sophisticated concepts and principles. Knowledge acquired through very deep and/or broad experience typically combined with an academic/professional qualification.
Developing an understanding of the work MPs do outside the parliamentary chamber and the connection between campaigning for change and serving a community. Representing █████ in constituency surgeries and at events and visits and playing a key role in ensuring campaigns and causes █████ works on progress.	Organising and attending community events and meetings to represent the MP on behalf of local residents. Represent the MP in meetings and discussions with key stakeholders as part of supporting the MP's campaigning priorities, as directed.	<u>Interpersonal skills</u> <ul style="list-style-type: none"> • Excellent communications skills, dealing with individuals and groups at all levels with the ability to cultivate effective working relationships • Use their knowledge of the constituency landscape to influence effectively • Sound written skills, with the ability to convey information clearly and succinctly • Excellent verbal communication skills, with the ability to convey information clearly and confidently 	

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<p>Previous experience of advocacy.</p> <p>Passion and commitment to social justice.</p> <p>Attend and organise community events and meetings.</p> <p>Represent the MP in meetings and discussions with key stakeholders as part of supporting the campaigning.</p>			<p>If Professional is E, Diverse is an improbable combination as it is deemed that more know-how is required to be diverse.</p> <ul style="list-style-type: none"> • Related II (rather than III Diverse) • Related – integration of operations or services which are generally related in nature and objective and when there is a requirement for coordination with associated functions. Manages function or collection of inherently related activities. Planning, organising, coordinating and ensuring the achievement of results over they typical horizon of an operating plan. • Diverse – operational or conceptual integration of functions which are diverse in nature and objective or critical to the achievement of business goals. General management role charged with integrating several business functions and resolving inherent conflict. Look beyond immediate operating plan to anticipate and formulate response to longer term issues, adopting multiple long-term perspective (3-5 years). Managers of large multi-functional departments, Managing Directors, CEOs of small and medium sized organisations. • Change behaviour (highest rating) – interaction with others primarily concerned with influencing, developing and motivating
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			people and changing behaviour. Often involves inspiration and the creation of the right working climate.
<p>Answering queries on behalf of the MP as required.</p> <p>Deal with complex queries and complaints on behalf of the MP including drafting and signing off correspondence.</p> <p>Research local or national issues to support the MP's work.</p>	<p>Support the MP on initiating, reviewing and amending legislation on an MP's behalf</p> <p>Answering queries from local residents and public and private agencies on behalf of the MP, as required</p> <p>Deal with complex queries and complaints on behalf of the MP including drafting and signing off correspondence.</p> <p>Researching local or national interests to support the MP's work and leading on projects, as required.</p>	<p><u>Problem solving</u></p> <ul style="list-style-type: none"> • 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 • Sound judgement and decision making skills ensuring that the information available is current, accurate and complete • To manage effectively difficult situations, demonstrating political awareness and identifying potential reputational risk. 	<p><u>Problem Solving</u></p> <p>Broadly Defined means 'not bound by rules specifically' rather than Clearly Defined which is deemed as thinking outside the box.</p> <ul style="list-style-type: none"> • Clearly Defined E (rather than F Broadly Defined) • Clearly defined – thinking within clearly defined policies, principles and specific objectives. Job not covered by defined procedures, jobholder must think about how to achieve these goals. • Broadly Defined – thinking within broadly defined policies and objectives. Thinking within general frame of reference towards programme, service or functional objectives in situations with some nebulous, intangible or unstructured aspects. <p>E on Professional makes Uncharted an improbable combination based. Uncharted deemed as developing new approaches and changing paradigms.</p> <ul style="list-style-type: none"> • Adaptive 4 (not 5 Uncharted) • Adaptive – situations constantly requiring adaptation or development of new solutions through analytical, interpretative, evaluative, creative and innovative thinking.

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			<ul style="list-style-type: none"> Uncharted – Novel and path-finding situations requiring development of new concepts and imaginative solutions for which there are no precedents.
		<u>Self-management</u> <ul style="list-style-type: none"> Proactive and flexible self-starter, adapting quickly to changing situations and taking the initiative to respond to the needs and priorities of others Self-aware, recognising own limits, acting on feedback from others and knowing when to seek support and guidance 	<u>Accountability</u> Based on [REDACTED] description of MP role, accountability increased. Clearly Directed moved to E+ to reflect greater independence and accountability described by [REDACTED] <ul style="list-style-type: none"> Clearly Directed E (not F Generally Directed) Clearly Directed – subject to broad practices and procedures covered by functional precedents and policies and managerial direction. A degree of independence needed to achieve results, determine how and when results are to be achieved. Generally Directed – subjected to general direction and broadly defined policy objectives, determining and setting annual objectives and priorities for others consistent with long term business strategies.
<p>Working with [REDACTED] as well as in partnership with the best team of staff and MP could have.</p> <p>Managing a small and committed team of people.</p> <p>Manage the effective running of the MP's office including oversight of all staff.</p> <p>Expenses and allocation of workload following the direction of the MP.</p>	<p>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, following the direction of the MP.</p>	<u>Organisational skills</u> <ul style="list-style-type: none"> Demonstrate strong organisational skills, effectively managing and organising a wide range of tasks, demands, documents, other materials and stakeholders Adept at effectively managing complex arrangements, dealing effectively with a range of internal and external contacts to arrange meetings and resolve conflicts Able to prioritise own and others workload effectively, scheduling activities to maximise effective use of time 	<ul style="list-style-type: none"> Budget is factual. Prime is highest rating. Budget – very small £55k to £550k) Prime (highest rating) – controlling impact on end results or at a level of freedom to act. Exercise direct control over resource

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<p>Ensure office is fully equipped.</p> <p>Lead on projects as required.</p>		<ul style="list-style-type: none"> • Adept at planning own and others work in advance, setting and adhering to realistic deadlines • Experience of managing or contributing to projects, and comfortable with working in a project-based, time pressured environment • To work flexibly to support ad hoc work across the constituency 	<p>used and line accountability for defined and quantifiable end results.</p>
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