

[REDACTED]

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**From:** Ian Todd  
**Sent:** 09 June 2021 09:01  
**To:** Richard Lloyd; Helen Jones; Sir Robert Owen; Will Lifford  
**Subject:** FW: Revised JD  
**Attachments:** IPSA Locum MP Advert Activity To Role Evaluation.docx; REDRAFTED MP Extended Leave Cover Job Description.docx

Dear all,

Please find attached the revised final draft JD, person spec and evaluation for the long term absence cover role.

BW  
Ian

## **Ian Todd**

Chief Executive &  
Accounting Officer

## **IPSA**

[www.theipsa.org.uk](http://www.theipsa.org.uk)

My normal working hours are Monday to Friday 07:00-16:00

My pronouns are he/him/his

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**From:** Karen Walker [REDACTED]  
**Sent:** 09 June 2021 08:48  
**To:** Ian Todd [REDACTED]  
**Subject:** Revised JD

- Locum = a person who stands in temporarily for someone else of the same profession (can't be same profession unless elected current MP)
- MP Associate? Associate MP? Associate = a partner or companion in business or at work; a person with limited or subordinate membership of an organisation
- No MP job description as it doesn't require a specific skillset (and wouldn't be our responsibility to create JD as we don't employ MPs)
  - Over 18 years of age
  - British Citizen (or Commonwealth country or ROI)
  - Nominated by 10 parliamentary electors of the constituency they wish to stand in
- Covers role employed by MP therefore IPSA's responsibility is to create a job description and salary level

## **Karen Walker**

Director of Strategy and Change



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