

Job Description

Policy Assistant

The Office of:	Matt Western - Warwick and Leamington
Employee Name:	Temporary Fixed Term Policy Assistant
Job title	Policy Assistant
Salary band	£27218 - £32000
Location	Outside London

Key responsibilities

- Analyse, evaluate and interpret data to ensure Member is accurately informed on key issues
- Assist with casework as required
- Attend and participate in meetings as appropriate
- Efficient data and file management to ensure the office complies with the data protection legislation
- Engage confidentially, professionally, with care and integrity with members of the public, through telephone enquiries, social media, email and face to face
- Exposure and management of complex cases
- Give advice on policy issues
- Have working knowledge of relevant legislation and upcoming business including how they impact on the constituency
- Maintain positive on-going relationships with all parties including members of the public, groups, suppliers and Westminster where required
- Monitor local, regional and national media coverage and brief the MP on relevant issues
- Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
- Progress casework as required
- Respond to routine correspondence and enquiries
- Undertake research on relevant subjects as directed
- Work with colleagues in communications/casework to identify potential impacts from the research work and disseminate them effectively

Additional responsibilities

Take ownership of complex policy responses, working independently to manage and reduce any backlog.

Develop a strong working knowledge of relevant policy areas and apply this understanding when responding to issues raised by constituents.

Work collaboratively with policy colleagues to ensure an effective and coordinated approach to managing responses.

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MP Signature:

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Date:

Employee Signature:

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