



Job Description

Job title:	Legislative Researcher
Term:	Immediate Start. 28 hours per week
Salary:	£10.26 per hour (£19,740 pa, pro rata) plus pension contribution
Reports to:	Clare Bailey MLA
Job Location:	Parliament Buildings

Job Summary

Working under the supervision of an MLA, the legislative researcher's work is merged with and will be central to, the MLA's work for Assembly business.

In communication with sectoral bodies and the public, the researcher's role will be crucial.

Typical duties will include, but are not limited to the following:

- Maintain general contact with relevant sectoral bodies.
- Scrutiny of proposed legislation.
- Succinct knowledge of Green Party policy.
- Briefings for Assembly debates.
- Consult with outside bodies and wider sectoral organisations.
- Conduct statistical and documentary research.
- Conduct legal research.
- Draft legal documents and correspondence.
- Legal document review.
- Providing secretarial support for meetings as required.
- Providing general admin support (typing, emails, phone calls, distributing mail, filing, photocopying, etc).

- Other duties as required in support of the MLA carrying out their Assembly duties.

Person Specification

This role is working with a small team in a very busy environment. The ability to prioritise workloads and manage diary commitments will be essential.

Essential

- Educated to 3rd level.
- Minimum one-year experience legal research experience.
- Clear understanding of the Northern Ireland Assembly processes.
- Minimum one-year experience working with government and/or statutory agencies.
- Proven ability to use a variety of I.C.T. equipment and software packages.
- Experience of working in a small office environment.
- Experience of staff supervision.
- Proven strong communication skills both verbal and written
- Excellent team working skills.
- Ability to effectively plan and organise own workload and coordinate other resources to meet deadlines.

Desirable

- A grounding in environmental principles.
- Paralegal training.