<table>
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<th>Labour Party Job Description</th>
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<td><strong>Job title:</strong></td>
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<td><strong>Responsible to:</strong></td>
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<td><strong>Responsible for:</strong></td>
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<td><strong>Location:</strong></td>
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<td><strong>Key purpose:</strong></td>
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**Specific responsibilities:**

1. Researching the implications of Government policies in the areas of policy within the remit of the Departments for: Defence; Exiting the European Union; International Development; and the Foreign and Commonwealth Office.

2. Effective liaison with relevant Shadow ministers and their advisers; the Leader of the Opposition’s Office; the PLP; stakeholders within Labour in local government and the EPLP.

3. Drafting a range of publications for internal and external stakeholders, particularly in support of Labour’s work in Parliament as the official Opposition.

4. Supporting and servicing the Party’s policy making institutions and processes with lead responsibility for the International policy commission.

5. Researching and maintaining extensive and effective records and databases in relevant policy areas.

6. Briefing and advising spokespersons on all aspects of Party policy in the foreign affairs, defence, Europe and international development policy areas.
7. Developing and maintaining policy networks inside and outside the Party, including supporting policy consultations and managing engagement around key policy decisions.

8. Ensuring the accuracy and quality of relevant Party documents and publications.

9. Attendance at Labour Party Annual Conference and other events where appropriate in connection with policy development and research.

10. Playing an active role in the presentation of policy at meetings, seminars and other Party forums as appropriate.

11. Carry out any reasonable task as directed by the Director of Policy and Research.

Policy Officers are expected to work closely with other units, in particular: Press, International, Local Government, Field Operations, the General Secretary’s Office and the PLP.
Labour Party
Person Specification

Knowledge

- Excellent knowledge of relevant policy areas.
- Good knowledge/understanding of the current political situation
- Good knowledge of the Labour Party
- Good knowledge of the Parliamentary process
- Knowledge of the processes of policy development and political decision making

Experience

- Experience of policy development and political research
- Experience of preparing written and verbal briefings, preferably for high level political audiences
- Experience of working in a political environment at a national level
- Experience of working in a fast-paced environment
- Experience of political communication
- Experience of using a wide range of information technology systems and online resources

Skills / Abilities

- Excellent verbal and written communication skills
- Excellent research skills and ability to write concise briefing notes
- Excellent political judgement
The Labour Party

- Excellent interpersonal skills
- Ability to establish and maintain good working relationships with a range of people, including other internal Labour Party departments and politicians
- Good organisational skills
- Strong individual initiative, with the ability to work on own initiative and to very tight deadlines