

Labour Party Job Description

Job Title:	Head of Attack and Rebuttal
Responsible to:	Executive Director – Policy and Communications
Location:	Labour Party Head Office – London
Key purpose:	The production and dissemination of research materials to support Labour’s election strategy.

Specific responsibilities:

1. Organise and lead our opposition research function to help deliver the aims and objectives of the Labour Party and winning electoral outcomes.
2. Effective line management and development of the opposition research team.
3. Liaison with the Press Office, digital and other relevant teams on the production and use of briefings, rebuttal material and newsworthy content.
4. Deliver prompt and effective rebuttal of inaccurate and misleading claims made by political opponents.
5. Produce high quality and accurate briefing notes for use by stakeholders across all parts of the party.
6. Support elected representatives, candidates and staff at all levels of the Labour Party across the nations and regions of Great Britain, including preparation for parliamentary questions, statements and written articles.
7. Commission support from the policy research team.
8. Understand and respect our obligations under data protection law.

Labour Party Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Knowledge

- Excellent political and news judgment
- Excellent knowledge and understanding of the current political situation
- Excellent knowledge of Labour Party policy
- Good knowledge of other political parties' policy
- Good knowledge of parliamentary processes

Experience

- Successful experience of delivering high quality and accurate written products
- Experience of producing content for news stories
- Experience of analysing data to produce news stories
- Proven ability to work to very tight deadlines, often at short notice
- Experience of working in a high pressure and fast-paced environment

Skills / Ability

- Excellent verbal and written communication skills
- Ability to write concise briefing notes on complex policy areas
- Very strong media judgment, with the ability to quickly identify opportunities
- Ability to establish and maintain good working relationships with a range of people, including senior politicians, their staff, key internal and external stakeholders and other internal Labour Party departments
- Ability to work on own initiative, initiate own work, initiate projects, and work to very tight deadlines
- Excellent interpersonal skills