

Labour Party Job Description

Job Title:	PLP Officer (Scotland and Wales)
Responsible to:	PLP Secretary and Director of Political Services
Location:	Houses of Parliament
Key Purpose:	To provide a comprehensive service for Welsh and Scottish members of the PLP to support their roles as legislator, advocate and representative.

Specific Responsibilities

1. Offering political support to Scottish and Welsh members of the PLP on both devolved matters and from within Westminster. Supporting departmental groups as directed by the PLP Secretary.
2. Enabling and supporting Scottish and Welsh members of the PLP to engage effectively with the Government
3. Liaising with Special Advisers in relation to the above and also in respect of upcoming legislation that in particular will affect Scottish and Welsh MPs
5. Working with the Press and Digital teams within the party, government and Scottish and Welsh Labour to ensure MPs have relevant support.
6. Assisting the PLP Office, government and the party offices to ensure political briefings are relevant for the work of the MPs.
7. Supporting Scottish and Welsh MPs as well as the PLP in organising events and training programmes as and when required.
8. Convening and supporting the Scottish and Welsh parliamentary Labour Groups

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

- Good standard of written and oral English
- Competent use of IT, with a working understanding of MS Office
- Demonstrable knowledge of current affairs in a political context, particularly in Scotland and Wales
- Sympathy with the aims and values of the Labour Party

Experience

- Experience of a busy office environment, including dealing with competing demands and tight deadlines
- Basic understanding of Parliament and Parliamentary procedures
- Experience of working within a party political environment or similar
- Experience of working with multiple stakeholders in a political environment

Skills / Ability

- Ability to communicate effectively with people at different levels, including parliamentarians and their staff
- Able to respond empathetically to a wide range of issues raised by members of the PLP
- Able to demonstrate initiative, a professional approach, and methodical working
- Excellent organisational, communication and interpersonal skills
- Demonstrable ability to prioritise workload
- Ability to take the initiative and work autonomously