

Labour Party Job Description

Job Title: Senior Parliamentary Liaison Advisor

Responsible to: Director – Political Stakeholder Management

Location: Head Office London and Westminster

Key Purpose: The role will be central to the effective engagement of MPs around government policy, working alongside the Parliamentary Labour Party (PLP) Office and government SpAd teams; ensuring MPs parliamentary engagement is closely aligned with the Leader's political strategy and wider campaign plans, and provide political insight on parliamentary opinion, identifying emerging issues and pressure points early and advising on their management.

Specific Responsibilities

1. Support the effective engagement of MPs around government policy, working alongside the Parliamentary Labour Party (PLP) Office and government SpAd teams.
2. Liaise with the PLP Office on behalf of the Leader and No10 Political team to ensure MPs get timely information from the government.
3. Work with PPSs to ensure they are effectively engaged and supported across government and the Labour Party.
1. Support MPs to contribute effectively to policy discussions and wider Government decision making.
2. Support parliamentary engagement to ensure it is aligned with the Leader's political strategy and wider stakeholder and campaign plans.
3. Maintain clear records of parliamentary issues, engagement activity, actions and follow-up, sharing with relevant teams in the Party and government.
4. Provide political insight and analysis on parliamentary opinion to inform government policy development and communications.
5. Identify emerging parliamentary issues and potential pressure points, advising on handling and mitigation.

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 knowledge of Parliament, parliamentary procedure and the role of MPs, Parliamentary Private Secretaries and wider political stakeholders.
- Knowledge of the operation of No.10, Government Departments, the Whips' Office and the Parliamentary Labour Party.
- Understanding of how parliamentary risks, opportunities and political sentiment can affect Government decision-making.
- Knowledge of effective political engagement, briefing and information management.
- Understanding of the importance of timely, accurate and politically sensitive communication.

Experience

- Significant experience of working in Parliament, Government, a political office or a comparable political environment.
- Experience of working directly with MPs, senior politicians, political advisers, parliamentary staff or other key political stakeholders.
- Experience of developing or managing stakeholder engagement structures and processes.
- Experience of monitoring emerging political issues and advising on risks and opportunities.
- Experience of producing high-quality briefings and coordinating politically sensitive information.

Skills / Ability

- Excellent political judgement and the ability to assess parliamentary risks and opportunities quickly.
- Excellent communication skills, including the ability to brief senior politicians, political advisers and other key political stakeholders.

The Labour Party

- Strong relationship management and influencing skills.
- Ability to coordinate information and activity across No.10, Government Departments, the PLP and Party teams.
- Excellent organisational skills, with the ability to manage competing priorities and tight deadlines.
- Ability to handle sensitive information with discretion and sound judgement.
- Ability to work independently while contributing effectively to a wider political team.