

Labour Party Job Description

Job Title:	Constitutional Policy Officer (Scotland)
Responsible to:	Senior Advisor (Scotland)
Key Purpose:	To develop, research and support constitutional policy for the Labour Party in Scotland with a view to producing policy recommendations, position papers and policy briefings.

Specific Responsibilities

1. Researching and developing constitutional policy for the Labour Party in Scotland with a view to producing policy recommendations
2. Researching the implications of Government policies, specifically in relation to implications for Scotland
3. To provide policy analysis, research and briefings to the Head of Brexit and Devolved Nations and wider policy team as required.
4. Developing and maintaining policy networks inside and outside the Party, including supporting policy consultations and managing engagement around key policy decisions.
5. Effective liaison with relevant Shadow Ministers and their advisers; the Leader of the Opposition's Office; Scottish Labour; relevant internal and external stakeholders; and the Westminster Scottish Labour Group.
6. To support the Westminster Scottish Labour Group, the Leader of the Opposition's Office and wider policy team in Labour's constitutional policy making process.
7. To liaise with internal and external stakeholders on a range of policy issues and advise where appropriate
8. Ensuring the accuracy and quality of relevant party documents and publications
9. Playing an active role in the presentation of policy at meetings, seminars and other party forums as appropriate
10. To carry out any other reasonable tasks as required by the Head of Brexit and Devolved Nations

Labour Party Person Specification

Knowledge

- In-depth knowledge of recent Scottish Political history and the challenges facing the UK constitutional arrangements post Brexit
- Excellent knowledge of the current political situation.
- Good knowledge of the Parliamentary process.
- Knowledge of the aims of The Labour Party and its structures.

Knowledge of the processes of policy development and political decision making

Experience

- Experience of working in a political environment.
- Experience of working with Parliamentary processes.
- Experience of political research
- Experience of preparing written and verbal briefings.
- Experience of working in a fast paced environment.

Skills / Abilities

- Excellent verbal, written communication and interpersonal skills.
- Ability to work proactively with a variety of stakeholders and politicians.
- The ability to prioritise own workload.
- The ability to work on own initiative and to tight deadlines
- Excellent research skills and ability to write concise briefing notes.