

Labour Party Job Description

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

Specific Responsibilities

1. Researching and develop policy for the Labour Party in Scotland with a view to producing policy recommendations
2. To promote understanding of Labour's policy development process
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. To carry out any other reasonable tasks as required by the Head of Brexit and Devolved Nations

Labour Party Person Specification

Knowledge

The Labour Party

- Knowledge of the current political situation
- Excellent knowledge of Labour Party policy and policy development processes
- Good knowledge of the Parliamentary process.
- Knowledge of the aims of The Labour Party and its structures.

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.
- Managing stakeholder relationships and working with senior colleagues.

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 initiatives and to tight deadlines
- Excellent research skills and ability to write concise briefing notes.
- Excellent attention to detail