

# Job Description

## Senior Parliamentary Assistant

<b>The Office of:</b>	Clive Lewis - Norwich South
<b>Employee Name:</b>	New starter (cover)
<b>Job title</b>	Senior Parliamentary Assistant
<b>Salary band</b>	£38404 - £61597
<b>Location</b>	London

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### Key responsibilities

- Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues
- Deal with complex queries and complaints on the MPs' behalf, including drafting and signing letters
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate
- Diary management
- Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Lead on project work as required
- Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
- Manage and progress complex cases
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases
- Research and monitor local, regional and national media coverage online and through social media and brief the MP on relevant issues
- Research local, regional or national issues to support the MPs' work
- Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups
- There may be a requirement for the role holder to work outside of normal working hours, including assisting with events with the MP as requested
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- To produce and present high quality written reports, briefing notes, and professional advice
- Undertake research on relevant subjects as directed
- Undertake supervisory responsibility as required

### Additional responsibilities

Line manage the Parliamentary Assistant

Coordinate with the constituency team, identifying and actioning Norwich South parliamentary activities

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**MP Signature:**

**MP Print:**

**Date:**

**Employee Signature:**

**Employee Print:**

**Date:**