

Key areas	Maternity cover JD	Office Manger JD	Senior Parliamentary Assistant JD
Constituency interests	Representing and furthering the interests of their constituency	Provide high quality, efficient and effective support to the MP and interest groups as required	Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
		Plan the MPs internal communications and external stakeholder engagement and provide strategic advice on constituent matters on behalf of the MP where appropriate	
Casework	Representing individual constituents and taking up their problems and grievances	Take ownership of certain casework as required	Take ownership of certain casework as required
		Exposure and management of complex cases	Manage and progress complex casework
			Progress casework as required
Scrutinising Government	Scrutinising and holding the Government to account and monitoring, stimulating and challenging the Executive		To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
			Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases
Legislation	Initiating, reviewing and amending legislation		
Management of office and staff	Manage the effective running of the MP's office including oversight of all staff, expenses and allocation of workload following the direction of the MP.	Responsibility for managing all aspects of the budget, keeping the MP informed of all relevant financial matters and liaising with IPSA on office finance	
		Lead and maintain a highly professional administrative support function for the MP's office	
		Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary	Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
		Support and manage the recruitment of staff for the MP's office	
		Identify training opportunities and ensure the office team maintain and develop knowledge of relevant legislation where appropriate	
	Ensure office is fully equipped	Ensure the office is fully equipped	

			Undertake supervisory responsibility as required
Correspondence/ queries	Answering queries on behalf of the MP from local residents and public and private agencies as required	Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence	Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups
	Deal with complex queries and complaints on behalf of the MP including drafting and signing off correspondence		Deal with complex queries and complaints on MP's behalf, including drafting and signing letters
			Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
External events and meetings	Attend and organise community events and meetings to represent the MP as required on behalf of local residents.		
	Represent the MP in meetings and discussions with key stakeholders as part of supporting the MP's campaigning priorities as directed	Liaise with groups/personnel including at Westminster, within the constituency and the general public on the MP's behalf as necessary	
Research	Research local or national issues to support the MPs work	Conduct parliamentary research as required	Research local, regional or national issues to support the MPs' work
			Undertake research on relevant subjects as directed
		Horizon -scanning, anticipate what advice or action may be required; proactively identify problems and resolve them	Horizon -scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
			Establish and develop appropriate strategies around research development
			Analyse, evaluate and interpret data to ensure the MP is accurately informed on key issues
			To produce and present high - quality written reports, briefing notes, and professional advice
			Research and monitor local, regional and national media coverage online and through social media and brief the MP on relevant issues
Projects	Lead on projects as required		Lead on project work as required

Diary management		Overall management of the MP's diary commitments, delegating tasks to others as appropriate	Diary management
Working outside normal hours		There may be requirement for the role holder to work outside of the normal working hours, including attending events with the MP as required	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
Security		Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate	Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate
Other		Collate all required information from team members to present to the MP	