

Independent Parliamentary Standards Authority (IPSA)

Policy and Research Officer

Permanent, Full Time Role

£29,000

Location: Flexible working location will be considered.

Background:

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is on a mission! We want to enable MPs to do what really matters by providing an exemplary, seamless regulatory service. We have a compelling strategy and we're intent on transforming IPSA. We are making improvements and want to boost our capacity and capabilities across the organisation, including in the policy area.

We are looking for a Policy and Research Officer to join a small yet impactful policy team. Our work is vital to the delivery of IPSA's ambitious corporate plan and our aims to make sure that the regulatory scheme is fit for purpose, futureproofed and meets the needs of MPs and their staff. This role supports the whole team in keeping projects on track and plays a key part in ensuring that policy development is robust and evidence-based.

Key areas of responsibility include:

- Research and analysis to help shape and inform policy development, including data from internal and external sources, survey results and other customer feedback
- Supporting large-scale regulatory reviews by undertaking background research and maintaining project plans and other documents to help keep key milestones on track
- Providing administrative support to the team including preparation of agendas and minutes, arranging mailouts and publication of documents
- Assisting in the publication of business costs data by extracting, analysing and formatting data in line with work instructions
- Contributing to discussions on policy queries and supporting the team's policy advisory service

Who we are looking for:

You will have an interest in policy development, research and analysis, with some experience of working in a similar role. You will be adept at using data and information from multiple sources and employ and analytical approach, taking account of complex factors.

With excellent written and verbal communication skills, you will be comfortable liaising with internal and external stakeholders at different levels, which may include Board members and senior executives, MPs and their staff.

You will have a strong eye for detail, excellent organisational skills and the ability to manage your own workload.

Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working

We are a high-performing organisation that respects diversity and promotes our values through all the work that we do.

How to apply:

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain and develop people with a diverse mix of skills and experience. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

We've adapted our recruitment process during the pandemic, and we run virtual interviews and a virtual onboarding process. Candidates who want to join our team will need access to a secure WIFI network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding, training and working from home. Our office is located in Central London, but we are looking for people based across the UK with the right to work in the UK, with occasional travel to London required.

Our core values are Staying Connected, Seeing The Bigger Picture, Being Open, Doing The Right Thing and Making A Difference. If you share our values, then we would like to hear from you.

If you are interested in applying for this role, please send your **CV and a covering letter of a maximum of 400 words** to ipsa.recruitment@theipsa.org.uk. Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

Please ensure that your CV and cover letter **does not contain** any personal details which could identify you. **We may be unable to consider your application if you do not follow the application**

guidelines above. When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. **The HR team will contact you if you have been shortlisted.** If you would like further information or an informal discussion please contact our HR team at HR@theipsa.org.uk

Latest Application: 10th August 2021

We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#)

Job Description

Job Title:	Policy and Research Officer	Reports to:	Policy Manager
Directorate:	Policy and Engagement		
Salary Band:	B	Salary Range:	£29,000
No. of Direct Reports:	0	No. of indirect reports	0
Security Clearance:	CTC	IPSA reference:	

Job role:	
Job Purpose:	Conducting research and data analysis to assist with IPSA's policy and engagement function. This will include contributing to evidence-based policy-making relating to MPs' staffing, business costs and remuneration, by assisting with researching, drafting and presenting a range of policy options, often to tight deadlines. Also includes work to extract, analyse and present data in support of IPSA's periodic publication of MPs' staffing and business costs. Provide overall administrative and research support to the Policy and Publication team.
Job Context:	<p>This role sits within IPSA's policy and engagement function. The Policy and Publication team provides advice to senior management and the Board on IPSA policy issues, including MPs' pay and remuneration, and are responsible for ensuring that the Scheme of MPs' Business Costs and Expenses remains up to date and fit for purpose.</p> <p>The team also supports IPSA's transparency objectives by managing the periodic publication of information about MPs' staffing and business costs, so that the public can see how taxpayers' money is being used.</p>

Key areas of responsibility:	
1.	Researching and analysing internal and external data to inform and shape policy development; collating survey results and other customer feedback; and assisting with writing up findings in briefings and reports for a range of audiences, with support, advice and approval from senior colleagues.
2.	Supporting large-scale policy reviews by: undertaking background research on issues relating to MPs' staffing, business costs, pay and pensions; maintaining and monitoring project plans and other documentation; and keeping abreast of events and developments that impact on IPSA's future approach.

3.	Providing administrative support to the team including assisting with administration of the Contingency Panel and monthly policy meetings; preparing agendas and minutes; arranging mail-outs or publication of documents; and other ad-hoc work to support the team.
4.	Assisting with the publication process by extracting, analysing, amending and presenting business costs data; support team members during busy periods; and ensure deadlines are met.
5.	Providing advice on the rules under the Scheme of MPs' Staffing and Business Costs, including interpretation of the rules and application to new circumstances.

Financial Management:	0
Management of People:	0
Decision Making	This role requires a degree of self-management on a day-to-day basis, with support and advice from line manager and other managers and colleagues. There is scope to give advice on the Scheme rules and settled policy. Can assist with analysing data, drafting reports and making initial recommendations to senior managers and the Board, in consultation with colleagues.

Person specification	
Education and/or professional qualifications	Degree level education or equivalent experience. Previous experience of working in a policy team is desirable.

Technical Competences/job specific competencies		Level
1.	Strong analytical skills and sound judgement, with the ability to gather, analyse and present data and other information on a wide range of topics; draw out and communicate key themes.	A
2.	Excellent written skills, with the ability to convey clearly and succinctly issues, relevant evidence (including technical data), analyses, conclusions and recommendations.	B
3.	Good interpersonal communications skills to effectively deal with internal and external stakeholders at all levels on complex and sometimes sensitive matters.	B
4.	Strong numeracy skills and a good eye for detail.	A
5.	Effective organisational and time-management skills, with ability to manage own workload and prioritise tasks to ensure that deadlines are met; work well under pressure; and show strong attention to detail.	A
6.	Good IT skills and proficient in the use of MS Office applications, particular MS Excel and MS Word, and the ability to pick up new IT skills quickly.	A

7.	An understanding of the policy development process and methods of reviewing policy impact.	B
8.	Awareness of the UK parliamentary process and legislative system.	C

IPSA competences	<p>1. Working together:</p> <ul style="list-style-type: none"> Build and manage strong relationships with internal teams to ensure the integrity and consistency of messages across the organisation. Build and manage strong relationships with external stakeholders as appropriate to ensure the delivery of the organisation's objectives. Monitor political developments in order to feed information into the policy development process. Contribute to projects and work outside the Policy and Assurance team (which may not be directly related to your core responsibilities). <p>2. Managing myself:</p> <ul style="list-style-type: none"> Good administrative and records management skills. Demonstrates skills to assist with planning and managing small projects (informal and formal). <p>3. Working to deliver:</p> <ul style="list-style-type: none"> Achieves results and shows responsibility and accountability for their work.
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Job Level	Job Level Descriptor					
<div>B</div> <table><tr><td>Knowledge & Skills / Experience</td></tr><tr><td>Scope of Responsibility</td></tr><tr><td>Autonomy / Decision Making</td></tr><tr><td>Resource Management</td></tr><tr><td>Interfaces</td></tr></table>	Knowledge & Skills / Experience	Scope of Responsibility	Autonomy / Decision Making	Resource Management	Interfaces	<ul style="list-style-type: none">• Graduate calibre and may be studying for a professional qualification• Relevant experience within area of responsibility• Good knowledge of day to day processes and activities within area of responsibility• Developing depth and breadth of knowledge and expertise• Primarily operates in a support role with discrete responsibility for some operational activities and/or processes• Not expected to contribute to strategy, other than inputting ideas as part of a team• Implements and may adjust/improve processes to deliver project or delivery goals• Works independently on a day to day basis within a clearly defined framework of procedures and processes• Able to deal with some non-routine operational issues drawing from prior experience or precedent, but will typically refer upwards on anything non-routine
Knowledge & Skills / Experience						
Scope of Responsibility						
Autonomy / Decision Making						
Resource Management						
Interfaces						

	<ul style="list-style-type: none"> • Some problem solving skills, but advice and guidance is readily available • No staff management responsibility • Some budget awareness but no formal responsibility other than monitoring of project or IPSA expenditure budgets • No sign-off authority • Good verbal and written communication skills • External interfaces will be mainly on routine operational matters, but may be at a senior level requiring a level of tact and diplomacy, particularly with MPs and their offices • Routine interfaces with peers and line managers across IPSA • Typically a lower level of reputational risk involved in interfaces due to the more routine/process based nature of the interactions
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