

Independent Parliamentary Standards Authority (IPSA)

Senior Policy Adviser

Permanent, Full Time

£36,360

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 professional to join a small yet impactful policy team. Our work is vital to the delivery of IPSA's ambitious corporate plan and aims to make sure that the regulatory scheme is fit for purpose, futureproofed and meets the needs of MPs and their staff. In addition to providing policy advice to IPSA Board and colleagues, the Senior Policy Adviser will contribute to key regulatory reviews and plays a key part in ensuring that policy development is robust and evidence-based.

About the role:

This role sits within IPSA's policy and engagement function. The Senior Policy Advisor will lead on important and potentially high-profile policy work, including contributing to a comprehensive review of the Scheme of MPs' Staffing and Business Costs. They will be viewed as an organisational expert on a range of policy issues and will have frequent contact across IPSA teams and with the IPSA Board and senior managers in providing advice and recommendations, as well as with senior external stakeholders. They will contribute to the development of IPSA's future regulatory approach, including consideration of alternative frameworks and tools.

Key areas of responsibility include:

- Leading on discrete pieces of policy development and review work, to include researching and analysing data and making recommendations on policy options
- Helping to ensure that policy development is robust, evidence-based, collaborative and sensitive to operational impacts, customer needs and the external environment
- Writing and presenting papers, guidance and reports to a wide range of audiences; representing IPSA and communicating policy positions to MPs and their staff and other stakeholders
- Providing day-to-day advice to internal teams on the rules under the Scheme of MPs' Staffing and Business Costs other key IPSA policies.

What we are looking for:

You will have a strong understanding of the policy development process and previous experience of working in a policy role. You will be able to formulate policy options and recommendations, taking account of complex factors.

With excellent written and verbal communication skills, you will be comfortable liaising with internal and external stakeholders at all levels, to include Executive leadership and Board members, MPs and their staff and government departments. You will be sensitive to the political, social and economic context and customer impact, and this informs how you think about policy issues.

You will be adept at analysing data and information from a range of sources, potentially including financial information. You will have excellent attention to detail and the ability to manage your own workload effectively.

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 of professionalism, respect, integrity, collaboration and improvement 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: 24th September 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

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|------------------------|-----------------------|-------------------------|----------------|
| Job Title: | Senior Policy Adviser | Reports to: | Policy Manager |
| Directorate: | Policy and Engagement | | |
| Salary Band: | C | Salary: | £36,360 |
| No. of Direct Reports: | 0 | No. of indirect reports | 0 |
| Security Clearance: | CTC | IPSA reference: | |

| Job role: | |
|--------------|---|
| Job Purpose: | Takes a lead role in evidence-based policymaking in relation to MPs' staffing costs, business costs and remuneration. Supports decision-making by senior managers and Board members by researching, analysing, drafting and presenting a range of policy options. Provides advice to colleagues across teams on the Scheme of MPs' Staffing and Business Costs and other policy positions. Has a keen understanding of political implications and is comfortable communicating regularly with internal and external senior stakeholders. |
| Job Context: | 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' Staffing and Business Costs remains up to date and fit for purpose. 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. |

| Key areas of responsibility: | | % |
|------------------------------|--|-----|
| 1. | Leading on discrete policy development projects and aspects of wider policy reviews; planning project activities; conducting research and data analysis; working with operational colleagues and other stakeholders to implement policy changes. | 40% |

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|----|---|-----|
| 2. | Writing and presenting papers, guidance and reports to a wide range of audiences, including the IPSA Board, senior management, MPs and their staff, the media and the wider public; representing IPSA and communicating policy positions to external stakeholders as required. | 20% |
| 3. | Providing day-to-day advice to colleagues on IPSA policy issues and the Scheme of MPs' Staffing and Business Costs; responding to policy queries from MPs, their staff, and members of the public; contributing to decisions on interpretation of the rules; and liaising with senior colleagues on more complex policy queries as required. | 25% |
| 4. | Conducting reviews of validation decisions on MPs' claims which have been disputed, ensuring that the Scheme rules are consistently applied. As needed, supporting administration of the Contingency Panel, which considers requests for additional financial assistance from MPs; and liaising with colleagues across teams to implement panel decisions accurately and appropriately. | 10% |
| 4. | Producing briefings on policy issues and providing research, data analysis and support to policy colleagues, other teams and wider projects, as required. | 5% |

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| Financial Management: | N/A |
| Management of People: | N/A |
| Decision Making | This role allows for a degree of autonomy on a day-to-day basis and has a wide scope for planning, initial decisions and recommendations. Will take responsibility for discrete pieces of work, to include large-scale research and policy development projects, drafting reports and making recommendations to senior managers and the Board, in consultation with line manager. The line manager or another more senior colleague will sign-off work including briefings, papers and reports. Some autonomy to give advice on interpretation of the Scheme rules, unless new or complex area of policy. |

| Person specification | | |
|---|--|-------|
| Education and/or professional qualifications | Degree level education or equivalent experience that relates particularly to policy development and/or researching and presenting complex information in written reports. Previous experience working in a policy role is essential. | |
| Technical Competences/job specific competencies | | Level |
| 1. | A strong understanding of consultation and policy development processes, including the importance of evidence-based policy and methods of reviewing policy impact. | A |
| 2. | Excellent written skills, with the ability to draw out key themes and convey issues, relevant evidence (including technical data), analyses, conclusions and recommendations clearly and succinctly. | A |
| 3. | Strong analytical and problem-solving skills, with the ability to gather, analyse and present data and other information on a wide range of topics. | A |
| 4. | Excellent interpersonal communications skills to effectively deal with internal and external stakeholders at all levels on complex and sometimes sensitive matters. | A |
| 5. | Understanding of and sensitivity to the external political, social and economic environment. | B |
| 6. | Strong numeracy skills and ability to analyse and interpret quantitative/financial information. | B |
| 7. | Strong organisational and time-management skills; ability to manage own workload effectively and prioritise tasks to ensure that deadlines are met; ability to work well under pressure. | A |
| 6. | Good IT skills and proficient in the use of MS Office applications, particular MS Excel, Word and Outlook, and the ability to learn new systems and IT skills quickly. | B |
| 7. | Awareness of the UK parliamentary process and legislative system. | B |
| IPSA Competences | | |
| 1. | Working together: Team Working, communication | |
| 2. | Managing myself: Taking personal responsibility | |
| 3. | Working to deliver: Achieving results, being accountable | |

A=Expert knowledge

B=Enhanced knowledge

C=Competent

| Job Level | Job Level Descriptors |
|---|---|
| <p>C</p> <p>Knowledge & Skills / Experience</p> <p>Scope of Responsibility</p> <p>Autonomy / Decision Making</p> <p>Resource Management</p> <p>Interfaces</p> | <ul style="list-style-type: none"> • Graduate calibre and may possess a part or fully qualified professional qualification • Typically considerable relevant experience within area of responsibility • Some understanding of the public sector and the political landscape in the UK • Good knowledge of protocols and processes within a specialist area of a corporate function • May be developing breadth of knowledge within specific functional area • Responsible for the management of projects or the delivery of particular activities within a function or area of IPSA activity • Uses specialist knowledge to inform and contribute to strategy for immediate area of responsibility • Adjusts, improves and implements processes in order to deliver project or delivery goals • Works independently within a framework of policies and procedures, with overall agenda typically set by line manager or project plan • Expected to be proactive in identifying tasks to be undertaken • Will make operational decisions within policies and procedures in line with knowledge and experience, referring upwards on more complex or non-routine issues • A capacity to exercise a level of independent judgement • Unlikely to have any formal staff management responsibilities but may mentor and/or delegate work to more junior staff or matrix manage within the scope of project delivery • Little or no budget responsibility apart from managing expenditure within a project budget • Little or no sign-off authority • Good verbal and written communication skills • Regular external interfaces with MPs offices, service providers, suppliers and contractors, requiring tact and diplomacy • Internal interfaces are mainly with peers and line managers across IPSA • Some reputational risk involved in representing the organisation |