

| | | | |
|----------------|-------------------------|----------------|----------------------|
| Directorate | Policy & Engagement | Reports to | Policy Manager |
| Salary | £39,285 | Contract | Full-time, permanent |
| Security level | Counter Terrorism Check | IPSA reference | PS23 |

Purpose and context

As part of the Policy team, the postholder will play a critical role in shaping, creating, and advising on Policy in relation to the Scheme of MP's Staffing and Business Costs and other associated processes. The role will support senior decision makers by researching, analysing, and drafting policy, adjudicating on disputed claims, and determining requests for additional financial assistance.

This role is part of the Policy and Publications team which provides advice to senior leadership and the Board on IPSA policy issues, and who are responsible for ensuring that the Scheme of MPs' Staffing and Business Costs remains up to date, fit for purpose and aligned to IPSA's strategic objectives.

Key responsibilities

- Lead on policy development projects and aspects of wider policy reviews through planning project activities, conducting research and data analysis.
- Provide advice and interpretation on IPSA policy issues, and providing briefings, research, and recommendations to support colleagues and other stakeholders.
- Produce and presenting papers, guidance, and reports to a wide range of audiences, including the IPSA Board, senior leadership, MPs and their staff, the media and the wider public
- Represent IPSA and communicate policy positions to external stakeholders, as required.
- Implement end-to-end policy and process changes, working with internal and external stakeholders where needed.
- Ensure the Scheme rules are consistently applied and if needed, conducting reviews of claims (or disputed claims).
- Support the Contingency Panel (which considers requests for additional financial assistance from MPs) by liaising with colleagues across IPSA to implement panel decisions accurately and appropriately.
- Undertake autonomous projects and other ad-hoc pieces of work as well as contributing to wider IPSA projects, as required.
- Reflect IPSA's values of staying connected, seeing the bigger picture, being open, doing the right thing and making a difference through all that you do.

IPSA is a learning organisation. We constantly review our work against our customers' need and assess the environment in which we operate so that we can continuously improve.

Therefore, the list of key responsibilities may adapt and change over time within the spirit and nature of organisational change and the development of the role.

Person specification

| | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Experience and technical knowledge | | |
| Demonstrable policy or related experience in a regulatory or political environment. | ✓ | |
| A strong understanding of consultation and policy development processes, including the importance of evidence-based policy and methods of reviewing policy impact. | ✓ | |
| Awareness of the UK parliamentary process and legislative system. | | ✓ |
| Understanding of, and sensitivity to, the external political, economic, and social environment. | | ✓ |
| Experience of gathering and reviewing evidence for dispute resolution. | | ✓ |
| Abilities | | |
| Able to make sound decisions and independent judgements demonstrating political awareness and identifying potential reputational risk. | ✓ | |
| Use specialist knowledge to inform and contribute to strategy and adjust, improve, or implement processes in order to deliver successful project outcomes. | ✓ | |
| Able to identify key themes and trends and able to convey issues, recommendations, and solutions. | ✓ | |
| Operates with integrity and political impartiality and able to exercise diplomacy and tact in challenging situations. | ✓ | |
| Skills | | |
| Strong organisational and time-management skills; effectively managing workloads, prioritising tasks, setting, and adhering to realistic deadlines. | ✓ | |
| Excellent written, verbal, and interpersonal communication skills to effectively deal with stakeholders on complex and sometimes sensitive matters. | ✓ | |
| Strong analytical, problem-solving and ability to analyse, interpret and present complex data to a range of audiences. | ✓ | |
| Good Microsoft Office skills including SharePoint, Outlook, Teams, Word, and Excel. | ✓ | |
| CRM and knowledge management skills. | | ✓ |