

Legal and Parliamentary Advisor

Job Description and Person Specification

Purpose of the role

The Legal and Parliamentary Advisor will provide high quality support, advice and assistance to the Green Group in the House of Lords. Working in a fast-paced team, the role holder will provide expert guidance on legal matters and parliamentary procedures, contributing to and writing speeches, notes and briefings.

The Legal and Parliamentary Advisor will need the ability to interpret legislation, understand its political context, and explain it to others. The role holder will be able to help draft amendments to legislation which give effect to Green Party policy and issues raised by NGOs, Green Party members, and members of the public.

The role holder will require the attributes and skills to navigate complex processes, provide in-depth legal advice, and engage with stakeholders.

Salary	Up to £41,621 FTE per annum, pro rata [Point 24 on the GPEW salary scale]
Hours	A minimum of 624 hours per full calendar year (equates to an average of 12 hours per week), with considerable flexibility required.
Job type:	Permanent
Location:	Remote, with some work from Westminster, or Westminster-based
Line manager:	Political and Media Adviser
Line management responsibilities:	None
Key relationships:	Baroness Jones of Moulsecoomb, Baroness Bennett of Manor Castle, Parliamentary Authorities, Party Whips, Campaigners, Green MPs policy staff

Principal Roles and Responsibilities

1. Co-ordinate Green Party House of Lords work with bills, questions and other chamber procedures.
2. Prepare wording for parliamentary questions, motions, etc in response to issues.
3. Interpret legislation and Bills, draft amendments to give effect to Green Party policy, and advise the Green Peers accordingly.
4. Research and advise on parliamentary process and procedure to ensure the Green Peers are aware of all procedures relevant to their work.
5. Identify timescales and deadlines for tabling parliamentary business and ensure these are met.
6. Develop a good working relationship with parliamentary authorities including the Table Office, Public Bills Office, and Government Whips Office.
7. Prepare detailed, well researched and accurate briefings and speeches ahead of parliamentary debates and other meetings as required.
8. Co-ordinate with NGOs and campaign groups on parliamentary work and the priorities of the green peers.
9. Attend meetings with or on behalf of the Green Peers.
10. Monitor parliamentary activity and identify opportunities for the Green Peers to make an impact and advance the Green Party's work in Parliament.
11. Attend online and in person team meetings.

Person Specification

Attribute		Essential/ desirable
Experience	Relevant Degree or other high level work experience	Essential
	Legal, parliamentary or public affairs work experience	Desirable
	Formal legal training e.g. Law Degree, Graduate Diploma in Law, Legal Practice Course, Bar Training Course	Desirable
Skills/abilities	Ability to interpret legislation, understand its political context, and explain it to the Green Peers	Essential
	Ability to help draft amendments to legislation which give effect to Green Party policy and issues raised by NGOs, Green Party members, and members of the public	Essential
	Ability to work as part of a team	Essential
	Ability to deliver a very high standard of work which can be relied on without any supervision or checking	Essential
	Ability to write and adapt, speeches, speaking notes and briefings for delivery in Parliament	Essential
	Ability to work with a wide range of stakeholders including politicians, civil servants, Clerks of Parliament, NGOs, campaigners and members of the public	Essential
	Ability to conduct legal research and topical research to inform speeches and positions taking full responsibility for factual and legal accuracy	Essential
	Ability to manage their own workload in order to meet agreed business and member deadlines	Essential
	Ability to work with minimal supervision	Essential
Knowledge	Understanding of Green Party organisation at local, regional and national level	Essential
	Familiarity with relevant campaigns issues and organisations	Desirable
	Experience of policy work within campaigns, NGOs, or organisations dealing with parliamentary affairs	Desirable
	Knowledge of Parliament's processes and procedures, including the role and function of the House of Lords in the legislative process	Essential

	Broad knowledge of legislation and law in England and Wales	Essential
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the People Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.