



Job Description

Title: Oireachtas Social Policy Researcher – Maternity Leave cover contract

Responsible to: Parliamentary Political Manager

Period of employment: 3rd October 2022 – 14th April 2023 (28 weeks)

Main purpose of the role

The Green Party is hiring a researcher to assist the Parliamentary Party in the conduct of their legislative and policy work in both the Dáil and Seanad, to cover a period of maternity leave. Working as part of a tight knit team, this role will provide research support for the Green Party's Oireachtas operations, including, but not limited to, speaking notes, committee work, private members' legislation and other parliamentary activities. The research team will also assist in party policy development, support the party whips in both houses in preparing the work schedule, and work with other party staff to ensure the strategic success of the Party in the legislative sphere.

The ideal candidate will be experienced in academic, political or policy research, and confident in the preparation of written materials for a political audience. This role requires attention to detail, great analytic and synthesis skills, and the ability to meet tight deadlines while dealing with multiple requests. A high level of integrity and discretion is necessary for handling confidential information. Strong organisational and administrative ability will be essential to manage the diverse work in a pressured environment.

ROLE DESCRIPTION – DUTIES

Person specification – key skills and attributes

- This role will focus on various aspects of Social Policy, including Education, Housing, Social Protection, Equality and Media.
- Assist Green Party Oireachtas members in their participation in parliamentary work, including contributions in the Seanad, Dáil and committee.
- Assist Dáil whip and Seanad leader's office with preparation of weekly business.
- Research and prepare legislative input.
- Liaise with Green Party staff in government to ensure coherence and monitor implementation of the Programme for Government.
- Assist and advise Party spokespersons in relation to legislation and policy position development.
- Prepare internal briefing notes on legislation, topics, and ongoing Party issues as requested.
- Other research and administrative duties as required

Education and Experience

- Familiarity with the work and political priorities of the Green Party.
- 3rd Level Qualification in social science, law, history, politics, or other relevant subjects.
- At least 2 years relevant experience.
- Qualitative and quantitative research skills.
- Demonstrated knowledge of the Irish political and policy environment.
- Excellent written and verbal communication skills.

Desirable

- Strong written proficiency in Irish.
- Postgraduate research experience.
- Experience in the costing of public policy.
- Specialist knowledge in the areas of education, housing and/or other social policy.
- Experience in working on legislation, drafting or other relevant areas.
- Knowledge of the operation of government and politics at local, national, EU and/or international levels.

Further information

Successful candidates will be employed on Fixed Term/Specified Purpose contract with the Houses of the Oireachtas, at the grade of Administrative Assistant. Remuneration is on a scale with annual increments, beginning at €34,446.11 for a 40-hour week. Work outside of normal office hours will occasionally be required.

The normal place of work will be Leinster House, Kildare St, Dublin 2.

Application & deadline

All applications, with a cover letter of no longer than one page, and a CV of no longer than two pages, must be sent to ed.davitt@greenparty.ie before COB on Thursday 15th September.

The Green Party is an Equal Opportunities Employer. We promote gender balance, diversity, and are committed to creating an inclusive environment and to promoting active political participation of persons with disabilities and of disadvantaged groups.