**Policy Officer Job Description (Temporary)**

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| **Fostóir**  **/ Employer:** | **Sinn Féin** |
| **Teideal Poist**  **/ Job Title:** | Policy Officer (Temporary 12 month Contract) |
| **Suíomh**  **/ Location:** | Dublin |
| **Tuarascálacha**  **/ Reports to:** | National Director of Policy |
| **Tuarastal**  **/ Salary:** | €40,000 |

**Príomhdhualgais phoist**

**/ Main job duties:**

* Undertaking research on priority political issues as directed by the National Director of Policy with a view to developing appropriate policy positions and papers
* Providing internal briefing notes, data, draft speaking points and any other relevant information on assigned issues for inclusion in policy documents, publications or other materials
* Drafting documents as required on key policy issues identified, working in conjunction with the policy unit, relevant spokesperson and under the direction of the National Director of Policy
* Act as a member of the wider national policy team and attend all meetings as required, liaising with teams across institutions to help develop and maintain cohesive policy approaches and positions
* Assist in the preparation of relevant parliamentary questions, costings and analysis to obtain accurate information to inform policy and political positioning on the issues assigned
* Attend briefings, launches and other relevant outreach engagements of stakeholders relevant to the policy issues assigned wit a view to informing and progressing Sinn Féin’s policy positions on the relevant issue
* Keep up to date on political and legislative developments in respect of the policy issues assigned and inform the National Director of Policy on all relevant issues arising
* Contribute information and research to the party’s budget and manifesto on the issues assigned, as directed by the National Director of Policy
* Undertake any other policy research projects as assigned by the National Director of Policy

This is not intended to be an exhaustive list of duties and may include other policy research and development duties reasonably assigned by the National Director of Policy

**SONRAÍ PEARSANTA / PERSONAL SPECIFICATION**

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| **Critéir / Criteria** | **Riachtanach**  **/ Essential** | **Inmhianaithe / Desirable** |
| Cáilíochtaí / Taithí Ábhartha  / Qualifications / Relevant Experience | Relevant 3rd level qualification in a public policy area and at least 1 years relevant experience in the area of research or policy development **or** at least 2 years experience in the area of research or policy development | Additional qualifications in the area Public Policy ie social policy, economic policy or public administration.  Experience in developing costed and deliverable policy proposals in/ or relevant to an area covered by ministerial portfolio. |
| Scileanna agus inniúlachtaí  / Skills and competencies  *.* | Strong research skills  Proven organisational skills, attention to detail & demonstrated capacity to deliver high quality information for a range of audiences  A strong commitment to the values of Sinn Féin and strong knowledge of our policy platform and priorities  Strong and proven ability to work as part of a team as well as on own initiative  Ability to effectively manage time, delivering high quality output in a fast-paced environment | A working knowledge of Gaeilge |