

## Person Specification - Policy Development Senior Officer

### Attribute

Essential	Desirable
A demonstrable commitment to undertaking all training, with support and coaching being provided by the Party.	
Ability to work in a small team and provide leadership to colleagues.	

### Experience

Essential	Desirable
Experience of working to a high standard (accuracy and attention to detail) and within deadlines.	Working in a membership organisation.
At least 4 years of practical experience gained within the following: policy or research role, with exposure to the field politics; translating policy and research documents into comprehensible public / stakeholder information that is cogent to members of the public	

### Knowledge

Essential	Desirable
Understanding of political parties and how policies are developed and then included in Party Manifestos for elections in Scotland.	Knowledge of the relationships between the various spheres of Government in Scotland and how policy is developed then implemented by Scottish, Local, and UK Governments.

### Skills

Essential	Desirable
Exceptional people skills with the ability to self-manage, and stay enthusiastic and motivated.	Competent knowledge and use of IT skills (particularly Microsoft Excel)

To collaboratively work as part of a team; supporting others to jointly achieve goals and targets.	
Ability to formulate clear, concise and coherent policies based on a detailed understanding of the spheres of Government in Scotland.	
Strong communication skills, including the ability to write clear and concise reports, and the confidence to present to public audiences.	
Accuracy and attention to detail.	

### Qualifications

Essential	Desirable
	Educated to Degree Level or have a suitable of workplace experience in the above fields.

### Specific Requirements

Essential	Desirable
Able to work unsocial hours including some weekend working where required.	