

Job Description

Senior Communications Officer

The Office of:	Patrick Grady MP - Glasgow North
Employee Name:	TBC
Job Title:	Senior Communications Officer
Salary Band:	£23,938 - £36,103
Location:	Outside London

Key responsibilities

- Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues and is aware of trends
- Attend surgeries, tribunals and meetings as appropriate
- Develop knowledge in specialist areas
- Ensure all cases are logged; monitor progress and ensure all identified actions are taken
- Ensure records are kept and information managed confidentially and in line with the Data Protection Act
- Follow up on social media queries and comments
- Gather relevant information to resolve or progress cases
- Liaise with Government agencies, voluntary sector and others to resolve constituency matters
- Manage and progress portfolio of casework appropriately
- Manage the MP's website contents
- Monitor media coverage, liaise with media, prepare press releases as required (on constituency, non-party political matters)
- Prepare media briefings
- Proactive and re-active communications with all media
- Project Management
- Provide briefings for the Member
- Publicise the Member's parliamentary duties on Social Media
- Research local, regional or national issues to support Member's work
- Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups

MP Signature: MP Print: Date:

Employee Signature: Employee Print: Date: