



Public Law Project

Information Pack:

Policy and Parliamentary Officer



Advert

PLP's first Policy and Parliamentary Officer will help us to influence policy around public law and the constitution and support our work in advocating for change.

Reporting to the Communications Director, you will initially focus on developing parliamentary relationships to promote constitutional reform that is progressive, increases executive accountability, and enhances parliamentary scrutiny.

You will collaborate with Communications, Research and Legal Divisions and work proactively with PLP's focus area teams to identify and use strategic opportunities to influence and shape policy and stakeholder opinion. You will need to develop excellent working relationships across the organisation as PLP builds its influencing capacity and practice.

You will have a keen interest in our work, some understanding of public law, justice and constitutional reform, and a strong desire to affect change. A good understanding of the workings of Parliament and excellent communications skills, as well as experience of working in policy and building relationships with parliamentarians and civil society is a must for this post.

The post is initially for 12 months to support PLP's constitutional reform work and the development of an influencing strategy for PLP's broader strategic objectives. The role may become permanent if funding can be secured and the longer-term benefit of the role is demonstrated. PLP supports flexible working practices and whilst this post is conceived as a full-time role, part-time hours will also be considered.

What is PLP

Public Law Project (PLP) works to ensure people who are disadvantaged and marginalised can hold the state to account. For almost 30 years we have helped civil society, advisers and lawyers use the law to prevent abuses of power and improve access to justice in England and Wales. We employ specialist lawyers who represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation. Our researchers work in partnership with the UK's leading academic institutions, and we run a national programme of conferences and training.

PLP is growing. We are expanding our operations and developing our in-house expertise to meet some extraordinary challenges and opportunities; from legal aid to benefit sanctions, from constitutional reform to the use of algorithms in Government decision-making.

Vision, Mission & Values

Our Vision

Our vision is a world where state decision-making is fair and lawful, and each person has the power to hold public bodies to account.

Our mission

- We hold power to account
- We improve state decision-making
- We empower people to get justice

Our values

- Equality
- Integrity
- Expertise
- Teamwork

Employment information

Job title: Policy and Parliamentary Officer

Contract term: 12 Month fixed term (with possibility of permanent role)

Location: Central London (EC1V). Some remote working may be possible

Hours: Full time (35 hours per week). Part time applications will be considered for the right candidate.

Salary: £33,000.00 per annum.

Pension: 10% per annum after one year. Statutory minimum during first year.

Leave: A full time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

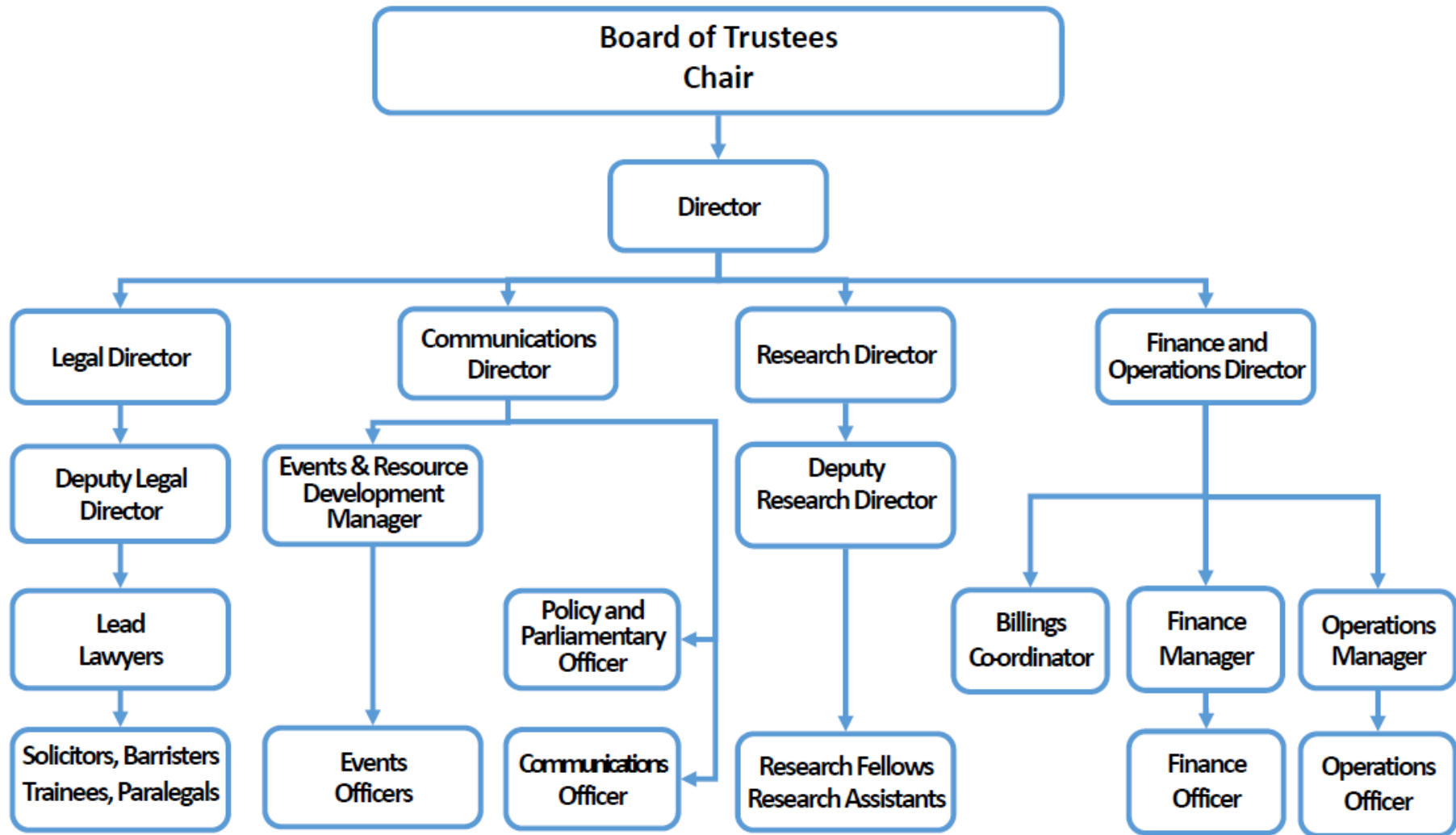
Probation period: 6 months. Benefits may be offered at a reduced level during the probation period.

Payment method: Payment is made by electronic transfer on or shortly before the 15th of each calendar month covering payment for that same calendar month.

Flexible working: PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be required to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.



Job Description: Policy and Parliamentary Officer

PLP's first Policy and Parliamentary Officer will join PLP's Communications team and play a key role in enhancing our ability to influence the policy agenda on constitutional reform, access to public law remedies, and across our focus areas.

Key stakeholders

- Civil Society, public law academics, and human rights leaders
- Parliamentarians and Government
- Justice system users and professionals
- The media (mainstream and specialist)
- Patrons, funders and supporters

The role is line managed by the Communications Director.

Primary Duties and Responsibilities

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

Policy

- Work with Research, Legal, Communications and Events colleagues – and across focus areas - to identify, articulate and communicate policy positions across PLP's areas of interest
- Work across divisions and focus areas to identify and use strategic opportunities to shape and influence public policy
- Support and occasionally lead in the preparation of consultation responses, evidence submissions, briefings and reports
- Support directors and the wider team with drafting and preparing conference papers, speeches and presentations, where required
- Represent PLP at events and external meetings, and
- Work with the Research team to help maximise its policy impact and influence.

Parliamentary

- Devise and implement a top level parliamentary and influencing strategy to further PLP's objectives, with an initial focus on constitutional reform
- Identify where the development of specific policy positions and asks will support PLP's objectives, and devise and implement influencing campaigns targeting parliamentarians, Central Government, civil society and media
- Identify and act on opportunities to table parliamentary questions, provide briefings, and work with Select Committees and APPGs
- Build and maintain relationships with key parliamentary and civil society stakeholders, and
- Identify and engage new audiences and beneficiaries of PLP's policy work.

Other

- Contribute to team-wide functions including drafting communications materials such as press releases, statements and web copy
- Set up internal processes for monitoring and sharing external policy developments and parliamentary business, and
- Contribute to the development and implementation of PLP systems to monitor our impact on policy.

Undertake other tasks appropriate to role as requested by the Communications Director and/or other members of the senior leadership team.

Person Specification: Policy Officer

| Knowledge, skills and competencies | Essential | Desirable |
|---|-----------|-----------|
| Experience of working in a UK policy or parliamentary context or equivalent | ✓ | |
| Understanding of the policy-making process and how it can be influenced | ✓ | |
| Strong knowledge of UK parliamentary process | ✓ | |
| Excellent oral and written communication in policy, including writing persuasively, showing attention to detail, judicious use of evidence, tailoring content to audience and distilling messages | ✓ | |
| Knowledge of how to devise and implement influencing strategies targeting Parliament and civil society | ✓ | |
| Ability to create and manage relationships with external partners | ✓ | |
| Ability to quickly grasp complex processes and legal policy and to communicate and present them accessibly | ✓ | |
| Understanding of monitoring and evaluating the impact of policy and influencing work | | ✓ |
| Knowledge of the UK legal system | | ✓ |
| Understanding of public law and strategic litigation | | ✓ |
| Ability to use key tools for communications across mainstream media, web and social media channels | ✓ | |
| Understanding of how media is used to influence public debate, target decision-makers and shift opinions | ✓ | |
| Experience of Op Ed writing and pitching articles and stories to journalists | | ✓ |
| Experience of organizing events | | ✓ |

| Personal qualities, commitment and values | Essential | Desirable |
|--|-----------|-----------|
| Understanding of, and commitment to, the aims and values of the Public Law Project | ✓ | |
| A desire to influence constitutional reform | ✓ | |
| Ability to innovate, bringing creative problem solving to the role | ✓ | |

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| Ability to manage a pro-active and re-active workload | ✓ | |
| Excellent collaborative skills, building partnerships internally and externally | ✓ | |
| Excellent interpersonal skills, showing awareness of own emotions | ✓ | |
| Ability to work well under pressure whilst helping ensure your own well-being | ✓ | |
| A creative thinker with experience of delivering with limited resources. | | ✓ |
| Ability to be self-servicing, including word processing skills, and to work flexibly and collegiately within a small, friendly, multi-disciplinary team | ✓ | |
| Self-motivation, ability to prioritise, meet deadlines and work under pressure | ✓ | |
| Right to work in the UK | ✓ | |

Application process

PLP is an equal opportunities employer. We welcome applications from individuals regardless of age, disability, gender, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to hr@publiclawproject.org.uk

The deadline for applications is 11:59pm, 28 April 2021.

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

We expect that interviews will be held on 13 and 14 May 2021.

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability which may interfere with your ability to take part in a test and PLP will make reasonable adjustments to ensure the process is fair to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by the Practice Manager who may pass them on to the relevant person if applicable.

Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- I. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- II. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- III. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
- IV. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each others' differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- V. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- VI. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- VII. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.