

Policy Adviser
Salary Band C-£30,805 – £37,743.70
Independent Parliamentary Standards Authority (IPSA)

Location

Westminster

The Independent Parliamentary Standards Authority (IPSA) is the independent body created by Parliament in 2009 to regulate and administer MPs' pay, pensions, business costs and expenses. We ensure transparency and fairness in the way MPs are remunerated and reimbursed for their business costs and expenses, processing around 15,000 claims for costs and expenses each month and publishing the details of these every two months.

This role helps IPSA achieve its aim of providing assurance that MPs' use of taxpayers' money is well regulated and that MPs are reimbursed from the public purse only for legitimate costs to support their parliamentary activity.

Key areas of responsibility include:

- Researching and analysing data to inform and shape policy development. Writing and presenting briefings and reports to a wide range of audiences, including the IPSA Board, senior management, MPs and their staff, the media and the wider public, with support, advice and formal approval of these from senior colleagues.
- Providing day-to-day advice on the rules under the Scheme of MPs' Business Costs and Expenses
- Providing additional policy support as required, such as undertaking day-to-day administration of the Contingency Panel to consider requests for additional financial assistance from MPs.

What we are looking for:

We are looking for someone with excellent written and oral communication skills. You will have the ability to convey complex issues, relevant evidence (including technical data), analyses, conclusions and recommendations clearly and succinctly. The successful candidate will have good interpersonal skills and the ability to manage their own workload effectively.

If you are interested in applying for this role, please send **a covering letter and your CV** to HR@theipsa.org.uk. If you would like further information or an informal discussion please contact **Nicole Casey, Head of Policy & Assurance on 0207 811 6421**.

Closing Date: Monday 19 February

Interview date: Week commencing 26 February

Job Description

Job Title:	Policy Adviser	Reports to:	Head of Policy and Assurance
Directorate:	Policy and Communications		
Salary Band:	C		£30,805 – £37,743.70
No. of Direct Reports:	0	No. of indirect reports	0
Security Clearance:	CTC	IPSA reference:	

Job role:	
Job Purpose:	<p>Responsible for contributing to evidence-based policy making regarding MPs' business costs, expenses and remuneration, by researching, drafting and presenting a range of policy positions to colleagues, senior managers and external stakeholders, often to tight deadlines. Also undertakes some work to support a comprehensive programme of activity aimed at assessing compliance with the rules on MPs' business costs and expenses. This includes collating and analysing complex data, reporting on the findings and making recommendations to address concerns, as well as undertaking reviews of particular claims or specific issues.</p>
Job Context:	<p>This role sits within IPSA's regulation function. The Policy and Assurance team provide briefings to senior management and the Board and are responsible for ensuring that the Scheme of MPs' Business Costs and Expenses remains up to date and fit for purpose.</p> <p>The team also works to help IPSA achieve its aim of providing assurance that MPs' use of taxpayers' money is well regulated and that MPs are reimbursed from the public purse only for legitimate costs to support their parliamentary activity. Findings from reviews produced by the team often inform policy development and operational processes.</p> <p>The role supports the operational side of IPSA in implementing the Scheme rules effectively, and the financial side, by advising the Board on budget limits for MPs.</p>

Key areas of responsibility:		%
1.	Researching and analysing data to inform and shape policy development. Writing and presenting briefings and reports to a wide range of audiences, including the IPSA Board, senior management, MPs and their staff, the media and the wider public, with support, advice and formal approval of these from senior colleagues.	50%
2.	Providing additional policy support as required, such as undertaking day-to-day administration of the Contingency Panel to consider requests for additional financial assistance from MPs; launching consultations and publishing reports; and ad-hoc work to support ongoing policy projects. This may also involve working outside their remit to provide research, data analysis and support to other teams and wider projects, as required.	20%
3.	Delivering or assisting with delivery of high-quality reviews of expenditure within the prescribed timescale, through activities including planning, sampling, testing, analysis of complex internal and external data, reporting, making recommendations and completing follow-up actions (including liaising with colleagues and MPs and escalating issues where necessary). Preparing content for and supporting the management of Assurance Group meetings. As needed, liaising with internal and external auditors to assist their reviews.	20%
4.	Providing day-to-day advice on the rules under the Scheme of MPs' Business Costs and Expenses; making or contributing to decisions on their interpretation; and liaising with senior colleagues on more complex policy queries as required.	5%
5.	Drafting reviews of decisions on MPs' claims which are disputed for sign off by the line manager, as required.	5%

Financial Management:	N/A
Management of People:	N/A
Decision Making	This role allows for a degree of autonomy on a day-to-day basis and has a wide scope for making recommendations and initial decisions. Will take responsibility for discrete pieces of work, to include drafting reports and making recommendations to senior managers and the Board, in consultation with their line manager. The line manager or another more senior colleague will sign-off work including briefings, papers, reports and claim reviews. Some autonomy to give advice on interpretation of the Scheme rules, unless particularly complex or a new areas of policy.

Person specification	
Education and/or professional qualifications	Degree level education or equivalent experience that relates particularly to researching and presenting complex information in written reports.

Technical Competences/job specific competencies		Level
1.	Excellent written skills, with the ability to convey issues, relevant evidence (including technical data), analyses, conclusions and recommendations clearly and succinctly.	A
2.	Strong analytical and problem-solving skills and sound judgement, with the ability to gather, analyse and present data and other information on a wide range of topics, drawing out key themes and communicating persuasively both orally and in writing.	A
3.	Good interpersonal communications skills to effectively deal with internal and external stakeholders at all levels on complex and sometimes sensitive matters.	B
4.	Strong organisational and time-management skills; ability to manage own workload effectively and prioritise tasks to ensure that deadlines are met; ability to work well under pressure; and strong attention to detail.	A
5.	Good IT skills and proficient in the use of MS Office applications, particular MS Excel and MS Word, and the ability to pick up new IT skills quickly.	B
6.	An understanding of the policy development process and methods of reviewing policy impact.	B
7.	Awareness of the UK parliamentary process and legislative system.	C

IPSA competences	<p>1. Working together:</p> <ul style="list-style-type: none"> • Build and manage strong relationships with internal teams to ensure the integrity and consistency of messages across the organisation. • Build and manage strong relationships with external stakeholders as appropriate to ensure the delivery of the organisation's objectives. • Monitor political developments in order to feed information into the policy development process. • Contribute to projects and work outside the policy team (which may not be directly related to your core responsibilities). <p>2. Managing myself:</p> <ul style="list-style-type: none"> • Good administrative and records management skills. • Demonstrates skills to assist with planning and managing small projects, both informal and formal projects.
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3. Working to deliver:

- Achieves results and shows responsibility and accountability for their work.