

CAMLAS

Public Affairs | Materion Cyhoeddus

Position title: *Political Monitoring Assistant*
Department: *Monitoring*
Line Manager: *Dafydd Huw*

About us

Camlas is Wales' largest public affairs company and a leading provider of communications advice, knowledge, intelligence and support to the public, business and voluntary sectors. We have worked with large blue chip and multinational companies through to small third sector organisations and our work has spanned all policy areas. We provide specialist advice, knowledge and intelligence to clients on all aspects of political life in Wales and offer a comprehensive range of services. We provide political monitoring services to some of Wales' largest companies and leading organisations who trust us to deliver high quality briefings.

Role overview

- *The Political Monitoring Assistant will be part of the monitoring team and will report directly to the Head of Monitoring*
- *The main role of the candidate will be monitoring and compiling reports of Senedd proceedings. However, there may be occasions where we will ask the candidate to undertake additional pieces of work from time to time.*
- *The person in this role will be expected to send out monitoring reports directly to our clients on any relevant business.*

What is the working environment like?

- *We are a small, friendly team who provide a comprehensive range of communications and consulting services for our clients. It is an environment where there is a lot of positivity and employees are really encouraged at all points in time.*

A typical day could include:

- *Preparing and issuing our press monitoring updates;*
- *Supporting compilation of our Bore Da newsletter of Senedd and Welsh Government business and relevant press releases for the day;*
- *Listening in to relevant Senedd Plenary and Committee meetings and delivering a report to clients;*
- *Compiling a raw data grid of Senedd, Welsh Government and party political business for the week covering specific portfolios;*
- *Producing weekly briefing for clients.*

Main duties / responsibilities include

- *Monitoring Senedd Committees and Plenary sessions to make tailored reports for our clients;*
- *Producing tailored summaries of relevant political reports;*
- *Producing tailored biographies of politicians as required by clients;*
- *Compiling a daily round-up of Senedd business;*
- *Press monitoring for our clients of relevant business*
- *Undertaking ad-hoc research and producing briefings on political announcements.*

Ideal personality and attitude

- *Flexibility – The role will require some flexibility in working hours to fit in with the Senedd's timetable;*
- *Reliability and time-management – The Assistant will need good time management skills, demonstrated through past work or related experience;*
- *Ability to work independently – Given the current restrictions, the role will involve working from home and, although the candidate will be supported by colleagues, much of the work will require*

them to work independently.

- *Communication skills – As part of a monitoring team, you will need to be able to engage well, particularly on a virtual basis initially, and work well within a team. In addition, you will be engaging with clients first hand, therefore clear and concise communication skills are important.*

Skills needed for the role

- *Understanding of Welsh politics – The role requires a strong interest in Welsh politics and an appreciation of the devolved constitutional settlement ;*
- *Excellent analytical skills – The Assistant would be required to analyse large amounts of information quickly so an attention to detail and ability to select and record key pieces of information are required;*
- *Excellent IT skills – Successful candidates will be able to touch-type and rapidly create, edit and format documents in Microsoft Word.*

Desirable / Essential experience / qualifications

- *Demonstrable experience – Previous political experience in a similar role or in the Senedd will be particularly welcome;*
 - *A degree or higher – The role is likely to suit graduates in subjects such as Politics. We will also consider applications from candidates who are nearing the completion of their degree.*
 - *The ability to work in the Welsh language would be highly desirable as we increasingly monitor through the medium of Welsh.*
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