

# Job Description

## Parliamentary Assistant

**The Office of:** Sarah Champion MP - Rotherham  
**Employee Name:**  
**Job Title:** Parliamentary Assistant  
**Salary Band:** £23,750 - £34,442  
**Location:** London

### Key responsibilities

- Analyse, evaluate and interpret data to ensure Member is accurately informed on key issues
- Develop and maintain current knowledge of bills, Early Day Motions, legislation, hansard, debates etc
- Ensure the Member is fully briefed on potential questions and motions to be put to the house
- Give advice on policy issues
- Monitor media coverage and brief the Member on relevant issues
- Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
- Project Management
- Project Work
- Provide generalist admin support
- Undertake research, usually from readily available sources, on straightforward subjects

MP Signature ..... MP Print ..... Date .....

Employee Signature ..... Employee Print ..... Date .....