

# DRAFT JOB SPECIFICATION FOR THE POST OF ASSEMBLY ADVISER ON CONDUCT OF MEMBERS

## **Job Title: ASSEMBLY ADVISER ON CONDUCT OF MEMBERS**

**Purpose & Role:** To provide advice and assistance to the Assembly and the Presiding Officer on matters relating to the conduct of members and upon invitation by the Assembly Committee on Standards of Conduct to investigate factual matters arising out of any complaint referred to the Committee.

### **Principal duties *In relation to complaints:* of the post**

Conducting a preliminary investigation into complaints including identifying those requiring liaison with the police and the Crown Prosecution Service;

Providing independent and practical advice on the handling of individual complaints and submitting a reasoned report with a recommendation on whether to dismiss the matter or investigate further.

If the matter is deemed to warrant further investigation then undertaking the detailed investigation on behalf of the Committee;

Assembling detailed documentary, written and oral evidence: dealing directly with Members, the complainant and others in the preparation of such evidence:

Preparing a further factual report for the Committee and presenting the evidence:

Attending meetings of the Committee to clarify points of fact.

*Other duties:*

advising the Presiding Officer on other matters concerned with standards of Members;

assisting the Committee in the preparation of its annual report to the Assembly;

**Terms & Conditions** The new appointment will be for 3 years in the first instance but subject to termination by a substantive resolution of the Assembly. Remuneration to be provided on a per diem basis at £300 per day plus a "retainer" annual sum of £3,000. Travel & subsistence will be paid in accordance with National Assembly staff rates.

The appointee will be required to work such hours as may be necessary to enable the efficient discharge of the duties of the post. It is envisaged that the average time commitment will be no more than 2-3 days per month but this could vary depending on any advice requested by the Presiding Officer or the Committee.

After the first year, the post will be reviewed in order to decide whether the level of duties and the estimated time commitment remain appropriate. It will be open to the Adviser to propose modifications earlier in the light of his/her assessment of the requirements of the post.

**Staffing &** The adviser will be linked to Assembly's IT network and can

**Accommodation** therefore work either from home, or from one of the Offices of the National Assembly for Wales. Staff from the Office of the Presiding Officer will support the adviser.

**Basis of** The appointment is to be made by the Assembly in

**Appointment** accordance with arrangements made by the Presiding Officer. Such arrangements will reflect the

principles of the Assembly's Code of Practice on Public Appointments.

The adviser will not be a member of the staff of the Assembly as defined by section 34 of the Government of Wales Act 1998.