Social Statistics Research Assistant

London, UK
19,672 per annum pro rata
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The Social and General Statistics Section is one of eight teams the Research Service of the House of Commons Library which provide impartial information and analysis to individual Members of Parliament, their staff and select committees.

There are ten researchers in the Section who specialise in broad subject areas. These include statistics on crime and the criminal justice system, health, social benefits and pensions, transport, elections, education, housing, defence, social mobility and the environment. The Section’s work covers the UK and other countries and is directly related to the Parliamentary and news agenda. The Section typically deals with 400 to 500 requests from MPs a month, in addition to other tasks.

Alongside two Enquiry Executives, the post-holder will support researchers in the section to produce a wide range of material and other services, including confidential answers to enquiries from Members of Parliament and briefings on legislation and topical subjects. These longer briefings are made available to MPs and, in most cases, available on Parliament’s website. The work of the sections covers the UK and other countries and is directly related to the Parliamentary and news agenda. Training will be provided.

The Person

- Ability to deal with numerical information and spreadsheets.
- Good communication skills; written and oral with the ability to clearly explain complex information to diverse audiences.
- Proven organisational skills with the ability to manage own workload to meet deadlines.

Benefits

- Annual leave starting at 30 days pro rata
- Civil Service Pension scheme
- Interest-free season ticket loan
- Discounted membership of the in-house gym
All applications must be submitted on a House of Commons application form.

More information on the role and the full criteria can be found on the job description.

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