



Post	Graduate Opportunity – Research and Information Officer
Reporting to	APSE Scotland Principal Advisor
Grade	SCP 5-11
Post Purpose	To assist in the creation, preparation and dissemination of research, briefings and events programme, monitoring and researching developments within the public sector and supporting the membership of the Association

#### Key Responsibilities

1. To research, write and disseminate information to APSE's membership in relation to local government topics and best practice, including supporting APSE's briefing service and events programme.
2. To keep abreast of the challenges and developments in local government, spotting opportunities where APSE can intervene and support its membership.
3. Assist the Principal Advisor (Scotland) in coordinating and delivering a programme of seminars and events including the content and liaising with host venues and speakers.
4. To provide support as necessary to the Principal Advisor to ensure the delivery of an effective service.
5. Ability to present complex oral and written information to the membership.
6. Utilise the most appropriate technologies to effectively deliver good quality and professional services to APSE's membership.
7. Build/maintain relationships with venues, sponsors, customers and key stakeholders in local government.
8. Assist in the design, distribution and dissemination of reports, publications and marketing materials.
9. Assist in the maintenance and upkeep of APSE databases, websites and survey data collection including providing timely information and updates for senior staff.
10. Dealing with customer enquiries and providing effective customer service.
11. Attendance at APSE seminars, meetings and events both in person and online to support the Principal Advisor with the successful delivery as required.

12. Ensuring the consideration of equality and diversity issues within all aspects of the job role including interactions with team members and APSE's wider client base.
13. Complying with the Association's existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 AND ISO 14001

#### Key Tasks

1. Research specific topics relevant to Local Government, assisting the Principal Advisor, sharing knowledge to APSE's wider membership through briefings, seminars, web updates and digital communications.
2. Assist in the research, preparation and writing of briefing papers for distribution amongst the association's membership.
3. Assist the Principal Advisor to research speakers and ideas to enhance APSE's offering to its members including through surveys and research methodologies.
4. Assist the Principal Advisor by taking accurate notes of meetings, researching and extrapolating key points which may be of use to the membership.
5. Effectively build and maintain relationships with a wide range of stakeholders and venues.
6. Assist with the co-ordination of meetings and events, attending as required.
7. Create and co-ordinate a wide range of promotional and marketing materials.
8. Maintain webpages to ensure information is current, relevant, clear and easy to access.
9. Provide excellent customer service by responding to all customer queries in line with APSE's levels of customer service.
10. Provide support to the team as required to ensure effective delivery of services.