

**Chief of Staff - Office of the [Legislator] - [Legislator / Lawmaker / Congressman / Parliamentarian]**

## [Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as the leader of the senior management team under [legislator name] in the [legislative body], with authority over a wide range of management and technical assignments within the organization. They will also be assigned special projects that may be on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of the [legislator’s] team staff, professionals, consultants, executive assistants, office secretary, human resources, and the scheduler to varying degrees at [the Legislature]. They will work collaboratively with members of the team and assist the [Legislator] himself.

# Nature and Scope

The COS will liaise, organize, and execute in relation to internal stakeholders both stationed at the [Legislature] as well as in the core constituency of the [Legislator]. They will also liaise, organize, and execute in relation to external parties including government officials, consultants, civil society representatives, committee chairs, members of industry, senior bureaucrats, representatives from other public bodies, and visitors to the [Legislature].

# Principle Duties

## The COS will:

* Be the Principal Advisor to the Legislator.
* be responsible for directing the operations of the [Legislator]’s Office while maintaining constant interface with the core committee to ensure that key issues are proactively addressed. The Chief of Staff serves as the [Legislator]’s liaison to various committees within the [Legislature].
* manage the bi-directional flow of communication in and out of the [Legislator]’s office to ensure consistent and responsive message delivery to key and staff.
* supervise the executive assistant and scheduler to optimize the time and energy of the [Legislator], while keeping an eye on key dates and sessions in the legislative cycle.
* ensure both summary and detail research briefings on key legislative issues within the remit of the [Legislator]’s interest.
* develop and implement a media strategy in consultation with the [Legislator] and the team, and help prepare the [Legislator] for a positive media presence.
* help prepare press releases and work with the [legislator]’s media and social media advisors to provide high-quality inputs to media organizations on behalf of the [Legislator]
* coordinate some specific engagement activities with the [Legislator]’s Office around specific strategic and operational matters.
* generate and coordinate assignments, as needed. Work independently to complete assignments involving the appropriate internal or external contacts.
* Maintain consultations with prominent figures in the [legislator’]s core constituency, drawing upon their inputs to inform the work of the [legislator]’s Office.
* prepare an agenda for each hearing, assembly, motion, and vote in the [Chamber], provide a summary of discussions and action items resulting from each, with appropriate follow-up.
* attend multilateral and bilateral conferences, with and without the principal.
* liaison with the [Legislator]’s political party and maintain requisite compliance with Campaign Finance Laws.
* develop data analysis and write reports for use in executive decision-making. handle data, communication and projects that are highly privileged and confidential.
* build and maintain mutually supportive relationships with all members of the [Legislature].
* work to remove barriers that hamper communications within the team.
* coordinate and monitor assignments which must be accomplished in conjunction with other senior executives.
* represent the [Legislator] in events and functions of the diplomatic corps and ambassadorial functions
* prepare reporting materials and/or reports to [Legislature] about compliance with relevant regulatory laws.
* oversee the [Legislator]’s security requirements, including liaison with [Security Agency].
* perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* the principles, practices and methods utilized in progressive leadership and staff level management.
* computer skills (Microsoft Office Suite); Excel and PowerPoint presentations.
* legislative processes.
* legislative research.
* Constitutional law is an asset.
* skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups across various functions.
* the [legislature’s] code of conduct.
* campaign finance laws.
* excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* writing press releases and preparing materials for the media. Excellent oral and written communication skills including creative writing, presentation development and presentation skills.
* the ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* the ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* the ability to establish and maintain effective and harmonious relations with the organization’s internal and external stakeholders.
* working in a fast-paced environment; and commitment to completing tasks on time and to the highest ethical and professional standards.

# Minimum Requirements

Master’s Degree in Business/Public Administration or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined higher education/training and experience.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the organization. [Organization name] has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment.*