



Senator Nikki Bradley of the Houses of the

Oireachtas



#JOB-2411469



Leinster House, Kildare Street, Dublin 2,



No of positions : 1



Paid Position



40 hours per week



41361.00-56713.00 Euro Annually



10/09/2025



08/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : nikki.bradley@oireachtas.ie



Open your camera
app & point here
to view this ad
online



Legislative and Policy Advisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

To support Senator Nikki Bradley in her parliamentary, legislative, campaign, and constituency work by providing high-quality research, policy analysis, speechwriting, and strategic advice. The role also includes preparing for committee work, assisting in drafting legislation, and contributing to campaign planning and accessibility initiatives. The successful candidate will act as the first point of contact for constituents and stakeholders, ensuring that queries and issues are managed professionally and efficiently. Additional adhoc tasks and occasional support of the members accessibility needs will be required.

Responsibilities

Conduct parliamentary research and provide policy analysis to support debates, parliamentary questions, and legislative interventions.

Draft speeches, press releases, policy documents, and legislative text, ensuring clarity and consistency with political priorities.

Coordinate elements of the Senator's local, national, and issue-based campaign including communications and outreach.

Provide strategic advice to the Senator on policy, political strategy, and constituency matters.

Offer specialist input on accessibility and disability policy, aligning with the Senator's advocacy priorities.

Support the Senator's participation in Oireachtas committees, including preparing briefing material, drafting interventions, and following up with stakeholders.

Assist in the drafting and amendment of legislation where relevant.

Monitor developments in Irish and international politics, producing concise briefings and recommendations.

Build and maintain strong relationships with stakeholders, government departments, NGOs, and constituents.

Office Management

Overall responsibility for the smooth operation of the office

Monitor and manage communication channels, ensuring timely and appropriate responses by the team.

Maintain an efficient filing and casework management system using the Oireachtas Database.

Diary and calendar management in coordination with the Member

Manage and follow up on local queries, particularly with Donegal Co.Co

Requirements

Masters degree in politics or relevant field.

Experience in the political or public policy sphere.

Proven ability in speechwriting, and legislative research.

Strong knowledge of the Irish political system and Oireachtas procedures.

Demonstrated understanding of political strategy, campaigning, and constituency engagement.

Familiarity with accessibility and disability policy issues is an advantage.

Excellent research, writing, and communication skills, with the ability to manage priorities in a fast-paced political environment.

This role is being offered under the Houses of the Oireachtas scheme for Parliamentary and Secretarial assistants.

Monday to Friday 9:30 - 17:30 (40 hour work week)

Interested candidates are invited to send their CV and Cover letter to Nikki.Bradley@oireachtas.ie by the closing date 23:59 Wednesday 8th October 2025.

- **Sector:** public administration and defence; compulsory social security

Career Level

- Experienced [Non-Managerial]