

Douglas Munro

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Work Experience

Career Break

January 2025 - Present

Short break from full-time employment to focus on completing postgraduate diploma and career planning.

Caseworker, Alistair Carmichael MP

March 2025 - Present

Short-term appointment to assist with policy casework.

Caseworker, Vikki Slade MP

February 2025 - February 2025

Short-term appointment to provide additional casework capacity to the office.

Senior Caseworker, Wendy Chamberlain MP

October 2022 - January 2025

- Responded professionally, sensitively, confidentially and with integrity to routine correspondence and enquiries by email, telephone, social media and face to face from constituents, media, lobbyists and pressure groups.
- Researched policy/legislative issues, quickly developing understanding of often complex issues and providing accurate briefings/advice to the MP, constituents and others (staff, other offices, press etc).
- Prepared content to be used for communications (letters, press, social media, website).
- Liaised with Government agencies, the voluntary sector and others to resolve constituency issues.
- Developed and maintained office contacts databases.
- Mentored other members of staff.

Consultant, The Liberal Democrats

August 2024 - September 2024

Seconded to the Liberal Democrat Whips' Office to advise on the service delivery of a pooled research service for Liberal Democrat MPs, following the recent election. Produced a report with recommendations for service level changes. The project included;

- Evaluating the current service model.
- Planning and delivering user survey and focus groups.

Caseworker, Wendy Chamberlain MP

March 2020 - September 2022

- Responded to incoming queries (phone & email).
- Identified, organised, and prioritised constituency casework.
- Led on business & consumer rights casework.
- Researched issues and analysed information to identify solutions.
- Drafted campaign & policy responses, and formal responses to constituents and external parties.
- Prepared the Member for meetings and following up any action points.

Education

Postgraduate diploma in Data Analytics and Social Statistics

University of Manchester

2023 - Present

Course units:

- Data Cleaning and Visualisation Using R
- Introduction to Statistical Modelling
- Survey Methods and Online Research
- Data Science Modelling
- Multilevel and Longitudinal Analysis
- Demographic Forecasting

Master of Arts (Scotland) in Politics & International Relations

University of Aberdeen

2013 - 2017

Professional Development

- Media Handling & Social Media - 2023
- Journalism Skills - 2023
- Applied Statistics - 2023
- Data Analysis and Programming - 2021

Knowledge Areas

- Parliamentary Procedure
- Local Government
- Welfare Rights
- Asylum & Immigration
- Housing & Planning
- Consumer Rights