


## JOB DESCRIPTION

	<b>POST TITLE:</b> Political Assistant	
	<b>RESPONSIBLE TO:</b> Democratic Services Manager	
	<b>RESPONSIBLE FOR:</b> Support to Group Office	
	<b>SERVICE AREA:</b> Central	<b>LOCATION:</b> Brent Town Hall
	<b>UNIT:</b> Legal & Democratic Services	<b>TEAM:</b>

### PURPOSE OF JOB

To provide assistance and guidance to the Leader of the relevant political group and to other members of the authority within the group

To provide support through the Group Office and the staff working within the office

[This appointment is time limited to 10<sup>th</sup> May 2014 or such date before the first annual meeting of the next administration.]

### PRINCIPAL ACCOUNTABILITIES

*The postholder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.*

1. To proactively assist and develop ways of supporting the Leader and managing staff and resources effectively.
2. To liaise with senior officers of the Council and maintain lines of communication with key political and other figures both within and outside the Council.
3. To gather information from a wide range of sources including other authorities, the relevant political party, government departments, outside bodies and other agencies.
4. To identify the key/relevant issues on which the Leader of the Group needs to be made aware of and brief the Leader accordingly.
5. To carry out complex research to support the relevant members or officers on key issues affecting the Council and the work of the Group Leader and/or Deputy Group Leader and/or other Group members of the authority
6. To advise Group members on the Council's policies and procedures and standing orders and to provide advice to those members on registering and declaring personal and prejudicial interests and on the Code of Practice on political publicity and on other similar matters.
7. To arrange attendance at events such as conferences and receptions and to arrange hospitality
8. Provide assistance on preparing presentations and formal "messages" from the Group Leader and other councillors in so far as they relate to Council functions

9. To ensure that correspondence into the office and all casework is dealt with in an efficient and timely manner.
10. To prepare for, attend and support such meetings of the Council as may be required from time to time including preparing motions, questions etc..
11. To liaise with the Communications Unit as appropriate to maintain contact with the media and to monitor press coverage and advise on the most effective response.
12. To provide a library or resource service for councillors within the Group.
13. To assist members of the Group in arranging their surgeries and ward meetings.
14. To assist with staff and Member training and development, including induction of new members.
15. To liaise with other Group offices over appointments to committees and outside bodies and arrange for appropriate members to attend committee and other meetings.
16. To carry out any other tasks that might reasonably fall within the remit of the post.

*\*It is recognised that the roles of the staff will alter if the relevant group is in control of the Council and that some of the tasks will be carried out more or less frequently if the Administration changes or if the number of councillors within the group changes. The JDs will need to be reviewed from time to time to ensure they are still relevant and appropriate.*

**PERSON SPECIFICATION:**

Notes to Candidates

All criteria in the person specification will be tested either at the application stage and/or as part of an assessment and /or at interview. In order to be shortlisted you must meet all of the criteria listed under the heading 'short listing', unless those criteria are expressed as a 'preference' only (although you should address the 'preferred' criteria as well if you can). You should set out in your application form examples to demonstrate how you meet the criteria. Short listed candidates will be invited to attend an assessment and an interview.

	Short listing	Interview	Assessment
<b>Experience</b>			
1. Two years experience of working in an advisory capacity, preferably in a public sector organisation or for a political group, pressure group or similar	✓		
2. Experience of researching complex issues and preparing briefings	✓		
3. Experience of using various IT packages to carry out research and to present information and data	✓		
<b>Knowledge</b>			
4. An understanding of the workings of local government and its relationship to central government and partner agencies	✓	✓	
<b>Skills and Ability</b>			
5. Ability to write and communicate well with people from a variety of backgrounds and at all levels	✓	✓	
6. Ability to utilise ICT skills to assist with research and produce clearly presented documents, presentations etc	✓	✓	
7. Ability to work in a political and sometimes sensitive environment requiring tact, confidentiality and sound judgement	✓	✓	
8. Ability to provide oral and written briefings to the Leader of the Group and other Group members on Council policy and procedure	✓	✓	
9. Ability to work on own initiative and as part of a team, in liaison with officers of all levels across the Council	✓	✓	
10. An understanding of, and a commitment to, the Council's Equal Opportunities policy	✓	✓	
11. Ability to manage a range of administrative tasks to ensure deadlines are met	✓	✓	
<b>Special Requirements</b>			
12. An understanding of Labour policies and ambitions	✓	✓	
13. Able to attend evening meetings at the Town Hall or at other locations, sometimes at short notice	✓	✓	