

### Leader and Cabinet Support Team – Job Description

<b>POST:</b>	Cabinet Support Officer
<b>GRADE:</b>	<b>PO3</b>
<b>RESPONSIBLE TO:</b>	Leader and Cabinet Support Team Manager
<b>RESPONSIBLE FOR:</b>	None

### BASIC OBJECTIVES OF THE POST

1. To give guidance, support and policy advice to Cabinet Members, undertaking analysis of information and preparing reports and briefings in specific policy areas
2. To manage and monitor processes and working practices relating to Cabinet Member portfolios, including forward plans and correspondence.
3. To support Cabinet Members to work effectively in their role.

### MAIN DUTIES & RESPONSIBILITIES

#### Policy analysis and advice

1. Lead and advise on policy work commissioned by the Leader, Cabinet Members or the Leader and Cabinet Support Team Manager, gathering data from a wide range of sources including senior officers in council departments.
2. Advise Cabinet Members on key national and local policy issues, and ensure they are kept up-to-date with developments within their portfolio areas.
3. Identify, obtain, analyse and summarise in briefings relevant information, from within and outside the council, as required by Cabinet Members.

#### Support to Cabinet Members

4. Provide support and advice to Cabinet Members including speeches and letter writing, dealing with media, preparation for meetings, council governance and assisting the Leader and Cabinet Support Team Manager in maintaining effective communication with the Group and with external stakeholders.
5. Liaise and build relationships at a senior level both across the organisation and externally.

6. Oversee Cabinet Members' diaries; organising meetings and ensuring the range of meetings reflects priorities locally and nationally
7. Support Cabinet Members with portfolio-related casework, acting at the first port of call for residents and working with officers and external partners to resolve often sensitive problems.
8. Establish, monitor and review working practices and processes with Cabinet Members, including developing forward plans and maintaining databases.
9. Provide support to Cabinet Member in all aspects of their work to further the aims, ambitions and commitments of the Administration.
10. Ensure that Cabinet Members are provided with the necessary advice and information to enable them to fulfil their roles effectively.

### Other

11. Provide support to the Leader and Cabinet Support Team Manager in delivering high-level corporate projects
12. To undertake other tasks as determined by the operational needs of the service including attending and participating in a range of meetings as appropriate.
13. Deputise for the Leader and Cabinet Support Team Manager in their absence, as required.
14. Perform all duties with due regard to political sensitivity and the need for confidentiality and discretion.
15. Understanding and commitment to promoting and implementing the council's Equal Opportunities policies.
16. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

### **MAIN CONTACTS**

1. Leader and Cabinet Support Team Manager
2. Head of Policy and Business Management
3. Cabinet Members
4. Strategic Leadership Team and Senior Officers

### **RESOURCES**

#### **Data Systems**

The post holder will be accountable for the use and safekeeping of confidential data on behalf of Cabinet Members.

### Leader and Cabinet Support Team – Person Specification

<b>POST:</b>	Cabinet Support Officer
<b>GRADE:</b>	<b>PO3</b>
<b>RESPONSIBLE TO:</b>	Leader and Cabinet Support Team Manager
<b>RESPONSIBLE FOR:</b>	None

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

#### Abilities/Experiences

- Experience of working directly with Councillors or other politicians, and working in a complex, politically-led environment.
- Ability to prioritise and manage own workload in a busy environment and use own initiative.
- Demonstrable experience of research and analysis, and writing policy briefings in either the public or private sector.
- Experience of administrative and office systems and processes
- Experience of dealing with the public and resolving difficult issues, employing tact, discretion and sensitivity.
- Understanding and experience of carrying out data collection, research and analysis
- Ability to work additional hours often at short notice including some weekends and evenings
- Experience of supporting or managing projects (desirable)

### Qualifications

- Degree, or relevant experience in a similar role

### Knowledge/Skills

- Knowledge of local government, ideally involving working directly with elected Councillors
- Knowledge of the main issues impacting Local Government.
- Excellent written and verbal skills, and able to draft correspondence and deal with matters in a sensitive manner.
- Able to working both on own, and within a team and contributing to team goals.
- Takes responsibility for planning own time and workload to meet objectives
- Balances competing demands and priorities
- Works collaboratively with other services and external partners to deliver successful outcomes.

The employee's duties require the following activities:

	Yes		Yes
Office duties	Y	Outdoor work / uneven surfaces	N
Use of a computer	Y	Working at heights / on ladders / roof work	N
Audio typing	N	Confined spaces	N
Potentially confrontational work	Y	Outdoor work or extremes of temperature	N
Crisis or conflict situations	Y	Driving a Minibus as part of duties or as a volunteer	N
Management responsibility	N	Driving car / van as part of duty	N
Tight deadlines	Y	LGV / PSV driving	N
Walking 1+ miles during working day	N	Operating lift-truck, digger or crane	N

Use of stairs	N	Work with significant electrical hazards	N
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)	N	Operating potentially hazardous machinery	N
Regular and repetitive movements	N	Exposure to potentially hazardous substances	N
Awkward positions e.g. stooping, bending, reaching up	N	Chemicals, e.g. solvents or metal working fluids	N
Sitting / Standing for prolonged periods	Y	Noisy environment (over 80dB[A])	N
Working alone or in isolation	N	Radiation	N
Working unsocial hours	Y	Respiratory e.g. dust, fume, solder	N
Risk of infection e.g. TB, Hep B / Other	N	Vibrating machinery	N
Teaching or responsibility for children	N	Preparing raw food / serving food	N
Control and restraint	N	Other	N