

# Job Profile

Position Details	
Post	Cabinet Support Officer
Service Area	Leader & Cabinet Support Team
Reports to	Leader and Cabinet Support Team Manager
Grade	P03

Role Purpose
<p><b>1. Stakeholder Management</b></p> <p>To manage stakeholder relationships on behalf of the Cabinet Member particularly with senior officers and external partners</p> <p><b>2. Administrative Support</b></p> <p>To provide administrative support to Cabinet Members including diary management, organising and taking minutes of senior political meetings.</p> <p><b>3. Portfolio and Governance Oversight</b></p> <p>To manage processes and working practices relating to Cabinet Member portfolios, including forward plans, casework, drafting correspondence and speeches.</p> <p><b>4. Policy support and advice</b></p> <p>To provide guidance, policy analysis and advice to Cabinet Members on a range of issues related to their portfolio.</p>

Main Responsibilities
<p><b>1. Stakeholder Management</b></p> <ul style="list-style-type: none"><li>Facilitate good working relationships between Cabinet Members and the Corporate Board</li><li>Liaise and build relationships at a senior level both across the organisation and externally</li><li>Engage strategically with key partners on behalf of the Cabinet Member to ensure that relationships are positive</li></ul>

## 2. Administrative Support

- Oversee Cabinet Members' diaries, organising meetings ensuring they are reflective of Cabinet and Council priorities
- Attend meetings with Cabinet Members and ensure that a forward plan is maintained and that appropriate minutes are taken

## 3. Portfolio and Governance Oversight

- Support Cabinet Members with portfolio-related casework, while also acting as their contact point for residents who call seeking advice or assistance on a range of issues
- To undertake research and /or project work with deadlines, tailored to specific audiences and addressing key issues
- Horizon-scan key developments across central, London and local government and the media to ensure that Cabinet Members are fully informed across their portfolios
- Provide support to the Head of Policy and Cabinet Support in delivering high-level corporate projects

## 4. Policy Support and advice

- Perform all duties with due regard to political sensitivity and the need for confidentiality and discretion.
- Offer advice to Cabinet Members in regular meetings and act as a sounding board for key decisions within the Cabinet Member's portfolio
- To commission and draft correspondence, speeches, presentations and articles as well as letters and e-mails on behalf of the Cabinet Member
- To support Cabinet Members in driving progress on their top priorities, for example through commissioning advice and briefings on relevant issues to ensure that Cabinet Members have the necessary information available
- Work with the external communications team to ensure that Cabinet Members have positive exposure in the media where it relates to their portfolio and our overall ambitions for Haringey Council and the place

### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable

Educated to degree level	E
Experience working in a complex politically-led environment	D
Excellent written and verbal communication skills with the ability to draft correspondence and deal with matters in a sensitive manner	E
Balance competing demands and priorities	E
Work collaboratively with other services and external partners to deliver successful outcomes	E
Knowledge of the main issues impacting Local Government.	D

### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				
Will the post holder be responsible for contract / agency / project staff?				

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	100%	Use of a computer.	Y	60%
Audio typing.	Y	5%	Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	n	
Regular and repetitive movements.	Y	5%	Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A