Job Profile

Position Details	
Post	Political Assistant – Labour Group
Service Area	Corporate Governance / Democratic Services
Reports to	Democratic Services and Scrutiny Manager, post is under the day-to-day direction of the Leader of the Labour Group.
Grade	PO2
Job Family	To be completed by HR

Role Purpose
This important role supports the majority Group to operate effectively.

Main Responsibilities

1. Support Leader, Deputy Leader, Cabinet, Whip and Chair
2. Prepare motions and questions for full council meetings
3. Provide policy research and briefings for Councillors' use at Cabinet, Full Council, committees etc
4. Draft speeches, media releases, comments, articles, social media, prepare Cllrs for interviews etc and prepare Media coverage report
5. Draft reports for the Group leadership
6. Support the Labour Group's meetings, including the Executive, by preparing agendas and minutes
7. Support meetings of Political Cabinet Advisory Board
8. Organise away days and training
9. Draft standard responses and provide occasional casework support
10. Other ad-hoc tasks as directed by the Group Leader and Deputy Leader
11. Liaison with key stakeholders, including local party organisations, elected members and senior council officers
12. Providing occasional casework support and coordinate the Leader's attendance at Party Conference
13. Liaise with the Regional Party office on issues regarding the Group's Standing Orders
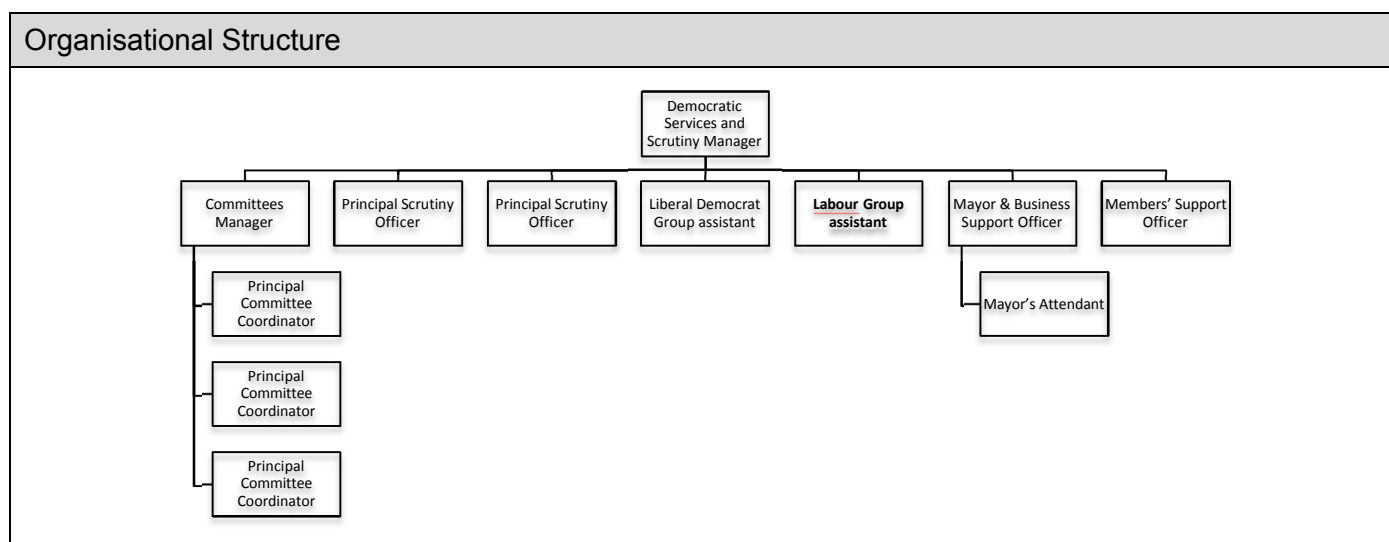
Generic Responsibilities

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
Knowledge Good understanding of the internal workings of local government at both political and management levels and the relations between Members and Officers.	D
Good understanding of public policy issues as they affect local government	E
Good understanding of party structures locally, regionally and nationally	D
An understanding, knowledge and sympathy with the political group and its key values, policies and procedures	E
Good understanding of equal opportunity and diversity issues	E
Knowledge of office practice and procedures	E
Qualifications / Special conditions A degree, or relevant work experience, is expected	E
The post holder will be expected to hold membership of the Labour party, and must not be a member of any other political party.	E
Skills High levels of probity and integrity	E
Able to undertake policy research into local government issues and produce briefings	E
Able to influence and communicate with wide range of contacts	D
Able to deal with and evaluate, complex political issues	E
Excellent communications skills, both written and oral	E
Excellent organisational skills	E
Good ICT skills	E
Good interpersonal and influencing skills	E
Ability to work within a diverse organisation appreciating that individuals have different values and attitudes	E
Able to manage own workload and work to tight deadlines in a busy office Able to take and produce notes of formal and informal meetings	E
Able to work flexibly to meet the demands of the job, including attendance at weekend and evening meetings as required	E
Experience Of working in a post undertaking similar or comparable duties in a paid or unpaid environment or some other political combination of qualifications, abilities and experience	E

Of working in a small office	D
Of providing personal assistance / support work	D
Of policy development, carrying our research and providing briefings	E
Of working in a party-political environment	E
Of working with the media	D
Of working at a high level in an organisation	D

Main Contacts & Other Information

Main Contacts:
Leader of the Labour Group
Chief Whip
Group Chair
Cabinet Members
Democratic Services and Scrutiny Manager
Committees Manager

Other Information:

This post will be offered on a fixed term contract to 31 May 2022.

The post is politically restricted, and the post-holder is expected to be supportive of the Labour Party's values and goals. The post holder must not be a member of any other political party.

Organisational Structure

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?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				No

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	85
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y	85	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.	N		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.	Y	10%	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	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - 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
Plant/Equipment - 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
Stocks/Materials - 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
Data Systems - 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
Buildings - 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