

## JOB DESCRIPTION

<b>Job title:</b>	Political Assistant to the Labour Group
<b>Grade</b>	6 (£30,229 - £34,474)
<b>Directorate:</b>	Legal and Democratic
<b>Team:</b>	Democratic Services
<b>Responsible to:</b>	Group Leader, Democratic Services Manager

### Job Purpose

1. To provide timely political and administrative support to the Principal Opposition Group and their leadership as directed on appointment. Working at all times with sensitivity to develop and support Group policies and initiatives.

### Main Duties and Responsibilities

1. Administer and coordinate political group activities and projects including managing any resources allocated to political office.
2. To provide timely research and analysis supported by written and statistical evidence.
3. To prepare concise, clear accurate and logical reports supported by appropriate research evidence.
4. Where appropriate, to prepare speeches, responses, motions and questions on behalf of the Group Leader and group members for Council business as requested.
5. To maintain timely advice to the Group Leader on Local, Regional, National and European developments and issues relevant to the work of the group, legislation and national party policies.
6. To liaise with the Group Leader to ensure effective and timely communication on the Leader's behalf: -
  - a) Within the Political Group
  - b) With local member/s of parliament
  - c) With senior Council employees
  - d) With the National Political group
  - e) With union representatives
  - f) With the media on Political Group issues
7. To manage the Political Group's media profile and relationships, producing briefings, press releases and media enquiries and building relationships with

the media.

8. Assist the Group Leader in achieving a timely and coordinated view on key issues.
9. To work closely with the Group Leader and ensure full briefings on the content, accuracy and validity of Council, Committee and external documents. Clarifying necessary information and attending Group Meetings as required.
10. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Council.
11. A commitment to equality / diversity in both the delivery of services and to staff. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
13. To comply with the Council's policies and procedures.

Job descriptions will be subject to review on an annual basis subject to corporate priorities.

#### **Health & Safety**

Responsible for ensuring the health and safety of persons at work and members of the public in premises or sites controlled by the Council and that the Council's policy and health and safety regulations are complied with.

#### **Data Protection Act / Freedom of Information/ Data Quality**

Working with manual and computerised systems, the post holder will at all times, need to be fully aware of responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and conversant with implications of Freedom of Information Act. The Post holder will also be required to be fully aware of and comply with the Council's Data Quality procedures to ensure that all management information is accurate and fit for purpose.

#### **Any Other Factors**

- Evening and occasional weekend working
- The post holder is not permitted to undertake party political activity, and in particular not permitted to speak in public on party matters or publish party material. Political assistants are not permitted to manage staff (other than their secretary or personal assistant).

- The post holder should have an understanding of the Labour Group's Local and National policies.
- Day to day management of the post holder is in the hands of the Group Leader on behalf of the political Group. Line management for all other employment issues including pay, appraisal and personal development lies with the identified post holder within the Democratic Services Team.
- Political Assistants will issue press releases on behalf of the Political Group. Press releases by the Council will be issued by the Council's Communications Team.
- Political Assistants must respect the terms on which confidential information is provided. At times certain information will only be supplied on a 'need to know basis'. The Monitoring Officer will be the arbiter in such instances.
- Access to business meetings of employees of the Council will be by invitation of the meeting Chair. Any confidential information must be respected at all times.

<b>KEY REQUIREMENTS</b>	<b>Essential / Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Structured Interview</b>	<b>Other</b>
<b>EXPERIENCE</b>					
Minimum of 2 years experience within a political environment.	D	X		X	
Coordination and organisation of activities	E	X		X	
<b>QUALIFICATIONS</b>					
Degree level qualification or equivalent	D	X		X	
<b>SKILLS</b>					
Understanding of Local and National Policies	E	X		X	
IT proficient. Numerate. Report Writing. Verbal Communication	E	X		X	
<b>PERSONAL ATTRIBUTES (Including special knowledge)</b>					
To be or become a member of the appropriate political party	D	X		X	
<b>EQUALITIES &amp; DIVERSITY</b>					
An understanding of Equal Opportunities issues within the work place.	E			X	