

Political Group Support Officer

Job Description

Position Pay Level: 6

Position Pay SCP: 24 - 29

Salary: £37,711 - £42,307 (inclusive of Local Weighting Allowance of £1130 per annum)

Hours for this post are as follows (subject to changes, in accordance with the political makeup of the Council):

Conservative Group – 1.0 FTE

Labour Group – 1.0 FTE

Liberal Democrat Group – 1.0 FTE

Reports to: Leader and Civic Office Manager

Politically restricted post: Yes

In line with Section 9 of the Local Government and Housing Act 1989, this is a politically restricted, limited-term post that terminates automatically at the next council annual general meeting following a local election.

Main purpose of Job:

To support the leader of the political group in the discharge of their functions.

To provide political, administrative and research support to the relevant political group, under the direction of the group leader.

Main Accountabilities:

To facilitate the group's political activities within the Council including, but not limited to:

- Handling correspondence and preparing responses on behalf of the group and/or the group leader
- Preparing speeches
- Drafting motions and amendments
- Proof-reading documents
- Attending meetings of the Council
- Facilitating group meetings and meetings with the group leader
- Liaising with other groups' support officers, particularly around preparations for meetings of the Council
- Assisting with the appointment of members to committees
- To work with key senior officers, particularly around preparations for meetings of the Council.
- To undertake research into a variety of topics.
- To facilitate officers' requests for activity or information from the group.

- To act as a point of contact for the group.
- To liaise with the local political party, under the direction of the group leader.
- To monitor group members' casework and follow up with relevant senior officers as required.
- Maintaining up to date knowledge of key Council policies and decision-making processes.
- Maintaining up to date knowledge of relevant political considerations both nationally and locally.
- To build and maintain effective working relationships with a variety of individuals including councillors, officers, members of the public and external stakeholders.
- To comply with the council's data protection arrangements and maintain discretion.
- To provide support to the council's response in the event of a civil emergency.
- To provide support for areas within the general level of responsibility for the role, as required.

Person Specification: Political Group Support Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of undertaking research and presenting data clear and concisely.	Essential	A, I, T
	Experience of carrying out a range of sometimes complex administrative or office management tasks.	Essential	A, I, T
	Experience of local authority or other public body governance processes.	Desirable	A, I
Skills and abilities	Ability to work sensitively in a political environment and respect the need for confidentiality.	Essential	A, I
	Ability to negotiate with, and influence, a range of individuals including councillors, senior officers and members of the public.	Essential	A, I
	Well-organised, able to work methodically, in a pressurised environment, and manage a range of competing deadlines.	Essential	A, I, T
	Attentive to detail.	Essential	A, I, T
	Excellent IT skills, including the ability to use general office software, and an ability to learn new systems quickly.	Essential	A, I, T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Ability to develop and maintain constructive working relationships with a range of individuals including councillors, officers at all levels of the organisation and members of the public.	Essential	A, I
	Excellent use of written and spoken English and an ability to proofread.	Essential	A, I, T
	Ability to work under own initiative.	Essential	A, I
Knowledge and understanding	Knowledge of local and national political activity and policy making (or an ability to quickly develop it)	Essential	A, I
Qualifications	English language to a minimum GCSE grade 4 or equivalent (A* - C).	Essential	A, I
	Evidence of further or higher education.	Desirable	A, I
Other Considerations	This role requires some evening work, occasionally at short notice.		
	There will be opportunities to work from home when undertaking this role (in accordance with the Council's policies). However, some office presence is required, particularly when supporting formal meetings or other processes which cannot be carried out from home.		