

## Cabinet Officer

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| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Head of the Leader's Office |                                |     |
| <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Democratic Services         | <b>Grade:</b>                  | PO1 |
| <b>DBS Status:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Not required                | <b>Politically restricted:</b> | Yes |
| <b>Job Purpose:</b> <ol style="list-style-type: none"> <li><i>To provide a full range of executive support services to Cabinet Members, assisting in the preparation of agendas, reports and action taking as required and ensuring that they are briefed on key policy issues relevant to their portfolios</i></li> <li><i>To take on responsibility for maintaining the inbox and diary of up to four Cabinet Members, supporting with the coordination of their work programme.</i></li> <li><i>To establish and develop appropriate systems to communicate on behalf of Cabinet Members, working alongside the corporate communications team on media enquiries as appropriate.</i></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                                |     |
| <b>Values</b><br>Collaborate proactively.<br>Lead inclusively.<br>Embrace change.<br>Be bold and curious.<br>Celebrate and share our success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                |     |
| <b>Job specific roles and responsibilities</b> <ol style="list-style-type: none"> <li>To support members of Cabinet with their correspondence, inbox and diary management, working with the Head of the Leader's Office to develop processes to help coordinate and organise their work-flow as needed.</li> <li>To manage and provide casework support for Cabinet Members, drafting responses, speeches, letters and other related work and to assist the Complaints Team in logging Member enquiries and directing them to the relevant service areas and teams.</li> <li>To take action on matters arising from meetings with Cabinet Members, ensuring that key actions are progressed and that information is disseminated to all councillors.</li> <li>To work with the Corporate Management Team (CMT) to ensure that Cabinet Members are properly briefed on all relevant aspects of their portfolio, developing systems to ensure that Cabinet enquiries are actioned as appropriate and to assist in the drafting of responses for Cabinet Members.</li> <li>To work with CMT to prepare responses for Cabinet Members who are attending scrutiny meetings, full Council and other committees of the council.</li> </ol> |                             |                                |     |

6. To collate, summarise and distribute information of relevance to the portfolios of Cabinet Members, enabling Cabinet members to undertake their council duties efficiently and effectively.
7. To contribute to service planning in the Leader's Office, maintaining trackers and a forward plan of Cabinet Member priorities and issues.
8. To work within the broader Democratic Services service area, to enable Cabinet Members to deliver upon their constitutional duties; coordinating individual decision making processes and ensuring all standards of conduct and probity met.
9. To work in a flexible and adaptable manner, maintaining strict confidentiality on all matters arising from the work of Cabinet Members and the wider Labour Group, at all times.
10. To undertake any other work which may be required to support Cabinet Members in effectively fulfilling their duties.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
12. We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.
13. Undertake any other duties commensurate with the general level of responsibility of this post.

## **Essential Requirements (key skills & qualifications)**

### **Knowledge and Qualifications**

1. Good understanding of the functions of local government, including council policies and processes and the respective roles of members and of officers.
2. Knowledge of the key issues facing local government.
3. An understanding of the political context in which elected councillors and the council operate.
4. Knowledge and awareness of the issues involved when working within a diverse community.
5. An awareness of party politics

### **Experience**

1. Experience of working in a political environment.

2. Experience of undertaking research and providing policy support on a range of complex and sensitive issues.
3. Experience of bringing new ideas, navigating decision making processes; and creating spaces for others to share ideas.
4. Broad based administrative experience, including diary management and the ability to resolve conflicting schedules.
5. Experience of drafting casework responses for officials or elected members, or providing a similar service in another organisation.

## **Skills and Abilities**

1. An ability to prioritise workload during urgent developing situations, working to meet tight deadlines and acting diplomatically at all times.
2. Strong organisational and administrative skills and attention to detail and the ability to resolve competing priorities.
3. Track record of excellent written and oral communication skills, including the ability to prepare clear reports on complex issues, and an ability to prepare written material in a range of styles or formats.
4. Good analytical and research skills with ability to make sound judgements in providing advice and guidance.
5. Good interpersonal skills and the ability to collaborate, seeking out the right inputs at the right time.

**Budget Responsibility** N/A

**Overall Headcount** N/A

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*