

## Political Assistant to the Opposition Group

<b>Reports to:</b>	Civic & Member Services Manager		
<b>Department:</b>	Democratic Services	<b>Grade:</b>	PO1
<b>DBS Status:</b>	Basic	<b>Politically restricted:</b>	Yes, partially politically restricted as governed by Local Government Officers (Political Restrictions) Regulations 1990

### Job Purpose:

- Act as first point of contact for the Group, assisting them to discharge their functions in respect of Group business.
- To assist in providing administrative, research and political support to councillors within the Group, helping Members to carry out their roles within the Council's governance framework.
- To support the organisation and coordination of Group business, including facilitating communication within the Group and preparing research, briefings and information relevant to the Group's priorities.
- To assist with democratic processes and support communications and engagement activity connected to the Group's work

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

#### Administrative Support

- Assisting the Group with organisation and administration (including attendance at Group meetings);
- To assist with the preparation of agendas, reports and minutes for Group meetings, and to support follow-up on actions arising, ensuring information is shared appropriately with Group Members
- To advise at such meetings as requested and to maintain strict confidentiality on all matters arising from the work of the Group at all times, with the potential of out of hours working
- To assist Executive Services in logging Member enquiries and directing them to the relevant service areas and teams.

#### Research and Analysis

- To provide support to the Group in relation to policy development, briefings and priorities.

- To undertake research and analysis of issues relevant to the Group's priorities, including gathering, summarising and sharing information from a range of internal and external sources to assist Members in carrying out their Council duties effectively and efficiently
- To assist with producing written materials and briefings based on that information, support the communication of the Group's policies, and help track Council decisions relevant to those policies.
- To assist the Group, ensuring they engage correctly with the democratic process and assisting in drafting questions, motions, items and amendments related to the business of Full Council, liaising with the Governance Team (as required).

#### Communication

- To establish and develop appropriate systems to communicate on behalf of the Group.
- To support the Group in developing and communicating its priorities, including assisting with research, messaging and coordination of related activity
- To liaise with the political structures within local government representative organisations, other local authorities and the national and regional organisations of the Party.
- To undertake media liaison on behalf of the Group as required supporting the management of media messaging, preparing press releases and dealing with the media enquiries on behalf of the Group; and liaising with Members of Parliament and Officers of the Council
- 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.
- 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.
2. Good understanding of governance arrangements and of the interface of members and officers.
3. Knowledge of the key issues facing local government including an understanding of local government and national party policy and priorities.
4. Good knowledge of the local area, key stakeholders and issues affecting residents in Brent.
5. Knowledge and awareness of the issues involved when working within a diverse community.
6. Knowledge of a local authority's management arrangements including budgetary processes.

##### **Experience**

1. Experience of working in a party-political environment.
2. Experience of working with public bodies, political organisations or large

- organisations.
3. Experience of working with the media.
  4. Experience of providing research
  5. Broad based administrative experience such as arranging meetings, drafting minutes and following up on action points.

**Skills and Abilities**

1. Good analytical and research skills with ability to make sound judgements in providing advice and guidance.
2. Good interpersonal skills and the ability to motivate and be self-motivated
3. Good presentational and interpersonal skills with ability to communicate effectively with a wide range of audiences.
4. Good organisational and administrative skills and the ability to resolve competing priorities
5. Ability to undertake research and produce reports to the group
6. Ability to manage different priorities and progress changes.
7. IT skills, including office systems, email and social media

*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*