

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Legal and Democratic Services

POSTHOLDER

SECTION: Democratic Support Service

GRADE: PO3

POST DESIGNATION (TITLE): Political Assistant

FIXED TERM: Until May 2030

Purpose of Job:

- i. To provide expert advice and support to the relevant Political Group to operate effectively.
- ii. To provide effective and efficient political, policy and administrative support and advice for Group members.
- iii. To act as a liaison between Group members, officers and relevant external stakeholders and ensure high level advice and support is given to Group members.

Manages up to 0 directly managed staff.

Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To prepare briefings and research for Councillors and undertake special projects on behalf of the Group Leader and relevant Group.
- 2) To prepare speeches and other public comment for use across local media and social media channels on behalf of the Group Leader and relevant Group.
- 3) To deal with press and media enquiries relating to the Group and to liaise with the Council's corporate media team where appropriate.
- 4) To build and maintain professional relationships with key stakeholders including Council officers, external organisations, other local authorities, MPs and members of the public, on matters relevant to the Group and its policies.
- 5) To have supervisory responsibility for any apprentices or work experience students assigned to the Leader/Leader of the Opposition's office.

- 6) To keep abreast of new legislation and political developments of a national, regional and local nature and to gather, analyse, interpret, and circulate information from external sources as necessary for use by the Group.
- 7) To provide innovative digital support for the Group, including expanding the reach and audience of the Group's website and social media channels.
- 8) To lead in preparing for Council meetings, including preparing motions, questions, answers on behalf of the Group, briefings for the Group.
- 9) To facilitate the training and development of the Group, including organising away days and providing support for Group members attending Group events.
- 10) To act on behalf of the group liaising with members, MPs and other third parties, responding to enquiries and ensuring events are facilitated and organised.
- 11) To work with Group members in their roles including undertaking appropriate agenda planning arrangements, producing decision sheets for meetings of the Group and related bodies.
- 12) To ensure that key actions arising from Group meetings are progressed and information disseminated to Group members.
- 13) Liaising with Committee Services to advise the Group with regards to decision making, the provisions of the constitution and procedural matters.
- 14) To assist the Leader and Whip of the relevant Group with matters relating to Committee membership, conduct and Group membership of outside bodies, liaising with the Committee Services team.
- 15) To provide administrative support to the Group with the management of Group funds.
- 16) To maintain a high level of confidentiality and discretion in a political environment.
- 17) Attend meetings both during the day and in the evening on a regular basis, progressing any necessary follow up action. Work outside of normal office hours, including weekends, may also be required which will be subject to agreement where possible.

- 18) To undertake any other work appropriate to the level and general nature of the post's duties.
- 18) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 19) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 20) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 21) This post does not require a DBS.
- 22) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 23) Notwithstanding the evaluated grade for this role, the maximum salary payable for the role of Political Assistant is subject to a statutory salary cap.
- 24) This post is politically restricted under the Local Government and Housing Act 1989.

Designation of the Post to which the Post-Holder normally reports to: Head of Democratic & Legal Services Practice Management