

PERSON SPECIFICATION

Department	Legal and Democratic Services
Post Title	Political Assistant
Requirements: Essential (E) Desirable (D)	
Education & Experience	
E	Demonstrable experience of working successfully with senior officers, elected members and key stakeholders including effective relationship management.
E	Working knowledge of the political landscape both nationally and within a Local Government context.
E	Ability to facilitate effective communication and on-going dialogue between different groups of people, audiences and organisations.
E	Experience of providing expert advice and support to Councillors across a broad range of areas and disciplines.
Knowledge Skill and Ability	
E	Excellent written and oral communications skills and ability to inform and influence a range of stakeholders
E	Ability to work on own initiative, under pressure and manage sensitive situations and conflict.
E	Ability to establish and maintain good working relationships with a range of stakeholders.
E	Willingness to work flexibly in order to meet priorities, deadlines and timetables including attending evening meetings and undertake work outside of normal office hours as required
E	To deal with confidential issues discretely and tactfully.
E	Excellent organisational skills.
D	Good range of IT skills.
Commitment to Equal Opportunities	
E	Commitment to promote the Councils values and Equalities agenda.