

Job Description

Job Title Newham Independent Group Political Assistant	Service Area Democratic Services	
Directorate Resources	Post Number TBC	Evaluation Number 7176
Grade GRADE PO1	Date Last Updated	

Overall Purpose of Job

To provide political and administrative support to the Newham Independent Group. To assist in ensuring effective working relations between the Group Leader, councillors and council officers.

Job Context

The post holder reports to Head of Democratic Services.

1. The post holder has no line management responsibility.
2. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
3. This post is established under s.9 of the Local Government & Housing Act 1989 and the statutory rules applicable to such posts.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To work closely with the Newham Independent Group to provide political and administrative support to them.

2. To undertake research, collate information from various sources and prepare clear and accurate briefings papers and reports as necessary.
3. To keep a watching brief on London, National and European developments affecting local government and new legislation and national party policies and to brief the Newham Independent Group on the political implications locally.
4. To ensure that the Newham Independent Group is fully and promptly briefed on important aspects of council business, clarifying information with council officers. To advise on the content of council, scrutiny and external documents and to prepare responses as necessary.
5. To support the Newham Independent Group in including administrative support and advice at group meetings, co-ordinating agendas and circulating minutes etc.
6. To undertake special projects/research (including speech writing) on behalf of the Newham Independent Group.
7. To develop a good knowledge of the functions, operations and programmes of the Council and its departments so that information is readably available.
8. Undertake all tasks having regard to political sensitivity and strictest confidentiality.
9. To carry out any other functions as directed by the Newham Independent Group
10. To attend meetings outside normal working hours.

Communications

11. To ensure effective communications between the Leader and Newham Independent Group on the Council including liaising with the Group Officers in running a system for communicating with the Leader and Members and, where necessary, attending group meetings.
12. To ensuring effective communications with the Newham Independent Group locally, community groups and the media, preparing newsletters and press releases for the Leader and handling media enquiries.

Culture

13. To promote and demonstrate a practical commitment to equal opportunities.
14. To contribute to the corporate culture, which is forward thinking, results oriented and customer focused.
15. To carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

16. To support the Council in monitoring high standards of conduct and probity in the public life of the authority.

17. To deal responsively and sensitively with matters that are the subject of high priority to Members always exercising the utmost probity and judgement.

18. To ensure a seamless and responsive service is provided to Members, Officers and Stakeholders across the section/teams and the Council.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Person Specification

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Directorate Resources	Post Number TBC	Evaluation Number 7176
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<p>IMPORTANT INFORMATION FOR APPLICANTS</p> <p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>		
CRITERIA	METHOD OF ASSESSMENT	
<p>KNOWLEDGE:</p> <p>Degree level qualification or equivalent qualification and /or knowledge and experience.</p> <p>Knowledge of government and the public sector, with a focus on local government or demonstrable ability to quickly acquire such knowledge</p> <p>An understanding of the statutory framework governing the political management of local authorities and the powers and conduct of councillors or a demonstrable ability to gain this understanding.</p> <p>Knowledge of political parties and their operation.</p> <p>Knowledge of standard software packages and ability to maximise the use of ICT in this role.</p>	<p>Application Form</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Interview</p>	

<p>EXPERIENCE:</p> <p>Experience of working within or advising local government, or the public sector or equivalent role</p> <p>Experience of working positively to engage with and understand the needs of stakeholders and Members</p> <p>Written, verbal and numerical skills sufficient to enable post holder to undertake duties of the post.</p> <p>Awareness of equal opportunities, customer care, and quality standards.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to value and manage diversity and a commitment to equality.</p> <p>Ability to demonstrate high standard of integrity</p>	<p>Interview</p> <p>Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to demonstrate a problem solving approach</p> <p>Ability to negotiate effectively with senior management and members.</p> <p>Strong verbal and written skills.</p> <p>An ability to demonstrate political awareness and sensitivity with members, partners and stakeholders.</p> <p>Ability to work with minimal supervision to meet competing priorities.</p>	<p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p>	

Available to work outside normal business hours to meet the needs of the group and to attend evening meetings at council offices and in the community. Plus willingness and ability to work occasional evenings and weekends to maintain service delivery

This is a post established under s.9 of the Local Government & Housing Act 1989.

This post is politically restricted under section 2(1) of the Local Government and Housing Act 1989.

Application Form/Interview