

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Group's Political Assistant	<b>Grade:</b>	POL ASSIST
<b>Reports to (Designation):</b>	Head of Mayor's Office	<b>Grade:</b>	SMG 2
<b>Directorate:</b>	Chief Executive's	<b>Department:</b>	Mayor and Cabinet Office

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**This is a post under paragraph 6 of schedule 1 of the Local Government Act 2000 including Local Government (Assistants for Political Groups (Remuneration) order 1995) and is politically restricted under section 2(1) of the Local Government and Housing Act 1989.**

#### **Main Purpose of the job:**

To provide administrative support to the Group Leader, Group Officers and Green Group. To assist in managing relations within the Green Group, including the Mayor's office, and with other political groups, their leaders and members. To undertake all tasks, having regard to sensitivity and strictest confidentiality.

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#### **Summary of Responsibilities and Personal Duties:**

1. To provide administrative and policy support to the Group Leader, Group Officers and Green Group on a range of issues, including those of a sensitive, confidential and complex nature
2. To service meetings as required by the Group Leader, Group Officers and Green Group; arranging for the preparation of agendas and dispatch of papers within agreed timescales, providing procedural and policy advice as necessary.
3. To undertake specified projects as directed by Group Officers (or as delegated).
4. Draft communications, reports, briefings (borough wide and local) and other documents as appropriate on behalf of the Group Leader, Group Officers and the Green Group. Ensure that reports and documents are prepared and coordinated to meet deadlines. Develop and maintain appropriate records, information and office systems and keep abreast of new developments in office technology.
5. To develop a good knowledge of the functions, operations and programmes of the Council. Maintain effective, support of, and liaison with and between Scrutiny Members
6. To keep abreast of London, national and European developments affecting local government and legislative changes and other developments to brief the Group Leader, Group Officers and the Green Group on local implications.
7. To maintain communication with relevant organisations nationally, regionally and locally.
8. To advise the Group Officers (or as delegated) of any potential breach of confidentiality of any issues.
9. To carry out any other duties, as specified by the Group Officers (or as delegated) which may be required from time to time.
10. Working outside normal office hours to support the Group Leader, Group Officers and Green Group will be required.

11. Carry out the responsibilities of the post with due regard to the council's equal opportunities policies and the politically restricted nature of the post.
12. Assist in carrying out the Council's environmental policy within the day to day activities of the post
13. To coordinate activities that promote the wellbeing of the Green Group.
14. Undertake other duties, commensurate with the grade, as may reasonably be required.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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## PERSON SPECIFICATION

<b>Designation:</b>	Group's Political Assistant	<b>Grade:</b>	POL ASSIST
<b>Reports to (Designation):</b>	Head of Mayor's Office	<b>Grade:</b>	SMG 2
<b>Directorate:</b>	Chief Executive's	<b>Department:</b>	Mayor and Cabinet Office

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>
<b>Knowledge</b>	
Of the key external factors affecting local government, particularly in an inner-city context.	<b>S</b>
Understanding of the legal and financial framework within which local government operates, and of its role within the local community.	<b>S</b>
Awareness of quality and major service issues facing the Council.	<b>S</b>
Understanding of the practical and political issues resulting from the new Mayor and Cabinet model.	<b>S</b>
Awareness of the implications of working in a political environment.	<b>S</b>
Knowledge of the modernisation agenda for local government and its implications for local authorities.	<b>S</b>
<b>Aptitude</b>	
To work on own initiative, under pressure and manage sensitive situations and conflict.	
To work effectively in a political environment.	
To undertake research and prepare reports for consideration by key decision makers with minimal supervision.	
To work in partnership within the Council and with a range of external agencies and organisations.	
To work flexibly and in innovative ways.	
To work to priorities and meet deadlines and timetables	
To deal with confidential issues discretely and tactfully.	
To establish effective support networks within Members, officers and partners.	
<b>Skills</b>	<b>(To Be Tested – T)</b>
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	

Excellent organisational skills	
Skills to write good quality correspondence, reports, briefings and speeches at short notice and with minimal supervision.	
To communicate effectively with a wide range of audiences.	
Good range of IT skills.	
<b>Experience</b>	
Of managing a heavy workload and prioritising conflicting tasks.	<b>S</b>
Of research and preparing policy advice and reports on a range of complex and sensitive issues.	<b>S</b>
Of preparing briefing, short speeches and casework responses for senior officers or elected Members, or, providing this service for senior people in similar organisations.	<b>S</b>
Working and communicating with senior officers, elected Members and key partner organisations in often sensitive situations, or, communicating at a senior level in similar organisations.	<b>S</b>
Of arranging, attending and minuting meetings.	<b>S</b>
Facilitating effective communication and on-going dialogue between different people, audiences and organisations.	
<b>General Education</b>	
Literate, able to deal with correspondence, write high quality reports, briefing notes, etc.	
<b>Personal Qualities</b>	
Calm and professional personal presentation	
Able to meet tight deadlines	
Energetic and enthusiastic with a positive attitude to change and innovation	
Responsiveness and customer focused attitude	
Flexible approach to working as part of a team.	
<b>Circumstances</b>	
To attend evening meetings and work outside normal office hours.	<b>S</b>
<b>Physical</b>	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required    **Basic**     **Standard**     **Enhanced**   

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)