

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Mayor's Political Advisor	Grade:	SMG 2
Reports to (Designation):	The Mayor or as delegated by the Mayor	Grade:	-
Directorate:	Chief Executive	Department:	Mayor & Cabinet Office

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 political and administrative support to the Mayor of Lewisham. To establish and maintain effective working relations between the Mayor, the Green Group, other political parties and their leaders. To maintain and have high regard to the sensitive, political and confidential nature of the work

Summary of Responsibilities and Personal Duties:

1. To provide policy and political support to the Mayor on a range of issues, including those of a sensitive, confidential and complex nature.
2. To service meetings as required by the Mayor, both internal and external to the council, arranging for the preparation of agendas and the dispatch of papers within agreed timescales, providing procedural and policy advice as necessary.
3. Produce minutes and a record of decisions taken at meetings and ensure that the Mayor is briefed. Ensure that the agreed actions points are followed up and implemented.
4. To attend meetings with or on behalf of the Mayor.
5. To undertake specified projects and policy programmes on behalf of the Mayor.
6. To undertake research, collate information from a range of sources and prepare briefing papers as necessary.
7. To develop and maintain current understanding of the Council Service and Directorates.
8. To develop and maintain current understanding of London, national and European developments effecting local government and related fields.
9. To assist in promoting the work of the Mayor and producing publications and material to support that aim. Ensure that papers are prepared and coordinated to meet deadlines.
10. Draft correspondence, press releases, speeches, briefings and other documents as and when necessary.
11. To ensure effective communication with all political and other interests, locally, regionally, nationally and internationally. To assist with managing the Mayor's diary to ensure the effective and efficient use of the mayor's time.

- 12. To advise Mayor of issues that may give rise to breaches of confidentiality, including those of a political nature.
- 13. To maintain appropriate information, communication and technology systems.
- 14. To carry out other duties as and when specified by the Mayor in support of the overall work of the Council.
- 15. To carry out work "out of office" hours as and when required by the Mayor.
- 16. To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.
- 17. Assist in carrying out the Council's environmental policy within the day to day activities of the post.
- 18. 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

Designation:	Mayor's Political Advisor	Grade:	SMG 2
Reports to (Designation):	The Mayor or as delegated by the Mayor	Grade:	-
Directorate:	Chief Executive	Department:	Mayor & 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.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Knowledge of the key external factors affecting local government, particularly in an inner-city context	S
Understanding of the legal and financial framework within which local government operates, and of its role within the local community	S
Awareness of quality and major service issues facing the Council	S
Understanding of the practical and political issues resulting from the Mayor and Cabinet model	S
Awareness of the implications of working in a political environment	S
Aptitude	
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 to meet deadlines and timetables	
To deal with confidential issues discretely and tactfully	
To establish effective support networks within Members, officers and partners	
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
To establish effective support networks within Members, officers and partners	
Ability 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	
Experience	
Of managing a heavy workload and prioritising conflicting tasks	S
Of research and preparing policy advice and reports on a range of complex and sensitive issues	S
Of preparing briefing, short speeches and casework responses for senior officers or elected Members, or, providing this service for senior people in similar organisations	S
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	S
Of arranging, attending and minuting meetings	S
Facilitating effective communication and on-going dialogue between different people, audiences and organisations	S
General Education	
Literate, able to deal with correspondence, write high quality reports, briefing notes, etc.	
Personal Qualities	
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	
Special Requirements	
To attend evening meetings and work outside normal office hours	S
Physical	
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)