Job Title Political Assistant

Grade Grade 7

**About the Role**

To provide high-quality, politically aligned support to elected Members of the party that they are allocated to support, enabling them to effectively discharge their responsibilities and deliver on their political priorities.

This role will support Members to ensure they are well-informed, strategically supported, and able to influence policy and decision-making in line with democratic processes and the Reform Party's values of accountability, efficiency, and national interest.

Reporting Relationships

Responsible to: The Leader of the Council

Management accountability: Head of Member & Democratic Services

Responsible for: The post holder has no line management responsibility.

Key Accountabilities:

1. **Member and Meeting Support**

* Provide day-to-day administrative and organisational support to Members of the allocated political group, including arranging meetings, preparing agendas, taking minutes, and circulating documentation.
* Support the co-ordination and servicing of group meetings, panels, and working groups as directed, ensuring compliance with relevant procedures and policies.
* Assist Members with routine enquiries and requests, liaising with officers to obtain information as required.

**2. Information and Research**

* Undertake research and information gathering to support Members in their roles, presenting findings in a clear and accessible format.
* Prepare and circulate factual briefings and summaries on Council activities or local government developments, as directed by senior officers or Members.
* Maintain up-to-date records and files for the group, ensuring information is accurate and accessible.

**3. Communication and Liaison**

* Act as a point of contact for Members, officers, and external stakeholders on routine matters, ensuring effective communication and prompt responses.
* Support the preparation and distribution of newsletters, bulletins, or updates for Members.
* Assist with the organisation of Member training, development, and induction activities.

**4. Administrative and Compliance Support**

* Ensure all administrative tasks are completed in line with Council procedures, including maintaining confidentiality and data protection standards.
* Support the collation and publication of required information relating to Members, such as attendance or declarations.
* Assist with the administration of petitions, electoral obligations, and other statutory processes as required.
  1. **Support Political Leadership**

The post holder may not give direction or instruction to any other officer of

the County Council, (save for making administrative requests, such as meeting

requests through the executive support office) and on that basis the post holder

will need to:

* Provide an administrative service to the Group, limited to political group meetings, including preparation and circulation of the agenda, taking minutes and typing up and circulating minutes, and ensuring that follow-up actions from those political meetings are completed.
* Research, prepare and present briefs to the relevant Group on policy matters and general issues affecting local government and the Council
* Prepare and present the Group with information in the form of reports, briefs and statistics, that have been checked with senior officers.

## Support Constituency Work

* At the request of the Leader, respond to public enquiries and assist any Member of the relevant group in resolving constituent queries by liaising with officers to prepare draft responses on non-political queries or by drafting response on political queries which will enhance community engagement and satisfaction.

**7. General Duties**

* Undertake other duties commensurate with the level and scope of the post as may be required from time to time.
* Promote the Council’s commitment to equality, customer service, and safeguarding in all activities.
* Engage with relevant Council policies and processes, including health and safety and climate change initiatives.

Other Information

This post is designated as a casual car user

The post holder will need to meet the travel requirements of the role nationally.

**Under section 2 of the Local Government and Housing 1989 Act, the post of political assistant in a local authority is politically restricted. This means that, like other politically restricted posts, the post-holder cannot stand for election, act as an election agent or sub-agent, be an officer of a political party, manage a party or branch of a party, and cannot canvass on behalf of a political party or candidate for election**

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to level 3 e.g. A level’s or experience in political research or public affairs. | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Proven experience of working in a political environment * Demonstrable experience of working with local authority members, senior officers and other stakeholders * knowledge of the issues affecting local government * Detailed knowledge of current UK politics and the policies of major parties * An understanding of council governance, decision making and constitutional rules | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small** | **Skills**   * Capacity to work well under pressure, work proactively and manage competing demands * Ability to work in a busy, complex and politically sensitive environment together with an understanding of the roles and responsibilities of elected Members and the political dimensions in which they work * Effective written and oral communication and interpersonal skills, including the ability with members, senior officers and external stakeholders * Evidence of using various Microsoft IT applications, including but not limited to Powerpoint, Word, Outlook, Teams and Sharepoint * Able to deal with complex issues using exceptional negotiation, time management and organisational skills * Politically sensitive, diplomatic and astute | A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** \*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300