

Role: Political Assistant			
Salary Range: 4			
Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
<p>Provide strategy and administrative support to the Leader and members of the Group as required, including research and advice on policy issue to support preparation of speeches and briefing notes and communication management such as website, social media and publications</p> <p><i>See Job Profile for full duties</i></p>	Required for this level	In addition to level A	In addition to levels A and B
	Qualifications <ul style="list-style-type: none"> Good general level of education with five GCSE grade 'C' equivalent or above, or equivalent level 2 qualification, to include Maths and English. 	Qualifications <ul style="list-style-type: none"> Qualified in appropriate first aid course 	Qualifications
	Knowledge <ul style="list-style-type: none"> Good knowledge and understanding of Local Government and the interaction between Members and officers. Good knowledge of Party's rules and regulations of local government. Good knowledge of health & safety and well-being issues and the application of these in relation to the development of policy and/or production of briefings etc. A developed practical and procedural knowledge of undertaking and presenting policy research in a political setting as well as the knowledge to be able to turn theory into practical applications, Good knowledge about the governance arrangements in local government such as the structure of decision-making, the role of the constitution, and how decisions are made. 	Knowledge <ul style="list-style-type: none"> Developed knowledge and understanding of the nature of Local Government and the relations between Members and officers. Developed knowledge of Party's rules and regulations of local government. A good working knowledge of the Council's Constitution, particularly the rules of debate and procedures relating to motions and questions and demonstrable evidence of using this to provide good quality advice and guidance to the Group. Good understanding of the Council's priorities and providing consistent and confident advice to the Group about how to implement them (or seek to amend them) through the Council's decision-making structure. Good understanding of the Council's rules for the secure and safe handling of data and information, and GDPR and implementing them in your day-to-day work using emails and the internet. Practical knowledge of relevant committee management software (Mod.gov) to support/ train members for their use. Good understanding of the council's code of conduct for elected members and an ability to foresee potential issues arising for their group members and pre-emptively support them to seek advice. Good working knowledge of the members register of interests to be able to review the document completed by members and identify obvious/ common omissions / incorrect entries. 	Knowledge <ul style="list-style-type: none"> A developed working knowledge of the Council's Constitution, particularly the rules of debate and procedures relating to motions and questions and demonstrable evidence of using this to provide good quality advice and guidance to the Group. Developed understanding of the Council's priorities and providing consistent and confident advice to the Group about how to implement them (or seek to amend them) through the Council's decision-making structure. Developed understanding of the council's rules for the secure and safe handling of data and information, and GDPR and implementing them in your day to day work using emails and the internet
	Experience	Experience	Experience

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	<ul style="list-style-type: none"> Experience of identifying and acting on own development needs. Experience in using Microsoft packages such as, Word, Excel and Microsoft Outlook at an advanced level, including spreadsheets with formulae, mail merge, etc. Administration experience including management of website, social media and creation of a variety of content in a political environment. Experience of successfully handling sensitive policy issues, being politically sensitive and identifying issues of local importance. Experience of maintaining confidentiality within a variety of work-based scenarios. Experience of managing time effectively, planning own workload and setting appropriate objectives and deadlines. 	<ul style="list-style-type: none"> Experience of Web publishing and system content management. Experience of being politically sensitive, aware of the political issues within the council and nationally. Experience of developing innovative responses relating to diverse subjects with extensive policy or service implications. Experience of exercising developed influencing, negotiating and persuasive skills, or advocacy, leading to the adoption of policies, strategies and courses of action that might not otherwise have been taken. Experience of regularly and successfully prioritising and planning own work to achieve successful completion of projects or programmes. Experience of consistently and regularly meeting tight deadlines, producing high quality work. Experience of coping well under extreme pressure and difficult situations, remaining calm, respectful, taking responsibility for own well-being. Experience of engaging with members to identify their training needs based on gaps in skills, knowledge, experience and support the development of individual training plans, which can then be consolidated into political group training plans. Experience of researching policy background papers and producing succinct analysis in a local authority setting. 	<ul style="list-style-type: none"> Experience of keeping abreast of local and national development in several service areas and using information to provide good quality advice and guidance to the Group
	<p><u>Skills</u></p> <ul style="list-style-type: none"> Ability to interpret complex information and situations, develop medium-to-long term solutions or plans for the Group, that require a range of imaginative solutions and responses and involves application of fresh and innovative thinking. Developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences. Ability to produce accurate high quality social media content, often with quick turnaround times. Ability to problem solve using established procedures and process to support without ready access to senior managers. Ability to develop and maintain working relationships with a variety of stakeholders, 	<p><u>Skills</u></p> <ul style="list-style-type: none"> Able to pro-actively identify ways to improve efficiency and effectiveness across the Groups' activities and demonstrably able to be flexible to changes in work, deadlines and requirements. Highly developed communication skills with the ability to build and maintain relationships with a variety of stakeholders. Demonstrably applies the principles and practical implementation of the Council's Values and Behaviours, and priorities, to policies being considered or implemented by the Group. The ability to establish and use a sophisticated network of key stakeholders to ensure information sources are robust. 	<p><u>Skills</u></p> <ul style="list-style-type: none"> Able to provide guidance and lead as a role model to the Group on the secure and safe handling of data and information, and the implications of GDPR. Demonstrably encourages all Group members to apply the principles and practical implementation of the Council's Values and Behaviours, and priorities, to all policies being considered and implemented

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	<p>including local media, local and national bodies such as MPs, local authorities, professional and voluntary bodies and promote information exchange.</p> <ul style="list-style-type: none">• Ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.• Ability to display integrity, fairness, and high personal and professional standards.• Able to demonstrate professional empathy with the aims of the Political Party by which engaged.• Understands and complies with the council's Values and Behaviours, and priorities and the impact of them on policies the Group are considering or implementing• Ability to present policy research in a political setting as well as the ability to turn theoretical knowledge into practical applications.• Ability to undertake First Aid training		