

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			713084
Job Title	Political Assistant to the Labour Group		
Service	Governance	Team	Democratic and Electoral Services
Location	Shute End, Wokingham		
Reports to	Head of Democratic and Electoral Services		
Grade:	Type of position:		Hours per Week:
8	Fixed term contract until May 2027 (as specified in the Local Government and Housing Act 1989)		22
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<p align="center"><u>Service Purpose</u></p>			
<p><u>Democratic & Electoral Services:</u> The efficient and effective management of the political decision-making process, including advice and support to Members, Officers and residents and maintaining and reviewing the Council's Constitution. It is also responsible for managing a number of statutory and non-statutory appeal and hearing processes.</p> <p>Electoral Services is a statutory function that includes maintaining an up-to-date Electoral Register and managing all statutory processes associated with the running of all elections and referendums in the Borough.</p>			

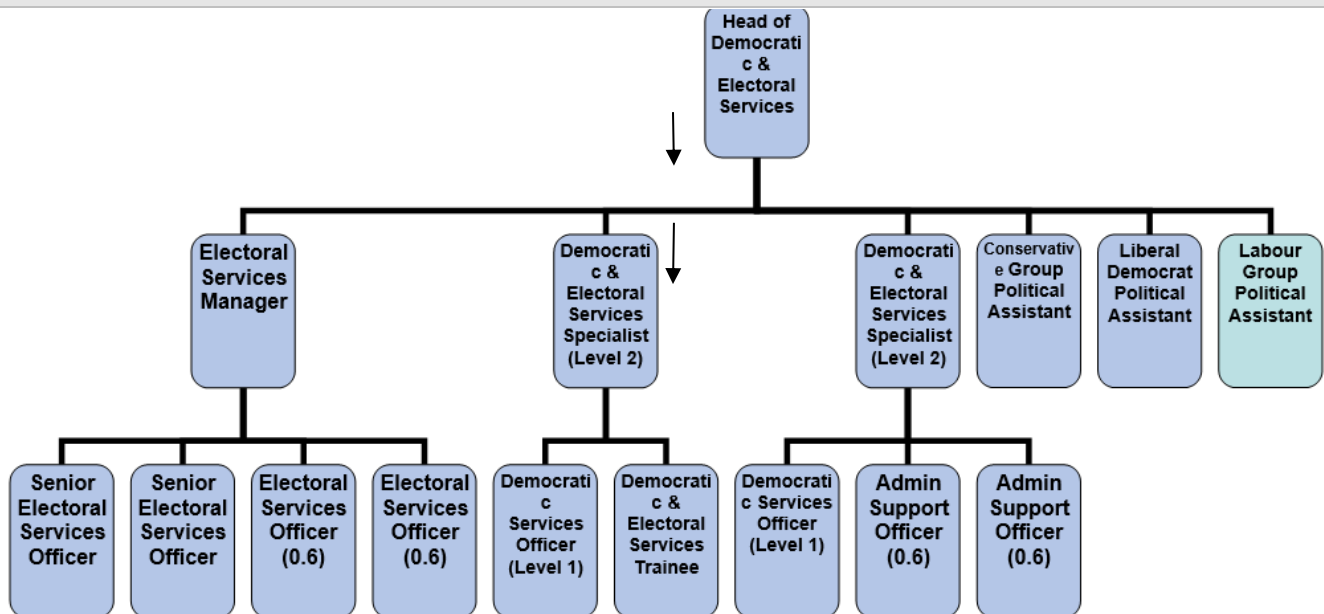
General Description of the job

The role of the Political Assistant to the Labour Group is to provide support to the Labour Group Leader and Members of the Labour Group in order that they can discharge their political duties effectively and efficiently.

To act as the Labour Group Leader's Personal Assistant and undertake any duties that are in keeping with the nature of the post.

The role is full time on a fixed term contract until May 2027 (as specified in the Local Government and Housing Act 1989)

Organisation Chart



Main Accountabilities of the post

1	On occasions undertaking research and analysis, preparing reports and briefings related to current issues and policies, obtaining, collating and disseminating information to Group Members, liaising with government departments, Labour Party organisations, agencies, think-tanks, Local Government Association, private sector organisations, etc. as is required.
2	To advise and support the Labour Group Members on different policy issues.
3	Identify and highlight upcoming issues, opposition statements and policy changes of interest to the Group. To raise and discuss political strategy and to support the Group in its policy making process.
4	Research material and draw up appropriate questions and motions for full council and Executive
5	To work with and support the Labour Group in preparing the agenda for Group Meetings, ensuring the papers are of suitable quality to be considered and issued to Group Members in a timely way, ensuring that all decisions, issues and items are properly considered, recording and issuing decisions, recording and preparing minutes, supporting the Chair during the meetings, submitting the minutes to the Group Chair for agreement.
6	To organise and manage various meetings. To monitor Council and Executive meetings and assist in the preparation for and actions arising from these meetings. To attend internal and external meetings and report back to Group
7	Prepare press releases on behalf of the Labour Group Leader and the Group and liaise with the local and national media, making a judgement on the dissemination of relevant information.
8	To support the Labour Group Leader and to assist in the preparation of speeches and public statements for Group Members.
9	<p>To liaise effectively with local MPs, MEPs, other Labour groups and Labour Party organisations.</p> <p>To act as an integral link between senior Officers and Councillors.</p> <p>To set up and maintain Labour Group social media accounts and create social media posts.</p> <p>To undertake any other reasonable duties which are consistent with the nature and responsibility level of the post as required by the Labour Group Leader or line manager.</p> <p>In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties will, however be appropriate to the competencies and grade of the post.</p>

Additional Corporate Responsibilities	
1	Professional Development: To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development
2	Values Profile: To follow the principles set out in the Manager & Team Leaders Values Profile
3	Collaborative Working: To drive cross-Council working for all staff, ensuring effective communication and collaboration across the organisation, to meet needs, opportunities and address challenges as they arise
4	Customer Focused: To lead a customer-facing, proactive and responsive organisation, delivering to our residents and those who represent them. This requires leaders and managers to be flexible, adaptable and creative in order to meet the needs of our residents, and to lead active engagement with customers and communities
5	Leading Change and Improvement: To lead change and improvement across the organisation, including developing adaptable managers and staff, and working within an adaptable and flexible structural and management environment
6	Celebrating and Promoting: To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally
7	High Support, High Challenge: To ensure that, within the service and across the Council, staff are, and feel, empowered and to bring forward their good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
8	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
9	Member Engagement: To ensure effective involvement and engagement of the appropriate Lead Member and others as appropriate, to drive effective officer-member working for the benefit of residents
10	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
11	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
12	Special Factors: <ul style="list-style-type: none"> • Required to attend meetings outside of normal office hours;

	<ul style="list-style-type: none">• This role is a fixed term contract until May 2027 (as specified in the Local Government and Housing Act 1989) <p>Political Restrictions - This post is politically restricted under the provisions of the Local Government and Housing Act 1989. If you wish to receive further information about politically restricted posts, please see the Wokingham Borough Website or contact the person named in the advertisement.</p>	
<u>Scope</u>		
Staff	Number of employees within overall span of control	0
Financial	Budget directly controlled (excluding salary costs)	£0
Resources	Facilities, equipment or systems within overall span of control	N/A
DBS Check required	No	

<u>Person Specification</u>		
<p>Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat values requirements or corporate responsibilities.</p>		
Qualifications	Essential	Desirable
	Educated to degree level or equivalent	
Technical Skills.	Essential	Desirable
	<ul style="list-style-type: none"> Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint, SharePoint and Excel Good working knowledge of relevant mobile applications and the use of social media 	
	<ul style="list-style-type: none"> Excellent written and verbal communication skills, including report preparation, presentation and letter writing 	

	<ul style="list-style-type: none"> • Minute taking skills • Ability to handle confidential data and maintain a high level of confidentiality and discretion 	
	<ul style="list-style-type: none"> • Highly developed organisational and interpersonal skills, including tact and diplomacy • Political awareness and sensitivity • Flexible and proactive approach • Ability to work with all levels of the organisation, including Senior Officers, Members and other stakeholders 	
Knowledge	Essential	Desirable
	Knowledge of Labour Party policies, and of other political parties as they impact on local authorities.	Knowledge of how local government works, particularly the democratic and political processes.
	Knowledge of research methods	Previous experience of political research and communication for a public organisation and demonstrable active interest in politics and local government
Experience and Other Factors	Essential	Desirable

	Office management/personal assistant experience	
	Required to attend meetings outside of normal office hours	