

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Political Assistant to the Conservative Group

REPORTS TO: Head of Democratic Services & Group Leader

DEPARTMENT: Strategy Governance & Law

SECTION: Democratic Services

PURPOSE OF THE JOB

To research, evaluate and analyse issues which are of interest to the Group Leader, and other group members; to support them in their capacity as councillors and to provide media, communication and general administrative support to the Group

PRINCIPAL ACCOUNTABILITIES

The post-holder will be accountable to the Leader of the Group for the performance of the tasks set out in this job description but, for purposes of administration including conditions of service matters, will be responsible to the Head of Democratic Services.

Political support

The post holder will, following the requirements of the Group Leader, and within the statutory limits on the role:

1. Carry out research requested by members of the Group or relevant to issues currently facing the Council.
2. Prepare briefings and reports for Group members on matters of interest to them.
3. Attend selected Council, Committees and other meetings, as required, to identify areas for research and to assist the members of the Group who attend those meetings.
4. Collate information and have it available to members of the Group as required.
5. Support the Group in communications with officers, other elected members and members of the public promoting the Conservative agenda.
6. Support the Group in building relations with party colleagues in councils and bodies elsewhere.
7. Monitor Council reports, Committee agendas and other relevant documents to identify areas of potential political interest to the Group, in particular keeping a watching brief on Council policies and corporate objectives.
8. Develop a thorough awareness of new legislation and political developments of a national, regional and local nature and brief members of the Group accordingly.

9. Produce Group agendas and minutes.
10. Assist Group officers, as required, in the overall administration of the Group's affairs.
11. Monitor and support councillors' casework as required
12. To establish good working relationships with politicians (at a range of levels) and officers of the council, and outside agencies at very senior levels.
13. To Prepare, research and issue media releases as required

To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Political Assistant to the Conservative Group

DEPARTMENT: Legal & Democratic Services

SECTION: Democratic Services

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- A degree or similar qualification, or work experience equivalent to a degree
- Knowledge and understanding of the issues and challenges facing local government
- Knowledge and understanding of the political and decision making structures of local government Leader and the Committee system

- Understanding of national political and social issues that affect local government
- Knowledge and understanding of the political and legal context of UK local government and the modernisation agenda
- Political sensitivity and awareness of political developments and current thinking in local government
- Understanding of party policies and practices relating to local government and national issues relevant to local government
- A good range of IT skills

Experience

- Experience in political news, press and media communications
- A demonstrable knowledge of, and commitment to the values and policies of the Conservative Party
- A demonstrable personal and ethical commitment to the values, aims and ambitions of the Conservative party.
- Experience working with little supervision in a political environment, with senior politicians
- Experience of operating in politically-sensitive areas
- Experience in providing complex policy analysis and advice to elected officials
- Experience in communicating complex information both verbally and in written form
- Experience of managing a heavy workload and prioritising complex workloads.

Skills/Abilities

- Ability to quickly understand complex information
- Excellent communication skills, both written and verbal including the ability to present complex/politically sensitive issues to a range of audiences
- Proven capacity to develop and sustain influential and productive working relationships across the council and with external stakeholders
- Good negotiation and influencing skills
- Excellent organisational skills, able to create and maintain accurate records and 'progress chase' effectively.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.