

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Political Assistant
Grade	PS9	Reports to (role title)	Senior Manager - Governance
		Directorate	Finance, Legal & Democratic Services
JE Band	314-370	Service	Democratic Services
		Team	Governance
		Date Role Profile was created	Aug-18

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide support to a Political Group within Surrey County Council and its Leader.</p> <p>To support the Group Leader in managing and co-ordinating Group business including administrative support and advice to group meetings.</p> <p>To ensure that the Leader and Group members are fully and promptly briefed on important aspects of Council business, clarifying information with Council officers and, where necessary, attend minority group briefings and liaise over the preparation of motions and amendments etc.</p> <p>To keep a watching brief on national developments affecting local government, new legislation and national party policies, and brief the Group on the implications locally.</p> <p>The post holder will be required to undertake research, identifying areas of potential interest to the Group, prepare briefings and reports as necessary and provide an independent source of advice.</p>
Work Context	<p>The last County Council elections were held in May 2017. The number of seats held by each group is Conservatives 61; Liberal Democrats 9; Residents' Association/Independent 9, Labour 1; Green 1.</p> <p>This role will directly support a Group at Surrey County Council to ensure the Group is as effective as possible. As such, the postholder will be accountable to the Leader of the Group for the performance of the principal duties and responsibilities set out in this job profile but, as an employee of Surrey County Council, will report to the Senior Manager, Governance for employment matters.</p> <p>The post is politically restricted under the terms of the Local Government and Housing Act 1989.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<div><div><div>Representative Accountabilities</div><div>Typical accountabilities in roles at this level in this job family</div></div></div>	<div><div>Analysis, Reporting &amp; Documentation</div><div><ul style="list-style-type: none"><li>Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li><li>Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li></ul></div></div> <div><div>Service Delivery</div><div><ul style="list-style-type: none"><li>Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.</li><li>Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.</li></ul></div></div> <div><div>Planning &amp; Organising</div><div><ul style="list-style-type: none"><li>Plan workloads and secure resources to enable the team/s to achieve a quality service.</li><li>Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.</li></ul></div></div> <div><div>Finance/Resource Management</div><div><ul style="list-style-type: none"><li>May assist with budget/resource management in accordance with the organisation's policies and procedures.</li><li>May have delegated responsibility for a budget(s).</li></ul></div></div> <div><div>Work with others</div><div><ul style="list-style-type: none"><li>Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li></ul></div></div> <div><div>People Management</div><div><ul style="list-style-type: none"><li>May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.</li><li>Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li></ul></div></div> <div><div>And/Or</div><div><ul style="list-style-type: none"><li>Operate as an individual responsible for the delivery of a high level/complex service.</li></ul></div></div> <div><div>Duties for all</div><div><div>Values: To uphold the values and behaviours of the organisation.</div><div>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</div><div>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</div><div>To have regard to and comply with safeguarding policy and procedure as appropriate.</div></div></div>
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<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li><li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.</li><li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li><li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li><li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li><li>• Ability to understand, meet and exceed customer expectations.</li><li>• Ability to work on own initiative, with solution focused problem solving skills.</li><li>• Ability to manage a range of projects through to completion.</li><li>• Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li><li>• Previous management experience including staff supervision, development and organisational skills (where appropriate).</li></ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Understanding of political management issues and culture.</p> <p>Some understanding of the statutory Local Government framework, policies and services.</p> <p>Understanding of the key strategic issues facing Local Government, including central/local government relations.</p>
<b>Role Summary</b>	<p>Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.</p>