



JOB DESCRIPTION

POST: POLITICAL ASSISTANT – GOVERNANCE

DEPARTMENT: LAW AND GOVERNANCE

REPORTING TO: CORPORATE MANAGER GOVERNANCE AND CIVIC OFFICE

RESPONSIBLE FOR: 0

Grade: 4 (TBE)

Fixed Term under the Local Government Housing Act 1989. This appointment is fixed term and will terminate on or before the Annual Council meeting 2027 (after the next district elections).

MAIN JOB PURPOSE:

To provide comprehensive political, administrative and research support to a political group on Mid Suffolk District Council.

DUTIES AND RESPONSIBILITIES:

- Research and analyse information on behalf of the group and provide regular briefing notes and news updates for Group members.
- Design and carry out complex qualitative and quantitative research projects on policy issues as required by the Group Leader and lead councillors.
- Establish and maintain constructive relationships with senior Mid Suffolk District Council staff and external agencies in order to obtain information and take research projects forward, with due regard to matters of confidentiality and political sensitivity.
- Keep abreast of external influences on policy development and changing policy agendas, analyse and assess their implications in order to inform the selection of research projects.
- Liaise with national party and local party leadership.
- Liaise with local and national bodies e.g., LGA (specifically the relevant political group on the LGA) other councils and their political groups.
- Make all administrative arrangements for meetings of the Group including preparing and circulating agendas and papers and arranging venues.
- Take minutes of Group meetings and circulate them for action.
- Provide administrative support for other internal Group structures as required including arranging for guests or officers' attendance.
- At the request of the Group Leader, compile monitoring information related to Group performance.

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- Assist the Group Leader (and other councillors as required by the Leader) with constituency casework and liaise with community groups and constituents, as necessary.
- Maintain efficient filing and other administrative systems for the Group in line with legislative and council information management requirements as necessary.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery, or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes /No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role, either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively.

REQUIREMENTS	MEASURED BY:
The postholder must be able to demonstrate:	A Application form. I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional, and other training)</i>	
Educated to degree standard or with a comparable level of experience.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g., report writing, office experience, Microsoft office)</i>	
a) Knowledge of working within a political environment or in a committee administration/policy development role.	A/I
b) Knowledge of constitutional and legal procedures within a local authority environment (e.g., the law relating to meetings, propriety of Members and understanding of the Local Government Act 2000 in relation to political management structures).	A/I
c) Understanding of the Council's policies and procedures in respect of political management, standing orders, rules of procedure and local conventions/protocols	A/I

Appendix A

d) Knowledge of Council structure and functions, Council constitutions and decision-making processes at both member and officer level.	A/I
e) General understanding of the electoral process.	
f) Knowledge and understanding of the member role and the ability to work pro- actively within differing political cultures.	A/I
g) Excellent organisational skills.	A/I
i) The ability to produce minutes and other documents and use appropriate software and new technology.	A/I
SKILLS/ATTRIBUTES <i>(e.g., communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Excellent and adaptive communication skills including experience of negotiating and influencing.	A/I
Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Members, colleagues, partners, and stakeholders.	A/I
Politically astute, with significant previous experience of working with elected members in a range of local government environments.	A/I
Ability to grasp complex issues with an analytical approach to problem solving.	
Empowering, valuing and developing our people.	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.