

Job Description: Public Affairs Support Officer

Reports to:	Head of Public Affairs and Stakeholder Engagement
Directorate/Team:	Communications / Public Affairs and Stakeholder Engagement
Grade:	3

Job Purpose:

To provide support and deliver key services for the Public Affairs and Stakeholder Engagement team. This includes providing administrative support to our Public Affairs function and helping deliver our programme of political and communications engagement.

Core Accountabilities:

1. Support the team in its work influencing parliamentary debates, select committees and legislation.
2. To assist in the delivery of the LGA's Communications Strategy by providing administrative support to the Public Affairs team and helping deliver briefing materials for relevant parliamentary and campaign engagement.
3. Contribute to the delivery of the Public Affairs and Stakeholder Engagement team's agreed objectives as set out in the LGA's corporate communications strategy, demonstrating a 'can do' attitude and adopting a flexible and resourceful approach.
4. Undertake all responsibilities with due regard to the LGA's policies and practices for Health and Safety, Equal Opportunities and Environmental.
5. Participate in relevant LGA projects that support the delivery of the LGA Business Plan.
6. Undertake any other duties and responsibilities appropriate to the post

Role Specific Accountabilities:

1. Provide project and administrative support in the public affairs team and across the communications directorate where necessary.
2. Support the production of regular forward-looking grids and reports to summarise, schedule and co-ordinate future activities and initiatives.

3. Produce regular bulletin updates to councils and stakeholders, promoting the work of the LGA and local government.
4. Act as a first point of contact for enquiries from parliamentarians, parliamentary committees, councils and stakeholders.
5. Undertake political monitoring, including summarising Prime Minister's Questions and Parliamentary Committees, to help us identify opportunities in Parliament, assess the coverage of local government and the LGA, and compile regular evaluation reports.
6. Produce, format and distribute documents and presentations following the corporate style. Proof read documents and edit as needed.
7. Co-ordinate the development and maintenance of effective internal administrative systems in the team. This includes financial administration tasks such as raising and managing orders and invoices, processing expenses, and handling of financial related queries in line with finance policies and procedures.
8. Establish own priorities and organise own workload ensuring that activities are organised to specification and tight deadlines. This includes acting as an effective team member by providing assistance to others as requested.
9. Organise and support events/meetings including venue bookings, administration of events bookings, liaising with venue managers and other suppliers, collation of speakers' information and materials, preparation of delegate badges. Attend events undertaking support tasks such as registration, and handling of enquiries. This will include the LGA's annual local government parliamentary reception and Smith Square debates.
10. Working with the Head of Public Affairs and Stakeholder Engagement and the Public Affairs and Communications Manager, support a policy-based portfolio area, gaining experience of parliamentary work.
11. Undertake any other reasonable duties as may be required commensurate with the level of the post.

Relevant Contacts:

Third sector
Private Sector partners
Parliamentarians
Peers
Opinion formers
Think tanks

Person Specification: Public Affairs Support Officer

<p>Qualifications (or equivalent)</p>	
<p>Knowledge and expertise</p>	<ul style="list-style-type: none"> • Demonstrable interest in current affairs and politics • A basic understanding of parliamentary process, Westminster, Whitehall and local government. • A good knowledge of office systems and procedures likely to have been gained from previous administrative experience. • Experience in the use of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet. • Experience in the production of documents and the collation and maintenance of information.
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Good oral and written communication skills. • Good organisational skills with an ability to manage own workload and priorities in order to meet deadlines, and respond to changing priorities. • Able to work under pressure, prioritising work against competing and challenging demands to meet deadlines. • Proven ability to multi task. • Excellent interpersonal skills, including the ability to deal with face-to-face and telephone enquiries in a courteous and patient manner, providing a high level of customer care. • Ability to exercise discretion and confidentiality when dealing with politicians and officers at every level and ability to demonstrate political neutrality at all times. • An understanding of the need to be politically sensitive, with the ability to exercise discretion, judgement and confidentiality when speaking to politicians and officers. • Able to work with a high degree of autonomy. • Ability to work as part of a team and a flexible approach in order to adapt to changing work requirements. • Ability to follow clear directions. • Experience of producing work of a high standard with a high level of attention to detail. • A positive 'can-do' attitude.