

## **Job Description: Political Assistant (Liberal Democrat Group)**

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**Reports to:** Head of Group Office

**Directorate/Team:** Chief Executive's /Political Group

**Grade:** Grade 3

### **Job Purpose:**

To provide research and administrative support to elected Members and other staff in the relevant political party group.

### **Core Accountabilities:**

1. Organise and support meetings, events and functions to support delivery of the Local Government Association's (LGA) priorities.
2. Maintain and continuously improve administrative systems, including forward/project plans, electronic filing systems, CRM mailing lists and databases.
3. Produce reports, briefings and information sheets and update the website and portal.
4. Arrange room bookings, refreshments, printing, copying, distribution, travel and other administrative tasks in support of the team and/or lead members of the LGA.
5. Contribute to the delivery of the team's agreed objectives.
6. Participate in relevant projects that support the delivery of the LGA Business Plan.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

9. Work with the National Lead Peer in sourcing and selecting experienced and relevant councillors to deliver the LGA's improvement offer to member councils, including helping to maintain and develop a pool of suitable peers and maintaining a database to monitor this process.

10. Respond to all enquiries as the first point of contact, determining whether to respond direct or to refer to either a Member in member authorities or Members of Parliament or other appropriate people.
11. Assist in the briefing of councillors of the relevant political group appointed to Executive roles and those in the other bodies of the LGA.
12. Organise meetings and functions (including receptions or conferences), ensuring that room bookings, layouts and catering are planned appropriately. Ensure substitute members for committees are arranged as appropriate.
13. Assist Head of Office in providing regular reports and process transactions using the corporate finance system
14. Prepare communication material and other documents and arrange their distribution. Input and retrieve data from the IT system for use in preparing reports and other documents.
15. Prioritise and monitor incoming post, e-mails, phone calls, etc and chase up outstanding action. Personally, deal with routine issues to ensure responses
16. Provide support and contribute to projects within the LGA as required, for example organising receptions and dinners and helping at annual and other conferences.
17. Attendance at conferences and other events is expected but is to be agreed on a case by case basis.

**Relevant Contacts:**

Local Authorities  
Elected Members  
LGA  
LGA members  
Media and public affairs  
Events team  
Members Services  
Policy Teams  
Other  
Business support team

Post number:

## Person Specification: Political Assistant – Liberal Democrat Group

Qualifications	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Previous administrative experience and knowledge of office systems and procedures, ideally gained in a member services or project based environment.</li> <li>• A broad understanding of local and central government and how they work.</li> <li>• Experience of working within a team environment</li> <li>• Experience of a range of software packages including Word, Excel, Powerpoint, e-mail and the internet.</li> <li>• Experience of researching data from a range of sources and of compiling clear, comprehensive papers.</li> <li>• Experience of organising meetings, events or other activities.</li> <li>• Knowledge of internal party structures.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information.</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on procedural issues.</li> <li>• Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.</li> <li>• Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.</li> <li>• A demonstrable commitment to customer care.</li> <li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy</li> <li>• Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required.</li> <li>• Ability to work as part of a team and to support others.</li> <li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>• A positive, “can do” attitude</li> <li>• Able to demonstrate understanding and empathy with the aims and objectives of the relevant political party</li> </ul>

Post number: