**ROLE SPECIFIC CRITERIA**

This document needs to be read in conjunction with the role profile.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Independent & Conservative Political Groups Support Officer | | |
| **Role Profile Name:** | Political Group Assistant/Support Officer | | |
| **Role Profile No:** | RP368 | | |
| **Role Profile Cluster:** | Electoral and Democratic Services | | |
| **Date:** | April 2025 | | |
| **Specific Qualifications & Level:** | | | |
|  | | | |
| **Specific Knowledge & Experience**: | | | |
| The postholder will be an employee of the Council. The Head of Legal and Democratic Services, or an Officer designated by them, will be responsible for all employment matters relating to this post.  Although largely working to their own initiative, day to day supervision will be given by the Leader of the Group(s), or such other persons as the Group(s) may specify, to whom this post is operationally accountable for the tasks included in the Role Profile.  The role requires close liaison with Democratic Services officers in delivering the smooth running of Council meetings. They will follow the Council’s procedures for meetings and support their Group(s) in ensuring they participate effectively in those meetings and ensure their group(s) members have access to and comply with corporate policies relevant to members e.g., allowances and training courses  **Essential Criteria**  Degree Standard Education or equivalent  Self-motivated with an ability to work both alone, under direction from the Group Leadership and within a Group.  Demonstrable interest in politics.  Good written, oral, and presentational skills  Ability to cope with conflicting demands and deadlines  Ability to assimilate new information quickly  Organisational ability (demonstrated through work or otherwise)  Ability to maintain political confidentiality/ sensitivity.  Experience of conducting research, providing evaluation and analysis of policy areas.  **Desirable Criteria**  Ability to win trust and confidence  Experience at officer or Member level of working in local government  Ability to analyse accounts for budget preparation  Administrative abilities. | | | |
| **Professional Memberships:** | | | |
|  | | | |
| **Additional Duties Specific to this Role:** | | | |
| This is a Part time post (18 hrs/wk) and the postholder will be required to undertake some evening work.  It is a legal requirement that this is a fixed term post terminating on the day after the Annual Meeting of the Council which follows immediately after the next all–Council election. These elections are next scheduled for May 2027.  This is an appointment under Section 9 of the Local Government and Housing Act 1989 and by virtue of Section 2(1) of the Act is politically restricted. The political restrictions contained in Part 1 and Part 3 of the Schedule to the Local Government Officers (Political Restrictions) Regulation 1990 will apply.  The Role Profile sets out the main duties and responsibilities of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of the responsibility entailed. | | | |
| **DBS:** | **n/a** | **Basic** | **Enhanced** |
|  |  | x |  |
| **Politically Restricted:** | **Yes** |  |  |
| **Specify why (refer to guidance):** | **Support provided to ward councillors and in that role will have contact with vulnerable residents** | | |
| **Any Other checks – please specify:** |  | | |
| **Driving Licence:** |  |  | **No** |
|  | | | |
| **Standby/Callout:** |  |  | **No** |
|  | | | |
| **Budget Responsibilities: No** | | | |
|  | | | |
| **Revenue Budget:** | **£:** |  | |
| **Income Target:** | **£:** |  | |
| **Expenditure:** | **£:** |  | |