**Role Profile**

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| **Role Title** | Political Group Assistant/Support Officer |
| **Reference Number** | RP368 |
| **Cluster** | Electoral and Democratic Services  |
| **Zone of Work**  | Advisors and Supervisors  |
| **Job Category**  | Enabling  |

**Role Purpose**

To provide effective and efficient policy, research, evaluation, analysis and administrative support to Members of a specific political group in the Council, to enable the effective development of policies and initiatives which are of particular importance to the Group Leader and group members.

**Accountabilities**

* Support the Group’s Leadership at Council and other relevant meetings ensuring these proceed in accordance with governance requirements, including attendance at selected meetings and liaison with Democratic Services as required. This will include scheduling, managing agendas, formal recording of meetings, advising at the meeting on political issues where appropriate, dissemination and monitoring of actions.
* Undertake independent research, evaluation and analysis of specific areas, which are of interest to the political group and maintain a detailed awareness of legislative changes and political developments of a national, regional and local nature and prepare and share information as necessary for use by the group.
* Support the group in promoting the achievements, policies and stances of each group and group members (e.g through local press and media).
* Develop and maintain relationships with relevant local and national bodies, outside agencies, Government departments, and other stakeholders to broaden understanding and keep abreast of relevant political and legislative changes, to ensure that insights gained can be used to advise and inform opportunities for policy development and research.
* Develop and maintain a range of manual and electronic systems for the services supported to ensure data accuracy, confidentiality, and security.
* Support the facilitation of induction, training and development of group members, in accordance with priorities agreed, so that members are enabled to deliver in their role as Councillors.
* Support the ongoing review and development of any policies, procedures and processes.

**Knowledge / Skills / Experience required**

* Degree level qualification, or equivalent.
* Knowledge of the Council’s constitution.
* Knowledge of legislation and local government decision making requirements.
* Political awareness within the local authority context.
* Experience of conducting research, providing evaluation and analysis of policy areas.
* Experience of working with highly confidential documents and information.
* Ability to plan and manage own workload often with competing and time-sensitive deadlines.
* Ability to communicate appropriately when providing advice to Members, officers and the public.
* Good oral, written and presentation skills to help with writing briefs and papers.
* Ability to manage work of a high-profile nature that could result in reputational risk to the council.

**Dimensions of role**

* This role does not have any supervisory or management requirements.
* This role does not manage any direct budgets but is heavily involved in the preparation and monitoring of the budget process.
* This role holder will work independently and or as part of a political group, planning and prioritising their work according to deadlines.
* The role may have different reporting lines; For administrative requirements (like leave etc.) typically a senior leader, who is an employee of B&NES and for day-to-day work instructions, it will be the Group Leader or their nominated representative.

**Working Conditions**

* The role does not have any physical demands that have a material impact on the nature of the role.
* The role does not have any environmental demands that have a material impact on the nature of the role.
* The role does not have any mental demands that have a material impact on the nature of the role.
* The role does not have any emotional demands that have a material impact on the nature of the role.

**Values and Behaviour Framework**

The Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

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| A blue square with a check mark and a check mark  Description automatically generated | We are bold in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives. |
| A purple rectangular sign with a light bulb and text  Description automatically generated | We empower our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
| A red rectangular sign with white handshake  Description automatically generated | We are supportive and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
| A green rectangular sign with white text  Description automatically generated | We are transparent, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |