

# **LONDON BOROUGH OF LEWISHAM**

## **JOB DESCRIPTION**

Designation: Mayor's Political Assistant                      Grade: SCP 36 - 38

Reports to: The Mayor & Head of Mayor's Office

Directorate: Chief Executives                      Section: Mayor and Cabinet Office

### **Main Purpose of the job:**

- Provide high level political advice and support to the Mayor on internal/external matters.
- Work with the Communications Team to design, maintain and execute a public affairs strategy which enhances the profile of the Mayor and the Council.
- Research and develop tailored speeches which are suitable for a range of audiences and enhance the reputation of the Mayor.
- Build and maintain effective relationships with all internal and external stakeholders to enhance the reputation of the Mayor/borough.

### **Summary of Responsibilities and Personal Duties:**

1. Advise and provide high level strategic/political advice and support to the Mayor on a range of issues, including those of a sensitive, confidential and complex nature.
2. Lead on corporate parliamentary engagement and lobbying activity, promoting the role of the Mayor and Lewisham Council to parliamentarians, enhancing and protecting the councils' reputation and promoting the impact of the council.
3. Work with the Communications team to design, maintain and execute a public affairs strategy which enhances the profile of the Mayor and the Council, working with them to develop local/national media opportunities, and producing publications and social media that supports the work of the Mayor.
4. Research and develop tailored speeches which are suitable for a range of audiences and enhance the reputation of the Mayor.
5. To liaise with the Chief Executive and/or Monitoring Officer on governance matters and matters of corporate significance.
6. To promote the borough's vision, principles and specific campaigns and build a network of key stakeholders to champion Lewisham Council and advocate on the Council and Mayor's policy positions.
7. To service meetings as required by the Mayor, both internal and external to the council, preparing briefing notes, speaking notes, and providing policy and procedural advice to assist the Mayor in their preparations.
8. Liaise with the Communications and Engagement Division as appropriate to ensure the Mayor's priorities are effectively communicated and assist in promoting the work of the Mayor and producing publications and materials to support that aim.

9. Lead on Parliamentary Liaison to help advance the local objectives of the Mayor with Parliamentarians and enhance relations with local MP's/Assembly Members/key stakeholders.
10. Undertake policy research and projects on behalf of the Mayor, collating information from a range of sources and preparing briefing papers as necessary.
11. Ensure the Mayor is fully briefed and advised on key national and regional priorities, including highlighting issues of a sensitive nature being considered by officers or councilors and/or raised by members of the public.
12. Develop and maintain a detailed understanding of council services and of London/National/International developments that have an impact on local government.
13. Draft correspondence, press releases, speeches, briefings, social media content and other documents as and when necessary.
14. Attend meetings with or on behalf of the Mayor and carry out work "out of office" hours as and when required by the Mayor, including attendance at Full Council meetings.
15. To ensure effective communications with all political and other interests, locally, regionally, nationally and internationally.
16. To maintain appropriate records, information, communications and technology systems.
17. To carry out other duties as and when specified by the Mayor in support of the overall work of the Council.
18. To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.
19. Undertake other duties, commensurate with the grade, as may reasonably be required.

All employees are required to participate in the Appraisal Scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Consideration will be given to making reasonable adjustments for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Number of partially managed staff: 0

## PERSON SPECIFICATION

**JOB TITLE:** Political Assistant to the Mayor

**POST NO:**

**DIRECTORATE:** Chief Executive's

**GRADE:** SCP 36 - 38

### Note to Candidates

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are any reasonable adjustments that can be made to enable you to do the job.

<b>Equal Opportunities</b>	Commitment to implement the Council's Equal Opportunities policies.	
	Awareness of Equal Opportunities issues	S
<b>Knowledge</b>	Of the key external factors affecting local government, particularly in an inner city context	S
	Strong understanding of Labour Party policy at the local and national level	S
	Understanding of the legal and financial framework within which local government operates, and of its role within the local community	
	Awareness of quality and major service issues facing the Council and sector	
	Understanding of the practical and political issues resulting from the Mayor and Cabinet model	
	Awareness of the implications of working in a political environment	
<b>Aptitude</b>	To work on own initiative, under pressure and manage sensitive situations and conflict	
	To work effectively in a political environment	
	To undertake research and prepare reports for consideration by key decision makers with minimal supervision	
	To work in partnership within the Council and with a range of external agencies and organisations	S

	<p>To work flexibly and in innovative ways</p> <p>To work to priorities and to meet deadlines</p> <p>To deal with confidential issues discretely and tactfully</p> <p>To establish effective support networks with elected Members, council officers and key partners to help achieve positive outcomes</p>	S
<b>Skills</b>	<p>Excellent organisational skills</p> <p>Skills to write good quality correspondence, reports, briefings and speeches at short notice and with minimal supervision</p> <p>To communicate effectively with a wide range of audiences through different mediums</p> <p>Good range of IT skills</p>	S
<b>Experience</b>	<p>Of managing a heavy workload and prioritising conflicting tasks</p> <p>Of research and preparing policy advice and reports on a range of complex and sensitive issues</p> <p>Of preparing briefings, speeches and casework responses for senior officers or elected Members, or, providing this service for senior people in similar organisations</p> <p>Working and communicating with senior officers, elected Members and key partner organisations in often sensitive situations, or, communicating at a senior level in similar organisations</p> <p>Facilitating effective communication and on-going dialogue between different people, audiences and organisations</p>	<p>S</p> <p>S</p> <p>S</p> <p>S</p>
<b>Personal Qualities</b>	<p>Calm and professional personal presentation</p> <p>Organised to meet tight deadlines</p> <p>Energetic and enthusiastic with a positive attitude to change and innovation</p> <p>Responsiveness and customer focused attitude</p> <p>Flexible approach to working as part of a team</p>	S
<b>Special Requirements</b>	To attend evening meetings and work outside normal office hours	