



## JOB DESCRIPTION

**JOB TITLE:** Political Research Assistant (Liberal Democrat)

**DIRECTORATE:** Corporate Services

**SECTION/DIVISION:** Democratic & Members Services

**GRADE:** BBCU10

**DATE PREPARED:** June 2021

**REPORTS TO:** Manager for Democratic Services

### **JOB PURPOSE:**

To provide information, research and analysis, communications and administrative support services to the relevant Political Group and to work creatively in researching and supporting Group policy and initiatives.

This post is subject to section 9 of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990 (and amendment regulations).

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### Information, Records and Analysis

- To undertake policy and other research as required for the Group Leader and other Group Members and to give advice using appropriate written, oral and statistical techniques so that they are able to undertake their Council duties efficiently and effectively.
- To support the Group in presenting its policies in an effective manner.
- To monitor the Council's decision making in relation to Group policies.

#### Liaison/Communication

- To liaise with the Directors, Assistant Chief Executives and Chief Officers and other staff as required.
- To liaise with a wide range of organisations, including other Local Authorities and Members of Parliament, on behalf of the Group.
- To liaise with the media, representing the views of the Group, and to prepare and issue press releases on behalf of the Leader and the Group
- As necessary to support Members of the Group in undertaking their work as Councillors, to liaise with the local, regional and national structures of the Party.
- To maintain and further develop appropriate systems to communicate on behalf of the Group.

### Administrative/General Support

- To undertake such administrative work as is required to support the Group's Officers in undertaking their roles, including the preparation of agendas, reports and minutes of Group and related meetings.
- To attend Group meetings and, as required, to provide advice and/or present reports, including those resulting from any individual pieces of research undertaken.
- To take action on matters arising from Group meetings, ensuring that key actions are progressed and that information is disseminated to all Group Members.
- To advise the Group/Group Leader on national and local developments relevant to the work of the Group.
- To attend Council, Executive, Committee and other meetings as required by the Group/ Group Leader.
- To ensure that the Group Leader and Members are adequately briefed for meetings, including, where necessary, meetings of external bodies to which they have been appointed as the Council's representative.

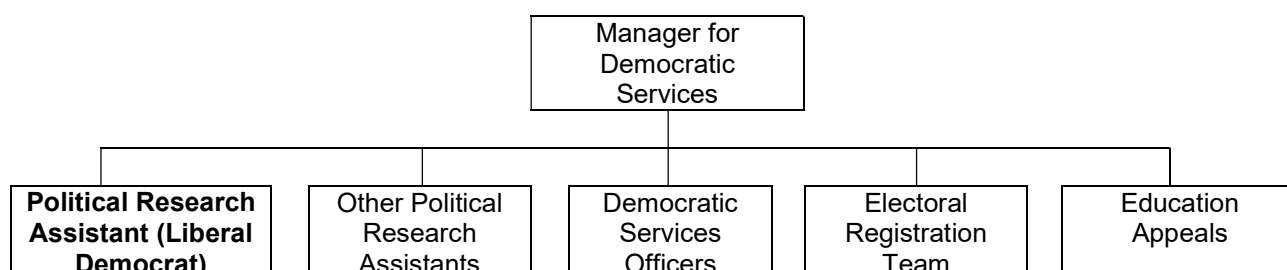
### Confidentiality

- To maintain confidentiality at all times, on matters arising from the work, both formal and informal, of the Group.

### General

- To undertake any other duties as requested by the Manager for Democratic Services commensurate with the grade of the post.
- To carry out the duties of the post with full regard to the Council's Policies and Procedures including, in particular, the following:
  - Health and Safety
  - Data Protection/Freedom of Information
  - Dignity at Work
  - Officer/Members Protocol
  - Equal Opportunities
- To report to the Manager for Democratic Services in relation to the duties of the post including any issues that may arise from time to time about those duties.

### **ORGANISATION CHART:**





## SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post

| Criterion |   |
|-----------|---|
| <b>A</b>  | Must be a member of the Liberal Democrat Party and demonstrate an empathy with Liberal Democrat Policy.   |
| <b>B</b>  | Educated to degree level or equivalent  |
| <b>C</b>  | Must have excellent written and oral communication and inter-personal skills given the diverse demands of the post.   |
| <b>D</b>  | Must have good numeracy skills in order to be able to interpret budgets and statistical data.   |
| <b>E</b>  | Must have good IT skills, be adept at digital technology and have experience of managing social media and be willing to learn new technologies and media.   |
| <b>F</b>  | Must be able to demonstrate good administrative and organisational skills.  |
| <b>G</b>  | Must be able to demonstrate an understanding of the role of Research Assistants and an appreciation of the post's relationship to members of the Group.   |
| <b>H</b>  | Must be able to demonstrate the ability to undertake independent research into and analysis of a variety of topics of varying complexity and produce clear and concise reports/advice to the Group. |
| <b>I</b>  | Must be able to prioritise workload to ensure that critical deadlines are met.  |
| <b>J</b>  | Must have a flexible and adaptable approach to work with an ongoing need to attend evening meetings.  |

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|---|---|
| <p><b>DBS Required</b><br/>(please indicate the legal reason for CRB – if in doubt discuss with HR)</p> | <input checked="" type="checkbox"/> Not applicable for this post<br><input type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults<br><input type="checkbox"/> Working within Fostering & Adoption Service (Any post)<br><input type="checkbox"/> In a position of authority/trust (Senior Management)<br><input type="checkbox"/> Other eg: auditors, solicitors  |
| <p><b>GCSX/PSN User</b></p>   | <input type="checkbox"/> Yes – Criminal records check for unspent convictions required<br><input checked="" type="checkbox"/> No  |
| <p><b>Work Related Travel</b><br/>(please indicate as appropriate)</p>                                  | <input checked="" type="checkbox"/> Not required<br><input type="checkbox"/> Ability to travel around the county<br><input type="checkbox"/> Designated user  |
| <p><b>Health &amp; Safety Risk Assessment</b><br/>(please indicate which are applicable)</p>            | <input type="checkbox"/> Manual Handling activities<br><input checked="" type="checkbox"/> Regular exposure to mental pressures and demands<br><input checked="" type="checkbox"/> Visual Display Equipment – regular use<br><input type="checkbox"/> Exposure to substances hazard to health<br><input type="checkbox"/> Exposure to infection<br><input type="checkbox"/> Risk of verbal abuse<br><input type="checkbox"/> Risk of physical assault<br><input checked="" type="checkbox"/> Working alone<br><input type="checkbox"/> Adverse environmental conditions<br><input type="checkbox"/> Use of dangerous machinery<br><input type="checkbox"/> Driving PSV/HGV vehicles |