

Role Title	Political Group Officer
Job Family	Leadership and Democracy, Governance and Law
Competency Level	Principal Officer
Pay Range / Scale	PO2-PO4
<p>Purpose</p> <p>To manage the work of the Group Office, and lead on developing the Green Group's political priorities in a fast-paced political environment.</p> <p>To promote and develop the work of the Group, facilitate good media relations, and lobby effectively on behalf of the Group.</p> <p>To develop and deliver specialist support/advice to the work of the political Group.</p> <p>To assist the Group Officers in discharging their functions as Members of the Council in respect of Group business.</p>	
Political Group Officer Generic Accountabilities	PO2-PO4 End Results/ Outcomes
<p>Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information.</p> <p>Manage escalated or complex customer issues within the relevant area.</p>	<p>Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility.</p> <p>Issues are managed through to a satisfactory conclusion.</p> <p>Risk to the Council is minimised.</p>
<p>Contribute to the development of service plans to meet strategic business goals.</p>	<p>Strategic and operational input is provided to wider business planning and development.</p> <p>Customer needs are identified.</p> <p>Services meet legislative and policy requirements.</p>
<p>Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.</p>	<p>Relevant information / data are managed efficiently and accurately.</p> <p>Accurate and relevant information / reports / documentation are produced.</p> <p>Trends and issues are identified and prioritised.</p> <p>Statutory and procedural obligations are fulfilled.</p> <p>Management decision making is supported.</p>

<p>Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.</p>	<p>Changes to systems, policies and / or procedures are identified and recommended.</p> <p>All updates, amendments, developments are tested and approved prior to delivery.</p> <p>Customers receive prompt, accurate policy / procedural updates.</p> <p>Service standards are improved.</p>
<p>Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.</p>	<p>Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Issues and recommendations are brought to the attention of senior managers.</p> <p>Benchmark against best practice authorities and centre of excellence.</p>
<p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Manage a portfolio of Projects and Reviews.</p> <p>Lead on specific projects as required.</p>	<p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>Change initiatives are successfully integrated and implemented across all impacted service areas.</p> <p>Value for money is achieved.Ongoing savings secured.</p>
<p>Co-operate with and support colleagues.</p>	<p>Colleagues are supported.Required information is provided.</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p>
<p>Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</p>	<p>Work is carried out in a way that is safe and without risks to health.</p>

Job Specific Accountabilities:	End Results/Outcomes
<p>Plan and organise work to ensure the delivery of those aspects of the service for which responsible, in agreement with the Officers of the Group, to proactively manage and prioritise the work of the Group Office including undertaking research and analysis as directed by the Group Officers and to prepare appropriate reports for the Group.</p>	<p>Work is undertaken proactively, completed on time and to the quality and standards required.</p> <p>Changes to priorities are accommodated.</p> <p>Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints.</p> <p>Professional and legal compliance is assured.</p>
<p>To assist the Group Officers in providing a comprehensive media service to the Group, including close management of social media, liaison with the press and other media to ensure that information about work of the Group and its members are communicated effectively and in a timely way (in accordance with the political restrictions attached to the post)</p>	<p>Activities are undertaken proactively, according relevant guidelines / regulations / procedures.</p> <p>Customer / stakeholder views are available to inform recommendations.</p> <p>Data and measurements are accurately and securely recorded.</p>
<p>Collate process and analyse complex information to brief the Group. Ensure all required records and information are maintained correctly and develop and maintain a comprehensive information retrieval system, to contribute to an efficient and effective research service. Leading alongside group members the development and delivery of the Group's policy programme and manifesto, working in partnership with Group Members to shape political priorities and ensure their implementation and co-ordination at Group level</p>	<p>Information / applications are processed according to procedure.</p> <p>Information is managed efficiently and accurately.</p> <p>Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.</p>
<p>Prepare and present results / responses / reports / recommendations, including organising and attending meetings with Group members on Policy and Research</p>	<p>Accurate, complete and relevant information / reports are provided for internal and/or external use.</p> <p>Issues are clearly summarised; progress and implications are reported.</p>

<p>Issues including legislative development. Lead on policy research and the preparation of speeches, motions, amendments and questions for Group Members for Council meetings and liaise with members of the group, other local authorities, parliamentary staff and national and regional local government bodies to share Waltham Forest good practice and feed into the Group examples of such practice from elsewhere Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.</p>	<p>The council's position is clearly stated.</p> <p>Improvement opportunities and plans to achieve them are identified and recommended. Network across local, London and National authorities is improved.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Changes are effectively communicated to others</p>
<p>Proactively identify emerging policy issues and opportunities relevant to the Group's priorities, and develop briefings and recommendations to inform the Group's political direction.</p>	<p>Emerging policy opportunities are identified and acted on. Evidence-based recommendations are brought forward to inform the Group's political agenda and direction.</p>
<p>Provide authoritative advice, guidance and support to Group, and wider customers and stakeholders within the authority and beyond including working with the Group Whip to identify, co-ordinate nominations to committees external bodies etc. Ensure that the Group Office acts swiftly and effectively to facilitate excellent communication both within and between the Group and other relevant organisations and; ensure actions are carried out from Group decisions.</p>	<p>Information, advice and support are accurate, timely and constructive.</p> <p>Problems are identified.</p> <p>Issues are managed through to a satisfactory conclusion or escalated if appropriate.</p> <p>Risk to the Council / customers is minimised.</p>
<p>Contribute to identifying and delivering information and activities to support service delivery and promote the service area. Attend, provide information and advice and present</p>	<p>Requirements are effectively identified.</p> <p>All materials / activities are delivered to the required standards and timescales.</p> <p>Information / activities achieve desired results.</p>

<p>reports to Group Meetings and ensure that all follow-up action is carried out and service group meetings, subgroups and associated meetings.</p>	
<p>Challenge customers' practice and minimise risk, referring concerns to line manager.</p>	<p>Customer risks are assessed. Relevant health, safety and welfare requirements are met.</p>
<p>Lead projects or improvement programmes, or contribute to the delivery of larger projects</p>	<p>Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues. Projects are delivered to agreed specification, timescales and budgets. All project documentation and reports are completed correctly.</p>
<p>Support others in their development, including external organisations / customers where appropriate.</p>	<p>Identify any changes that may impact the service / profession. Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).</p>
<p>Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role. To create effective networks at all levels with Council officers (including the Chief Executive, Executive Directors and Service Heads) in order to facilitate the Group's business.</p>	<p>Relevant work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Communications are clear, well planned and effective. Best practice is shared and promoted.</p>
<p>Support partnership agreements and partnership working within area of responsibility.</p>	<p>Activities which support partnership working are effectively delivered. Partnership working groups produce valid and timely outputs.</p>

<p>Contribute to service / business plans for area of responsibility and to wider service planning and development activities.</p> <p>Contribute to budget planning as required.</p>	<p>Service / business plans reflect input.</p>
<p>Quality check documents, decisions and / or presentations before delivery</p>	<p>All work meets the required standards</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this including maintaining the strictest confidentiality at all times.</p>	<p>All policies and procedures are complied with.</p>

<p>Nature of Contacts</p> <p>Typically involves Group Members and Leader, Government departments both local and national, political contacts, Heads of Service, and Senior Managers across the authority, and external agencies and organisations. May involve direct contact with members of the public.</p> <p>Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in all circumstances. Deal with people at all levels confidently, sensitively and diplomatically.</p>
<p>Procedural Context</p> <p>Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.</p> <p>Decisions will be made based on Council and procedures.</p> <p>Occasionally the post may be expected to work from other locations</p>
<p>Resourcing</p> <p>Budget Responsibilities: Group budget</p> <p>Supervisory Responsibilities: none at this point</p>

Knowledge, Skills and Experience

Political sensitivity and awareness, Experience working in a fast-paced political environment

Experience of providing research in a political environment, working with councillors or in a local authority decision-making environment, arranging meetings, drafting minutes and taking follow-up action.

Excellent written and verbal communication skills, including the ability to prepare clear reports on complex issues, and an ability to prepare written material in a range of styles or formats (e.g. reports, briefing notes, policy documents, press releases, etc.)

Excellent IT skills (word processing and other standard office systems, e-mail, internet) along with excellent social media skills

Excellent understanding and knowledge of the Local Government legal framework, decision processes and roles of Councillors.

Excellent administrative and organisational skills

Ability to produce work to a high standard, whilst working to tight deadlines

Ability to proactively identify priorities and opportunities and to work under own initiative with minimum supervision and plan complex workload for self and group.

Knowledge and awareness of the group's policies and manifesto

Commitment to the Council's Equal Opportunities Policy and acceptance of their responsibility for its practical application.

To understand and comply with the requirements of the Health & Safety at Work Act 1974.

Attendance at evening meetings required

Good standard of general education.

DISQUALIFYING FACTORS: - Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.

Indicative Qualifications

Degree or equivalent or vocational qualification in relevant subject or area

Evidence of Continuous Professional Development

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.