

Job Description

Job Title Newham Independents Group Political Assistant	Service Area Democratic Services	
Directorate Law and Governance	Post Number 3527	Evaluation Number 7660
Grade PO3	Date Last Updated 02/06/2026	

Overall Purpose of Job

To provide political and administrative support to the Newham Independents Group. To assist in ensuring effective working relations between the Group Leader, Councillors and council officers.

Job Context

The post holder reports to Head of Democratic Services, but day to day management of work priorities and accountability will be from the Leader of the Newham Independents Group and other Newham Independents Group members as agreed with the Leader of the Newham Independents Group.

1. The post holder has no line management responsibility.
2. The post holder will be required to work some evenings, weekends and occasional public holidays to meet service requirements and to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies. Physical attendance at meetings of Full Council is expected.
3. This post is established under s.9 of the Local Government & Housing Act 1989 and the statutory rules applicable to such posts.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To work closely with the Newham Independents Group to provide political and administrative support to them.
2. To undertake research, collate information from various sources and prepare clear and accurate briefings and reports as necessary.
3. To keep maintain up to date knowledge of developments affecting local government, including new legislation and national party policies, and to brief the Newham Independents Group on the political implications locally.
4. To ensure that the Newham Independents Group is fully and promptly briefed on important aspects of Council business, clarifying information with Council officers.
5. To advise on the content of Council, Scrutiny and external documents and to prepare responses as necessary.
6. To support effective Group meetings including appropriate and timely meeting scheduling, agenda planning, preparation and despatch of papers, producing briefings, attending and taking minutes or action notes and ensuring follow-up of actions within agreed timeframes.
7. To undertake research and projects (including speech writing) on behalf of the Newham Independents Group.
8. To develop a good knowledge of the functions, operations and programmes of the Council and its departments, including developing strong working relationships with Council officers and act as a conduit between Members and Officers.
9. To undertake all tasks having regard to political sensitivity and the strictest confidentiality requirements.
10. To support the political management of Full Council meetings, ensuring Newham Independents Group members are organised, briefed, and prepared for debates and votes.

Communications

11. To ensure effective communications between the Group Leader and Newham Independents Group, to include supporting the circulation of communications from the Leader to Group Members, and attending Group meetings where necessary.
12. To maintain the effective handling of communications from the Newham Independents Group locally, including managing enquiries from community groups and the media, preparing newsletters and press releases for the Leader and the effective usage of social media.
13. To provide digital support for the Group including managing the Group's website and social media accounts.

Culture

13. To promote and demonstrate a practical commitment to equal opportunities and equity.

14. To embody the HEART values and embed them in all interactions with officers, Residents, Members and external stakeholders.

15. To support the Council in monitoring high standards of conduct and probity amongst elected Members.

16. To deal responsively, proactively and sensitively with matters that are of high priority to Members.

17. To ensure a seamless and responsive service is provided to Members, Officers and Stakeholders across the Council.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Person Specification

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Grade GRADE PO3	Date Last Updated 02/06/2026	
<p>IMPORTANT INFORMATION FOR APPLICANTS</p> <p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>		
CRITERIA	METHOD OF ASSESSMENT	
<p>KNOWLEDGE:</p> <p>Degree level qualification or experience of holding a post with transferable skills.</p> <p>Knowledge of government and the public sector, with a focus on local government.</p> <p>An understanding of the statutory framework governing the political management of local authorities and the powers and conduct of Councillors.</p> <p>Knowledge of political parties and their operation.</p> <p>Knowledge of local government legislation, including the Constitution, Code of Conduct Council Procedural Rules, Standing Orders and similar matters.</p> <p>Knowledge of standard software packages and ability to maximise the use of ICT in this role.</p>	<p>Application Form</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p>	

<p>EXPERIENCE:</p> <p>Experience of working within local government, the public sector or an equivalent field.</p> <p>Experience of working positively to engage with and understand the needs of stakeholders and Residents.</p> <p>Written and verbal communication skills sufficient to enable the post holder to undertake duties of the post.</p> <p>Awareness of equity, diversity and inclusion.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to manage sensitive and highly confidential information, within a political environment and with regard to non-disclosure requirements.</p> <p>Ability to influence and provide advice to Members and stakeholders.</p> <p>Ability to operate confidently in a political environment.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to demonstrate a problem-solving approach</p> <p>Ability to negotiate effectively with senior leaders.</p> <p>Strong written and numerical skills.</p> <p>An ability to manage numerous projects and priorities simultaneously.</p>	<p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

<p>Ability to work with minimal supervision to meet competing priorities.</p>	<p>Application Form / Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Available to work outside normal business hours to meet the needs of the Group and to attend evening meetings at council offices and in the community. Willingness and ability to work occasional evenings and weekends to maintain service delivery</p> <p>This is a post established under s.9 of the Local Government & Housing Act 1989.</p> <p>This post is politically restricted under section 2(1) of the Local Government and Housing Act 1989.</p>	<p>Application Form/Interview</p>