

JOB DESCRIPTION

Job Title: Mayor's Assistant	Service Area: Mayor's Office	
Directorate: Resources	Post Number: 31214	Evaluation Number: JE6777
Grade: P04	Date last updated: May 2023	
Type of appointment: Fixed term up to the end of the Mayor's current term of office ie 7 May 2026.		
<p>People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.</p> <p>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.</p> <p>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.</p> <p>Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>		

Overall Purpose of Job

To provide pro-active, efficient and trusted political support to the Mayor to assist her in delivering her Council responsibilities and progressing her manifesto ambitions within the council and with partners. To support effective working relations between the Mayor, the local Labour party, councillors and council officers.

Job Context

- You will report to the Mayor's External Affairs & Communications Adviser.
- While the post is politically restricted, you will be providing support to the Directly Elected Mayor in managing the political aspects of her role as local political leader and assisting her in her work including with local, regional and national political groups and organisations as well as with officers and other stakeholders and partners recognising and understanding their different roles and responsibilities in their approach at all times.
- Generating trust, maintaining confidentiality, managing complex issues and disagreements sensitively, and operating to – and supporting others to operate to – the highest ethical standards of public service, are underpinning requirements.

- You should thrive in a high-pressured, fluid environment, be comfortable taking responsibility and initiative, and be able to manage your own resilience and support those around you to do so too.
- You will be part of a Mayor's Office team collectively responsible for providing excellent support to the Mayor and Cabinet and supporting the effective delivery of the council's business through close working with officer leadership and wider teams, reflecting a 'one council' approach.
- You will have no line management responsibility.
- You will be expected to be in the office at least 3 days a week or more if business requires it. You will be required to work flexibly including 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.
- This post is established under Regulation 3 of the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002 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 Mayor to provide her with comprehensive political advice and support in her capacity as Directly Elected Mayor.
2. To work with the Mayor's Executive Assistant and Chief of Staff to ensure strategically planned, effective and efficient use of the Mayor's time on her political priorities.
3. To ensure that the forward planning of the council's business reflects political issues, interests and opportunities relating to the Mayor's priorities and ambitions.
4. To support the Mayor in the political preparations for and handling of Cabinet, Full Council, Scrutiny and other meetings within the council and externally and ensure that the Mayor is fully and promptly briefed on political aspects of all aspects of council business in good time.
5. To identify and develop opportunities to progress the Mayor's political priorities within the council's work and in work with partners locally, regionally and nationally.
6. To lead on the political aspects of the development and delivery of the Mayor's campaigns and communications, working with the Mayor's External Affairs and Communications Adviser, other officers and partners locally and more widely as appropriate.
7. To prepare or provide political input into newsletters and press releases for the Mayor and support the handling media enquiries or opportunities.

8. To support effective regular communications by the Mayor with all Councillors and the Labour Group in particular, including liaising with the Labour Group Officers and, where necessary, attending Group meetings.
9. To undertake special projects and provide high quality research, briefings and reports as necessary, collating information from various sources and presenting conclusions and recommendations clearly and succinctly to support effective decision-making.
10. To advise on and support the Mayor in political meetings or engagements in her role as Mayor locally, regionally or nationally, co-ordinating agendas, preparing and circulating papers in a timely, writing minutes or action notes as required and ensuring that actions are progressed in timely and appropriate ways.
11. To identify and shape the best means for the Mayor to influence and be represented on local and national platforms to further her political priorities for and represent the interests of Newham and manage the arrangements for doing so, including servicing meetings with national and local political leaders or creating opportunities and events for engaging with them, and planning for and supporting participation in conferences or events organised by others.
12. To actively keep abreast of London, National and European developments affecting local government and the Mayor's priorities for Newham, including new legislation and programmes, and national party policies and to brief the Mayor on the political implications locally in a timely way.
13. To manage the practical arrangements for the Mayor's successful participation in political events such as national conferences, including ensuring she has a programme of activity to make the best use of her time and help her achieve her strategic purposes for the event, booking travel and accommodation etc. and supporting her at such events as required.
14. To ensure the success of the Mayor's involvement in external events, ensuring timely and purposeful planning, suitable briefing and any other preparation, the co-ordination of appropriate communications activity to support her aims, supporting her at the event as required and ensuring timely follow-up where needed.
15. To advise and support the Mayor on reputation and profile management through strategic planning of her communications and engagement opportunities, in a co-ordinated way that fits with strategic planning of council communications, and in rapid responses to issues and crises as they arise.
16. To manage all aspects of the Mayor's official social media output, including preparation of the social media grid and all social media content. To ensure that the Mayor's agenda is well communicated through this and all output is in line with corporate social media policy and plans.
17. To provide speeches or speaking notes, forewords or contributions to documents, etc as required for the Mayor, reflecting her 'voice' and priorities – and to provide the political content for those provided by others.
18. To advise and support the Mayor in initiating and developing political strategy including training and seminars.
19. To develop and maintain relationships with other Mayoral and Political Assistants and advisers and contacts in the Labour Party to assist in the delivery of the role.

Culture

1. To promote and demonstrate a practical commitment to equal opportunities.
2. To contribute to the corporate culture, which is forward thinking, results oriented and customer focused.
3. To carry out such other duties within the competence of the post holder which may be reasonably required from time to time.
4. To support the Council in monitoring high standards of conduct and probity in the public life of the authority.
5. To deal responsively and sensitively with matters that are the subject of high priority to Members always exercising the utmost probity and judgement.
6. To ensure a seamless and responsive service is provided to Members, Officers and Stakeholders across the section/teams and 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.

FLEXIBLE WORKING

Newham Council supports flexible working for its staff, subject to meeting business needs. As part of the Mayor's Office and due to the nature of the work, the post holder will be expected to work a minimum of 3 days per week in the officer or at meetings or events with the Mayor.

This post is established under Regulation 3 of the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002.

This post is politically restricted under section 2(1) of the Local Government and Housing Act 1989.

Person Specification

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<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
KNOWLEDGE		
Degree level qualification or equivalent qualification and /or knowledge and experience.		Application
Knowledge of local government and an understanding of the statutory framework governing the political management of local authorities and the powers and conduct of councillors or a demonstrable ability to gain this understanding.		Application / Interview
Knowledge of political parties and their operation, particularly the Labour Party.		Application / Interview
Knowledge of standard software packages and ability to maximise the use of ICT in this role.		Application / Interview
EXPERIENCE		
Experience of working with or advising politicians or equivalent role		Application / Interview
Experience of working effectively and sensitively in a political context and with a range of stakeholders		Application / Interview
Experience, ability and judgement to shape and give clear, appropriately tailored advice		Application / Interview
Experience of identifying strategic and/or sensitive issues and shaping appropriate actions in response.		Application / Interview
PERSONAL STYLE AND BEHAVIOUR		
Value and manage diversity and a commitment to equality.		Application / Interview

<p>Hard working, dynamic, flexible and personally resilient in approach to work</p> <p>Commitment to responsiveness to residents, customer service and meeting quality standards.</p> <p>High standard of integrity and ability to maintain confidentiality at all times.</p> <p>A flexible, co-operative approach to working in a team and across an organisation to get things done.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>SKILLS AND ABILITIES</p> <p>High levels of strategic and political awareness and ability to provide advice and handle political sensitivities deftly with members, partners and stakeholders.</p> <p>Able to swiftly and effectively build strong working relationships, trust and influence with politicians, officers and stakeholders, including at the most senior level.</p> <p>Practical planning and problem solving and ability to drive delivery and make things happen.</p> <p>Strong verbal and written skills and ability to tailor these to different audiences and purposes, including speechwriting and public speaking, briefing and presenting arguments clearly and compellingly, drafting papers and pamphlets, preparing communications materials.</p> <p>Familiarity with different communications approaches and tools including social media channels and ability to prepare and disseminate appropriate messages through them.</p> <p>Ability to manage competing priorities and meet deadlines, working with minimal supervision.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Available to work outside normal business hours to meet the needs of the mayoral function and to attend evening meetings at council offices and in the community. Plus, willingness and ability to work occasional evenings and weekends to maintain service delivery</p>	<p>Application / Interview</p>