

Job Description

Job Title: Cabinet Advisor	Service Area: Mayor's Office
Corporate/Section: Change & Improvement	Job Evaluation Number: 7835
Grade: PO3	Date last updated: 10 June 2026

Building a Fairer Newham
We are committed to investing in our people and our borough to make it the best place to live. We are addressing poverty and inequality, tackling the housing crisis, health inequality and food insecurity. Our commitment starts within the workplace where we strive to ensure the Building a Fairer Newham Corporate Delivery Plan is our number one priority to deliver better and fairer outcomes for our residents

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 as far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

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.

Overall Purpose of Job

To act as a senior strategic advisor to Cabinet Members, providing high-quality political, policy and delivery insight to support effective decision-making and leadership across their portfolios.

To play a key role in shaping, influencing and driving the Mayor's priorities, working across the organisation to ensure that policy development, operational delivery and communications are aligned with the Council's political direction and strategic objectives.

To act as a critical interface between elected Members, senior officers and external partners, navigating complex political and organisational dynamics to enable delivery, resolve issues and proactively identify opportunities for impact and innovation.

Job Context

1. The postholder reports to the Head of Mayor's Office and works closely with Cabinet Members, Corporate Directors and the Corporate Leadership Board.
2. The role operates within a fast-paced, politically-led environment where judgement, discretion and the ability to operate with autonomy are critical.
3. The postholder will be expected to influence at a senior level across the organisation and externally, without formal line management accountability.
4. The post holder has no direct budget or staff management responsibility.

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. Employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Build strong working relationships across the organisation to ensure Cabinet Members' priorities and positions are understood and reflected in officer advice, reports and decision-making processes.
2. Provide strategic advice to Cabinet Members, anticipating issues and opportunities, and offering politically informed, evidence-based recommendations.
3. Interpret and navigate the political landscape, ensuring that officer proposals and organisational activity reflect Cabinet priorities and positions.
4. Act as a trusted advisor, supporting Members to balance political, reputational and delivery considerations in decision-making.
5. Support the effective management of Cabinet business, including coordinating inputs into reports, individual decision-making and forward planning.
6. Support Cabinet Members to fulfil their constitutional responsibilities, including managing the flow of papers, decisions and responses to Member and public questions.
7. Work proactively with services and senior leadership to shape policy development and delivery plans aligned to Cabinet priorities.
8. Identify cross-cutting issues and opportunities, driving a coordinated, whole-Council approach to priority areas.
9. Support the translation of the Mayor's vision into deliverable programmes, ensuring pace, clarity and impact.
10. Build strong, credible relationships at senior levels across the Council to influence decision-making and ensure alignment with political direction.

11. Act as a conduit between Members and officers to resolve issues, unblock delivery and maintain momentum.
12. Provide strategic oversight of Cabinet business, ensuring forward planning is aligned to priorities and that reports are of a high standard and politically aware.
13. Support Cabinet Members to discharge their constitutional roles effectively, including oversight of key decisions and scrutiny engagement.
14. Shape agendas and briefing approaches to focus on outcomes, impact and clear decision-making.
15. Support Cabinet Members in their engagement with regional, London-wide and national stakeholders, ensuring clear positioning and effective representation of the Council.
16. Build and maintain external relationships that support delivery, influence and partnership working.
17. Lead the development of high-quality, strategic briefings and narrative that enable Cabinet Members to communicate clearly and confidently on complex issues.
18. Ensure consistency of messaging and alignment with corporate priorities, working closely with communications and policy teams where appropriate.
19. Maintain oversight of emerging risks, issues and priorities within portfolios, ensuring early intervention and proactive management.
20. Take a creative and solution-focused approach to complex challenges, developing options and driving resolution.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

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.

CRITERIA	METHOD OF ASSESSMENT
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 as far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

KNOWLEDGE: • Strong understanding of the political and governance context of local government and the Member–Officer relationship. • Good awareness of policy development, delivery frameworks and the wider London / national landscape. • Understanding of how to operate effectively in a politically sensitive, high-profile environment. • Ability to respond positively in urgent situations, prioritising workload and working to meet tight deadlines and resolve issues • Detailed working knowledge of Microsoft office package including Word, Excel, Power Point and use of internet • Knowledge of customer care	Application Form/Interview
QUALIFICATIONS: • Appropriate qualification or equivalent level of attainment which may be work-based rather than academic.	Application Form

EXPERIENCE: • Extensive experience of working with and supporting senior managers at a strategic level and ability to demonstrate a high level of professionalism • Experience of creating, developing, and implementing office systems and procedures • Experience of organising meetings including agenda management and taking action notes. • Experience of maintaining complex diaries • Experience of managing senior level meetings and contributing effectively to their running and delivery of priorities. • Significant experience supporting senior leaders (e.g. Members, Directors or equivalent) in a strategic or advisory capacity. • Experience of working in a complex organisation, navigating competing priorities and political sensitivities.	Application Form/Interview
SKILLS AND ABILITIES: • Good written and verbal communication skills (including spelling, grammar, punctuation, and numeracy) • Ability to communicate with a variety of people at various levels • Ability to work effectively as part of a team • Ability to prepare reports and documents e.g. presentations from text	Application Form/Interview

• Excellent IT skills • Highly organised • Attention to detail • Ability to develop and maintain good, productive working relations with Members, managers, and staff in a highly customer focussed environment	
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PERSONAL STYLE AND BEHAVIOUR: • Demonstrate a professional approach and commitment to customer service • Flexible, pro-active, and responsive approach to work • Ability to influence and deal confidently with senior managers and other internal/external stakeholders. • Good organisational skills with an eye for detail	Interview
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