

Job Description



Job Title: Cabinet Officer	Service Area: Corporate Strategy
Division/Section: Mayor's office	
Grade: PO 3	

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.

Overall Purpose of Job

Newham has an ambitious policy delivery agenda and the role of the Cabinet officer is to support the members of Cabinet to deliver it by ensuring the effective operation of the Council's Cabinet Governance arrangements, which will include providing an effective support to Executive Members of the Council, management of Cabinet Briefing agenda and reports and co-ordinating Cabinet members response to scrutiny reports.

Postholders may be required, at the discretion of the Manager, to work in other teams, including providing cover for absence etc.

Job Context

1. The postholder reports to the Mayor's Office Manager in a team where the Mayor's Chief Staff sets the direction.
2. The postholder has no line management responsibility.

3. The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

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

1. Ensuring smooth running of the Cabinet briefing processes including from Cabinet member and corporate director meetings, coordinating with officers the timetabling of cabinet briefings for member review and managing the agenda for Cabinet briefings.
2. Co-ordinate with democratic services and policy officers' responses by Cabinet members responses to elected member scrutiny.
3. Tracking key policy deliverables in Cabinet forward plan and managing process of Cabinet agreeing change to report timetabling
4. To provide a full range of support services to senior members, including diary coordination, typing, preparing presentations, preparing databases and spreadsheets.
5. To receive, sort and deal effectively with senior Members' mailing ensuring that all important matters are dealt with confidentially and effectively in line with agreements established with those Members.
6. To generate correspondence on behalf of senior Members as required ensuring that any necessary follow-up action is taken by Departments.
7. To take responsibility for maintaining diaries for one or more senior Members.
8. To ensure the effective and efficient co-ordination of Member level meetings. To co-ordinate, arrange and attend meetings as required, drafting and preparing appropriate papers, transcribing notes/minutes and undertaking follow-up action as necessary. This may involve regular attendance at evening meetings.
9. To organise, co-ordinate and prepare briefings for senior Members as required through liaison with the appropriate Chief Officers or their nominees. To undertake research and prepare briefings and reports as required.
10. To deal effectively with casework, including investigation enquiries, preparing responses and operating a bring forward system.
11. To arrange travel itineraries and accommodation for conferences.

12. To brief relevant Council officers, as agreed by the Chief Executive, on matters relating to departmental business arising from Member level meetings.
13. To ensure efficient administration systems are developed and maintained maximising the use of IT for the work of the office, including post (incoming and outgoing), meetings diary planning, filing and retrieval and casework.
14. To ensure efficient library and information services are developed and maintained to inform and support members.
15. To provide support to Executive Members in maintaining their declarations of interest and updating gifts and hospitality records.
16. To support executive members in updating their web pages.
17. To assist in staffing mayoral events such as mayoral question times and surgeries.
18. To provide supervision and training of more junior members of staff.
19. To provide, in conjunction with other staff, telephone and reception cover from 9am to 6pm and occasionally between 8am and 7pm where there are meetings.
20. To work flexibly which may include working outside normal business hours and occasional weekends to meet Members need.

Performance Management

1. Day to day management of individual workload ensuring all commitments are covered.
2. Ensure high standards of work and standards of performance are maintained, maximising the use of IT.
3. To undertake specific projects and assist in developing systems to improve the service provided by the team and/or Mayoral Office/Members Services as a whole.

Culture

1. To promote and demonstrate a practical commitment to equal opportunities.
2. To contribute to the corporate culture, which is forward thinking, results orientated and customer focused.
3. To carry out such other duties within the competence of the postholder 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 responsible service is provided to Members, Officers and Stakeholders across the team, section and the Council.

Personal Specification



Job Title: Cabinet Officer	Service Area: Corporate Strategy
Division/Section: Mayor's office	
Grade: P03	

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 <p>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>	
PROTECTING OUR STAFF AND SERVICES <p>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>KNOWLEDGE:</p> <p>Knowledge of local government and the roles of councillors and officers currently being considered nationally.</p> <p>Knowledge of Council decision making, the policy agenda of the Council and the role of scrutiny in a Council.</p> <p>Knowledge of and ability to use computing packages relating to the work of the division, including the use of databases, word processing, email, schedules, the intranet, internet and online video communications.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>internet</p> <p>Strong understanding of the respective roles of members and officers</p>	<p>Application Form/Interview/</p>

<p>CRB</p>	<p>Not required.</p>
<p>EXPERIENCE:</p> <p>Experience of providing Cabinet support service, preferably to elected Members.</p> <p>Experience of managing the co-ordination of writing and delivery of policy papers across and organisation.</p> <p>Advanced knowledge and experience of using information technology packages including Microsoft Office packages, e.g. schedule, email, databases, spreadsheets, word processing and PowerPoint. Ability to use the Internet and Intranet.</p>	<p>Application Form/Interview</p> <p>Interview/Test</p> <p>Application Form/Interview</p>

Experience of working with residents and handling enquiries.	
<p>SKILLS AND ABILITIES:</p> <p>Excellent typing skills</p> <p>Good written skills especially related to policy</p> <p>Knowledge of the role of Cabinet officer in support elected Members in a large local authority.</p> <p>A good understanding of Council's policy agenda and priorities</p> <p>An awareness of the role of information and communication technology in support systems and high level IT skills, in particular in diary, database and email management.</p> <p>Ability to develop productive relationships with senior staff</p> <p>Awareness of Equal Opportunities, Customer Care and Quality Standards.</p> <p>Ability to develop and maintain effective</p>	<p>Test</p> <p>Application Form/test</p> <p>Interview</p> <p>Application Form</p> <p>Interview/ Application Form</p> <p>Application Form/Interview</p>

<p>administrative support systems.</p> <p>Ability to develop, manage and maintain effective and efficient co-ordination of Member level meetings.</p> <p>Ability to produce quality written work to tight deadlines.</p> <p>Ability to develop and maintain effective liaison with council Members and Senior Management.</p> <p>Ability to exercise diplomacy and sensitivity when handling enquiries and co-ordinating responses.</p> <p>Ability to organise and co-ordinate briefings for Senior Members through liaison with appropriate Chief Officers or their nominees.</p> <p>Ability to undertake research and information gathering on particular topics on own initiative as directed.</p> <p>Ability to communicate clearly and effectively orally and on paper, including the ability to write reports.</p> <p>Ability to priorities workload and meet varying deadlines.</p> <p>Ability to work flexibly as part of a team.</p>	<p>Interview</p> <p>Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Available to work outside normal business hours to meet the needs of the section and to attend evening meetings at council offices and in the community. Occasional weekend work.</p>	<p>Interview</p>