

Job Description

Job Title	Political Assistant – Labour Group
Directorate	Law & Governance
Service Area	Democratic Services
Grade	6
Competency Level	1
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A8763



Job Purpose

The political assistant role exists to provide focused, professional support to the ruling group, helping elected members translate their priorities into clear, coordinated action. The postholder contributes to the smooth running of political business by preparing concise briefings, tracking policy developments, and ensuring the Leader and Cabinet Members have timely, accurate information to support effective decision-making. The role requires sound political awareness, strong organisational skills, and the ability to work confidently with senior members and officers.

A key purpose of the role is to strengthen the group's capacity to lead and influence. This includes supporting the development of policy positions, coordinating internal communications, and helping members prepare for meetings, community engagement, and strategic discussions. By keeping activities aligned with the group's objectives and the wider work of the council, the political assistant plays an important part in enabling the group to operate effectively and deliver positive outcomes for local residents.

This is a **politically restricted post** under the Local Government and Housing Act 1989.

Directly Responsible For:

There will be no responsibility for staff.

Directly Responsible To:

Principal Ruling Group Support Officer

Main Areas of Responsibility:

- Supporting the Leader and Cabinet Members in developing and communicating priorities, ensuring they align with regional and national strategies and advising on political issues
- To advise and support the Leader and Cabinet Members on different policy issues
- Carry out research and prepare briefings, draft speeches, media releases, comments, articles, social media and preparing Labour Councillors for interviews
- To identify and highlight upcoming issues and policy changes of interest to the group
- To raise and discuss political strategy and to support the group in its policy making process
- Monitor council agendas, decisions and emerging issues providing political intelligence and recommendations for motions and questions
- To work with and support the Labour Group in preparing the agendas and minutes for group meetings
- To support organising away days and training
- Leading, managing and contributing to political research for Labour Councillors
- Developing and maintaining good working relationships with local and regional politicians, SPADs, MPs and liaise on behalf of the Leader, Cabinet Members and the wider group
- Filtering information to ensure that vital issues are highlighted in a timely manner
- Encouraging the use of the member casework system and assisting with draft responses

- The ability to work with tact and diplomacy in a confidential environment and to manage sensitive information and data in line with legislation and procedure
- To support project management and forward planning activities to assist with the efficient operation of the service
- Experience of working in a political environment
- Excellent communication and customer care skills
- A detailed understanding of and commitment to the priorities of the political group appointed to
- Knowledge of the local political structure and its operation
- Building and sustaining effective working relationships with a variety of stakeholders including elected councillors, senior officers and external stakeholders and support the co-ordination of events, stakeholder sessions and visits
- Other Ad Hoc tasks as directed by the Leader, Deputy Leader and Cabinet Members
- You will be expected to work in accordance with the rules and protocols contained within the Council's Constitution and the Officer Code of Conduct and to positively promote the Members Code of Conduct

Supervision and Management Responsibility:

- No supervisory or management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role may require the post holder to sit for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSE's/NVQ Level 3 in administration or equivalent (A) (A/I)
- Advanced IT skills with competent knowledge and experience using Microsoft Office including Outlook, PowerPoint and Teams.(A) (A/I)
- Membership of the Labour Party (and must not be a member of any other political party) (A/I)

Desirable

- Qualification in ICT including use of Microsoft software applications.

Experience

Essential

- Extensive experience of email and diary management as well as prioritising multiple responsibilities to a deadline (A/I)
- Ability to work autonomously and deliver to challenging deadlines (A/I)
- Ability to maintain confidentiality and manage sensitive information and data in line with legislation and procedure (A/I)
- Ability to analyse and solve complex and conflicting priorities (A/I)

- A professional and confident manner with a high level of interpersonal and influencing skills (A/I)
- An ability to work with partners and colleagues and to constructively challenge where appropriate to do so (A/I)
- The ability to operate within a fast-paced environment and demonstrate resilience, confidence and integrity (A/I)
- Excellent communication and customer care skills (A/I)
- The ability to work flexibly to meet the needs of the organisation (A/I)
- High level of planning and organisational skills (A/I)
- Experience of working in a post whilst undertaking similar or comparable duties in a paid or unpaid environment, or the ability to demonstrate comparable qualifications, abilities and experience (A/I)

Desirable

- Experience of producing work of a high standard and working to tight deadlines
- Good understanding of the workings of local government
- Ability to work in a fast paced and diverse organisation
- Experience of working in a team environment
- Experience of working with the Media
- Good understanding of the party structures, locally, regionally and nationally

Skills/Abilities

Essential

- Strong level of digital literacy, including office software suites and flexible ways of working (e.g. video conferencing, remote working) (A/I)

- Ability to plan and organise work to produce a high level of output to quality standards, with an interest in getting involved in longer term developments of the service (A/I)
- Excellent written and oral communication, negotiating and influencing skills (A/I/T)
- Understanding of fairness and equality of opportunity at work and in service delivery (A/I)
- Able to work flexibly, to meet the demands of the job, including attendance at weekend and evening meetings if required to do so (A/I)

Desirable

- Good problem solving and analytical skills
- The ability to communicate and liaise efficiently at all levels within the Council
- The ability to deal with distressing and/or challenging situations in a sensitive and professional manner
- The ability to deal with potential conflict but deliver positive outcomes

Commitment

Essential

- Ability to work flexible hours and attend evening and weekend meetings (A/I)
- Commitment to continuous professional development (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

- Full clean driving licence and access to a vehicle or can demonstrate the ability to travel to various locations within the city region