

Kent County Council

Job Description: *Support Officer to an Opposition Group Leader*

Directorate:	Chief Executive's Department
Unit/Section:	Governance, Law and Democracy - Operational Delivery
Grade:	KR9
Responsible to:	Operational Delivery Team Manager

Purpose of the Job:

To provide a co-ordinated and efficient support service to the Opposition Group Leader to enable them to perform their responsibilities as effectively as possible.

This is a politically restricted post meaning post holders are restricted from undertaking any form of political activity. The successful applicant will be required to work in a politically neutral manner.

Main duties and responsibilities:

- Undertake research on County Council related policy and general issues as directed by the Opposition Group Leader and prepare reports/briefings as necessary on time and with sufficient quality.
- Ensure the flow of information between the Opposition Group Leader, other Group Members and officers.
- Liaise closely with all other directorates, including communications officers and all other contacts both internally and externally.
- Be proactive in ensuring messages are made available to the media in issues arising.
- Assist in building relationships with key stakeholders in the Opposition Group Leader's endeavours to discharge his/her duties to the best possible degree.
- Arrange, manage, attend and take notes of meetings with key stakeholders; ensuring actions are appropriately dealt with.
- Prioritising and feeding back information to the Opposition Group Leader from all sources promptly on all matters of importance with suggestions on how these policies/issues affect the Group Leader's role.
- Prepare letters in response to approaches received and ensure all constituency matters are adequately dealt with. To maintain close contact with colleagues regarding complaints, ensuring those complaints are adequately dealt with and act upon any requests for advice/information.

- Manage the Opposition Group Leader's diary commitments; ensure all appointments are logged and briefing papers/background papers are provided on time for those appointments and to provide a booking service for external seminars etc and travel plans agreed accordingly. To maintain the Opposition Group Leader's email and letter correspondence to ensure all issues of concern are immediately brought to his/her attention and all meeting requests are suitably considered.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Support Officer to an Opposition Group Leader*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • A level / degree (or equivalent) proven experience
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of providing excellent executive support to managers/members at a senior level
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to research, analyse and effectively present information across a range of activities both internal and external to KCC • Excellent organisational skills and the ability to prioritise and manage own workload, often to tight deadlines • Excellent communication and interpersonal skills - both in person and in writing • Project and events management skills • Good attention to detail • Advanced IT skills, specifically the Microsoft Office suite of programs and Microsoft Outlook
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of KCC structure and functions • Political awareness and integrity • Understanding of the KCC decision-making process • Understanding of the political process and environment in local government
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>