

## Kent County Council

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

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Governance - Operational Delivery</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Operations &amp; Client Relationship Manager</b>

#### **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:**

- Act as the primary point of contact for the Opposition Group Leader, maintaining good communication and effective flow of information between the Opposition Group Leader, other Group Members and KCC officers.
- Maintain a network of internal contacts and assist in building relationships with key stakeholders in support of the Opposition Group Leader's role
- Provide day-to-day administrative support including diary and inbox management.
- Undertake factual research and non-political assignments as directed by the Opposition Group Leader including and relating to briefings, County Council Questions, Motions for Time Limited Debate and Call-In.
- Prioritise and feedback 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.
- Draft correspondence and liaise with external stakeholders on behalf of the Opposition Group Leader, as required. Ensure all constituency matters are adequately dealt with including complaints, and requests for advice and information.
- Arrange, manage, attend meetings with the Opposition Group Leader as required – preparing agenda taking notes/minutes, of and ensuring actions are followed up when necessary.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	A level / degree (or equivalent experience)
<b>EXPERIENCE</b>	Proven experience of providing excellent executive support to managers/members at a senior level
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to research, analyse and effectively present information across a range of activities both internal and external to KCC</li> <li>• Excellent organisational skills and the ability to prioritise and manage own workload, often to tight deadlines</li> <li>• Excellent communication and interpersonal skills - both in person and in writing</li> <li>• Project and events management skills</li> <li>• Good attention to detail</li> <li>• Advanced IT skills including Microsoft 365</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of KCC structure and functions</li> <li>• Political awareness and integrity</li> <li>• Understanding of the KCC decision-making process</li> <li>• Understanding of the political process and environment in local government</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>