

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Cabinet Support and Policy Officer	<b>Grade:</b> SO2-PO2 (linked grade)
<b>Section:</b> Chief Executive's Group	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Head of Leader's Office	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> August 2022

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

This role sits within a small Leader's Office team and will help to provide day to day organisational, administrative, policy, research, and portfolio-related casework support to the Leader of the Council and Cabinet Members.

This is a Wandsworth only role.

### Specific Duties and Responsibilities

1. Ensure that the Leader of the Council and Cabinet Members are briefed on key policy and political issues to enable them to carry out their roles and duties effectively;

2. Enable the views of Cabinet Members to be accurately and positively conveyed within the Council and to other necessary partners and, where appropriate, ensure that the appropriate action is taken and monitored;
3. Facilitate the resolution of difficult and sensitive situations to enable Cabinet Members to fulfil their roles efficiently and effectively;
4. To undertake policy casework on behalf of Cabinet Members relating to their portfolio areas, ensuring policy casework enquiries are dealt with effectively, sensitively and tactfully;
5. Proactively maintain a positive dialogue within the Council and with Council partners to keep abreast of policy developments and initiatives so as to be able to fully support the Cabinet;
6. Be alert to the development of relevant work in other local authorities and the local, national regional policy landscape so that Cabinet Members may be able to initially consider if anything can be learnt that could benefit Wandsworth;
7. Undertake research and preparation of policy papers on a range of complex issues as may be requested by Cabinet Members, with minimal supervision and ensuring that all appropriate views are sensitively considered;
8. Ensure that the briefing requirements for Cabinet Members are understood and fully met for all formal and informal meetings, and any other engagements they seek advice for;
9. Maintain diaries and help plan workloads for Cabinet Members, liaising with other councillors and staff to ensure proper co-ordination;
10. Initiate, receive and reply to correspondence on behalf of Cabinet Members as appropriate. Open and appropriately log mail addressed to Cabinet Members, action or pass to other staff and proactively monitor the follow up action;
11. Service meetings requested by and attended by Cabinet Members through the preparation and dispatch of papers, producing a record of actions and ensuring appropriate follow up action; Ensure relevant officer support from the wider council is engaged.
12. Provide background briefings or draft speeches as required by Cabinet Members with minimal supervision and to tight deadlines;
13. Undertake any work which may be required to support Cabinet Members in effectively fulfilling their duties – this could include, for example, ad hoc event management;

14. Maintain strong, respectful and collaborative networks with the Leader, Cabinet Members and officers at all levels;
15. Work closely with the Policy Team, Communications Team and other support services in the Chief Executive's Group to ensure work being undertaken is compatible and complementary to other ongoing work in the authority;
16. Carry out other duties as directed which may be reasonably required as part of the overall programme of work for the Council, and retain a flexible approach in order to respond to the variable requirements across the Chief Executive's Group;

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

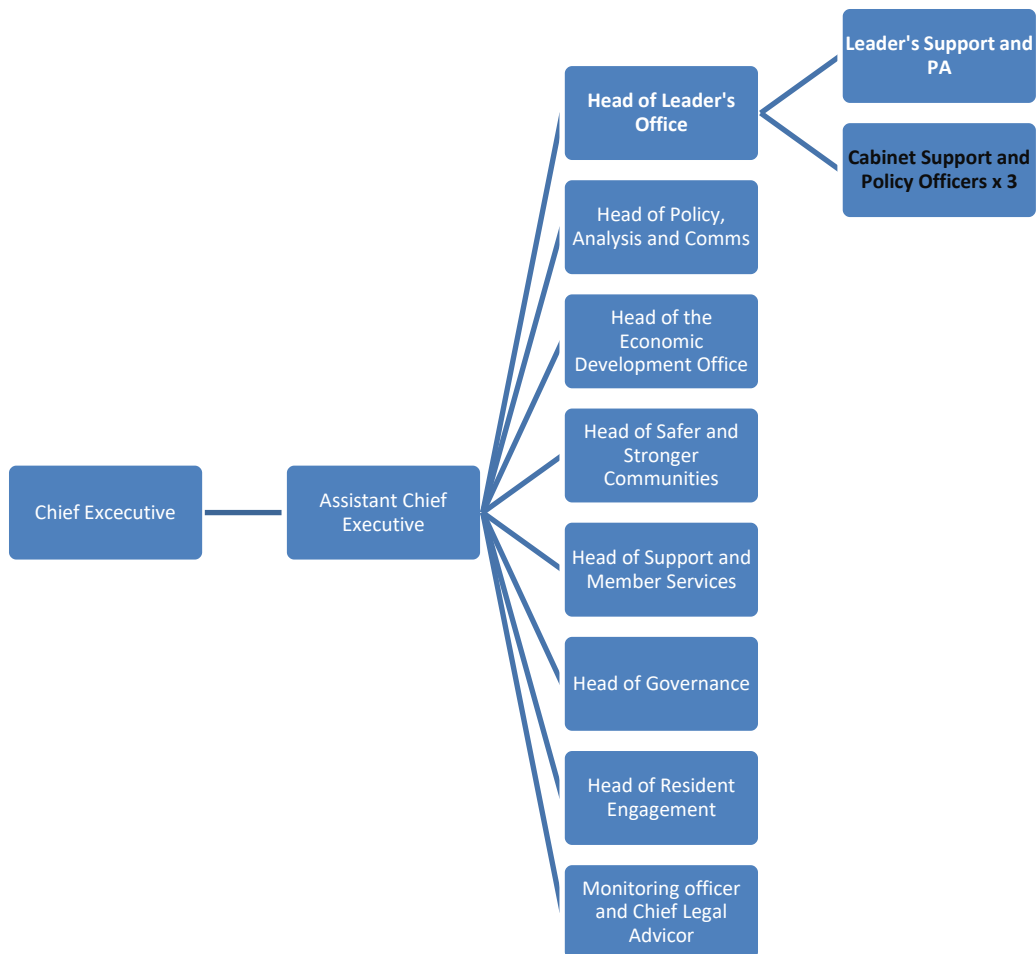
### **Additional Information**

This post is **Politically Restricted**.

This role is to provide support to Cabinet Members in their roles as Executive Members of the Council. It does not include providing any assistance to any political groups or their parties. As this role is politically restricted, the person in post will not be able to:

- Stand as a candidate for publicly elected office (unless the employee resigns prior to announcing their candidature)
- Act as election agent or sub agent for any candidate for election
- Hold office in a political party
- Canvass at elections
- Speak or write publicly with the intention of affecting public support for a political party

### Team structure



### Location

The post holder will be based in Wandsworth Town Hall. Whilst flexible and agile working is available, the nature of this role supporting the Cabinet inevitably requires a high level of in-office visibility. The post holder should expect that occasional evening meetings (committees etc.) and other commitments outside of usual working hours will be part of this role.

## **Linked Grade - Progression Criteria**

This post is on a linked grade.

### **SO2-PO1 (up to 3 posts expected at this level in the Team)**

- Able to carry out the full range of duties with minimal supervision and demonstrating initiative.

### **PO2 (up to 1 post expected at this level in the Team)**

As per SO2-PO1 above, but also including:

- Deputising for the Head of Leader's Officer where required
- Developing specific area or areas of policy expertise and ensuring that the leader and cabinet are kept fully abreast of changes, developments and opportunities in relation to these.
- Prepares and updates project and work plans across the Leader's Office team

## Person Specification

<b>Job Title:</b> Cabinet Support and Policy Officer	<b>Grade:</b> SO2-PO2
<b>Section:</b> Chief Executive's Group	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Head of Leader's Office	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> August 2022

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the political environment in local government and the roles of Cabinet Members	X		A/I
Experience	Essential	Desirable	Assessed
Preparing briefings, short speeches and policy casework responses for senior officers or elected Members, or providing this service for senior people in similar organisations	X		A/I/T
Undertaking research and preparing policy advice and reports on a range of complex and sensitive issues	X		A/I/T

Bringing new ideas, navigating decision making processes, and creating spaces for others to share ideas	X		A/I
Arranging, attending and minuting meetings	X		A/I
Managing a heavy workload and prioritising conflicting tasks	X		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Creative, problem-solving mindset, team player able to lead complex programmes of work that build trust	X		A/I
Managing competing demands, priorities and navigating a highly political environment	X		A/I
Confident in being highly visible and ability to communicate confidently in person and in writing to make complex issues accessible to a wide range of audiences	X		A/I
Ability to collaborate, seeking out the right inputs and at the right time	X		A/I
To work on own initiative, under pressure and manage sensitive situations and conflict	X		A/I
To undertake research and prepare reports for consideration by key decision makers with minimal supervision	X		A/I
To deal with confidential issues discretely and tactfully	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Degree level or equivalent by experience		X	A

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**