

## **Job Description: Political Administrator**

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**Reports to:** Head of Political Group Office

**Directorate/Team:** Corporate Services / Political Group Offices

**Grade:** Grade 2

### **Job Purpose:**

To provide administrative support to elected Members in the relevant political party group.

### **Core Accountabilities:**

1. Organise and support meetings, events and functions to support delivery of the Local Government Association's (LGA) priorities.
2. Maintain and continuously improve administrative systems, including forward/project plans, electronic filing systems, CRM mailing lists and databases.
3. Produce information sheets and update the website and portal.
4. Arrange room bookings, refreshments, printing, copying, distribution, travel and other administrative tasks in support of the team and/or lead members of the LGA.
5. Contribute to the delivery of the team's agreed objectives.
6. Participate in relevant projects that support the delivery of the LGA Business Plan.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. Respond to all enquiries as the first point of contact, determining whether to respond direct to refer to either a Member in member authorities or Members of Parliament.
2. Organise meetings and functions (including receptions or conferences), ensuring that room bookings, layouts and catering are planned appropriately. Ensure substitute members for committees are arranged as appropriate.
3. Monitor expenditure against budgets, and keep service records and inventories.
4. Develop and maintain office management systems, including filing and electronic databases.

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5. Prepare correspondence and other documents and arrange their distribution. Input and retrieve data from the IT system for use in preparing reports and other documents.
6. Prioritise and monitor incoming post, e-mails, phone calls, etc and chase up outstanding action. Personally deal with routine issues to ensure responses
7. Provide support and contribute to projects within the LGA as required, for example organising receptions and dinners and helping at annual and other conferences.

**Relevant Contacts:**

**Local Authorities**

Elected Members

**LGA**

LGA members

Media and public affairs

Events team

**Other**

Business support team

Liberata

## Person Specification: Political Administrator

Qualifications	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>❑ Previous administrative experience and knowledge of office systems and procedures, ideally gained in a member services or project based environment.</li> <li>❑ A broad understanding of local and/or central government and how they work.</li> <li>❑ Experience of working within a team environment</li> <li>❑ Experience of a range of software packages including Word, Excel, Powerpoint, e-mail and the internet.</li> <li>❑ Experience of organising meetings, events or other activities.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>❑ Good communication skills, with the ability to accurately summarise and convey complex information, verbally and in writing.</li> <li>❑ Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.</li> <li>❑ Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.</li> <li>❑ A demonstrable commitment to customer care.</li> <li>❑ Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy</li> <li>❑ Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required.</li> <li>❑ Ability to work as part of a team and to support others.</li> <li>❑ Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>❑ A positive, “can do” attitude</li> <li>❑ Able to demonstrate understanding and empathy with the aims and objectives of the relevant political party</li> </ul>