

Job Description

Department: Legal and Governance

Division/Section: Leader's Office

Job Title: *Executive Officer to the Leader and Deputy Leader*

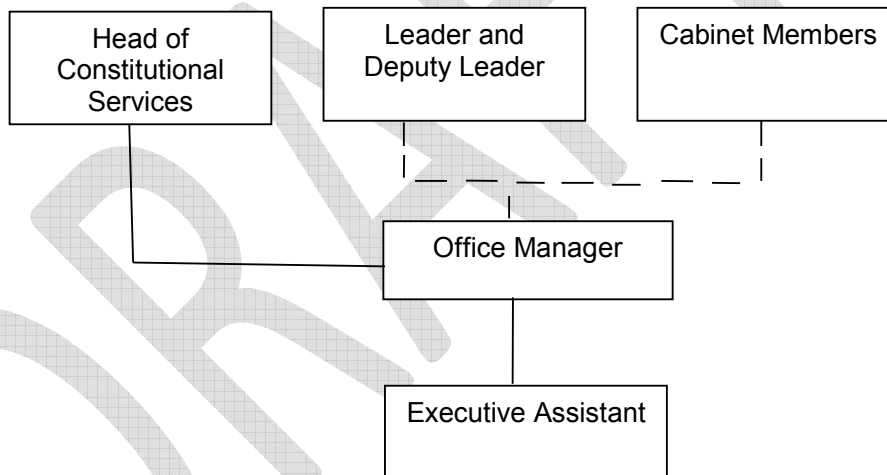
Post No: 010449

Grade: 10

Reports to: Head of Constitutional Services

Organisation Chart: As below.

Show immediate manager and any jobs reporting to this post.



CRB Check applicable? Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for: No. of direct reports: up to 2

No. of indirect reports: up to 2

Size of budget: Accounting for up to £50,000

Job Purpose: To be the first point of contact for the Leader, Deputy Leader and to support Cabinet Members.

To provide a comprehensive and confidential personal manager service to the Leader, reporting on the budget and regulatory duties of the Leader's Office whilst

having a discreet workload of matters referred by the Leader and Deputy Leader.

Co-ordinate the running of the Leader's, Deputy Leader's and Cabinet Members Office and manage the support staff in the office to ensure smooth delivery of service.

Main Duties and Responsibilities:

Political Management

1. To be the first point of contact for the Leader and Deputy Leader, Cabinet Members, MP's central and regional government offices, the media, external partners, stakeholders and other such organisations.
2. Provide an essential interface between the Leader's Office and Chief Executive and Directors.
3. To understand and be aware of political, strategic and policy issues and be able to deal with situations as and when they may arise whilst maintaining political impartiality at all times.
4. Be aware at all times of political sensitivities within the Council, the administration and other political groups, maintaining political discretion at all times.
5. To liaise with and provide an effective and professional personal and telephone interface for the Leader and Cabinet Members, with Members of the Council, senior officers, members of the public and representatives of external organisations – ensuring that political sensitivities are maintained at all times.
6. Assist and advise the Leader in the writing of reports and correspondence to be sent to Councillors, MP's Ministers, press and external companies and stakeholders, ensuring political discretion is maintained at all times.
7. To assist the Leader with their workload as appropriate; dealing with and overseeing such matters as complaints, FOI requests, preparing documents, undertaking research, as well as providing advice and assistance on matters to both the Leader and Cabinet Members.
8. Be aware of the Governance processes of the Council in order to be able to advise the Leader and Cabinet Members as appropriate.

Management of Leader's Office

1. To pro-actively manage the Leader's diary schedule to allow for work commitments, personal commitments, deadlines and needs of the Council to be completed in a timely fashion.
2. Ensure the necessary paperwork is prepared for all meetings and that the Leader is prepared for all meetings / events in his diary – either through pre-meets, briefing notes or preparation of speeches as appropriate.
3. Provide a daily / weekly summary to the Leader of current priorities and highlighting priorities, ensuring the Leader is aware of their diary commitments on a daily basis.
4. Oversee provision of / provide secretarial / admin support for all Cabinet Members including, organisation of regular meetings with officers and external parties, responding to diary requests, liaising with stakeholders and external organisations to organise visits, printing and preparation of necessary paperwork and to respond to any requests, concerns and issues from Cabinet Members as appropriate.

5. To receive, prioritise and deal with telephone calls and correspondence to the Leader's Office, including replying on behalf of the Leader and Cabinet Members as and when necessary and appropriate.
6. To progress, chase and co-ordinate correspondence to the Leader and Cabinet Member's Office, including researching and seeking information and responses from senior officers of Council Departments, external organisations, elected Members, Members of Parliament and other relevant sources.
7. To be responsible for and oversee the travel and itinerary arrangements for the Leader, Deputy Leader and Cabinet Members that may be necessary to enable them to carry out their duties.
8. To co-ordinate the preparation and organisation of meetings and events (ie Cabinet Policy Forum, All Member Briefings, formal and informal presentations) for the Leader and Cabinet Members liaising with internal and external officers and members as appropriate exercising the appropriate level of political sensitivity and understanding.
9. To prepare agendas and paperwork, organise presentations and refreshments, attend and minute meetings, as and when required including outside of normal working hours.
10. Provide support to the Leader in their other roles of Cabinet Member and Ward Councillor.
11. Liaise with Governance to ensure priority paperwork (ie Cabinet Member Decision Notices) are approved and signed by the Leader and Cabinet Members within specified timescales.
12. Liaise with Communications regarding press releases, press statements, media opportunities for both the Leader and Cabinet Members.
13. Liaise with relevant Group Secretary to help facilitate Group Meetings, preparing the necessary paperwork (including the collation of monthly reports from Cabinet Members) and ensuring it is sent out to Members within the appropriate timescales.
14. Liaise with Finance in the arrangements of all budget meetings for the Leader, Cabinet Members and Directors, ensuring rooms are booked, papers circulated and refreshments organised as appropriate.
15. Responsible for monitoring the Leader's Office budget, approving and reporting on all office expenditure and ensuring all budget records / audit trails are maintained and completed on a monthly basis.
16. Oversee the raising and processing of purchase orders for the Leader's and Cabinet Members office using the Agresso Financial System.
17. Prepare and oversee submission of expenses forms for the Leader and Cabinet Members to meet monthly deadlines.
18. Develop, maintain and review current and new procedures to ensure the smooth running of the Leader and Cabinet Member's Office.
19. To provide support, together with other Office Managers, to other Directors including the Chief Executive.
20. To participate in Elections and Referenda and electoral registration working as required.
21. To participate in in Democratic and Constitutional duties as required.

Management Role

1. Management and responsibility for Leader and Cabinet Members' Office support staff (including Executive Assistant). Overseeing and ensuring completion of their work as well as undertaking appropriate 121's, PDR and other HR admin duties whilst also ensuring their continued personal and professional and general wellbeing.
2. Co-ordinate the support to the Leader and Cabinet Members to ensure there are processes and procedures in place to prevent any lapse in service provision.
3. Ensuring support staff are adequately trained to cover the office in the absence of the Office Manager.
4. To undertake all recruitment activities on behalf of the Leader and overseeing the recruitment of any new staff to the Leader's Office.
5. Oversee the general management of the Leader's Office on behalf of the Leader to include:-
 - Compliance with Health and Safety obligations
 - Co-ordination of the annual PDR / Appraisal process.
 - Review and manage health and safety risk assessments.
 - Arrange regular testing of electrical equipment and safety devices.
 - Ensuring departmental compliance with health and safety policy.
 - Completing appropriate sickness absence reports.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: January 2019 **COMPLETED BY:** Rachel Edwards