

JOB DESCRIPTION

DIVISION

Democratic Services

SECTION

Group Office(s)

GRADE

C1

POST TITLE

Support Officer (Research)

POST REF NO**POST(S) TO WHICH DIRECTLY RESPONSIBLE**

Group Support Manager

POST(S) FOR WHICH DIRECTLY RESPONSIBLE**PURPOSE OF JOB**

To provide an effective research and media support service to all members of a Political Group. To undertake research, provide briefing notes and prepare media material for members of the group on a wide range of current issues and any other matters supporting the members' role and responsibilities on Leeds City Council.

RESPONSIBILITIES

1. To provide research and media support.
2. To carry out research, attend meetings and prepare reports to support the Group's participation in the Council's Scrutiny Boards.
3. To circulate information concerning developments within Scrutiny Boards and relevant information pertaining to portfolios of the Executive Support Officers
4. To collate information, report and monitor the Council's functions, bodies and external organisations.
5. To assist Councillors with the production and circulation of news releases and speeches.
6. To proactively monitor, manage, prepare and circulate media related material.
7. To monitor and circulate information on issues affecting Local Government within Parliament
8. To assist Group members including the Group Whip in relation to maintaining effective communication and co-ordinating attendance at Board and other relevant meetings.
9. Develop contacts with external organisations and explore new ways of sharing information for the benefit of the Group
10. To provide research, analyse briefing papers on a wide range of topics, attend meetings and advise Member on matters pertaining to portfolio's or the Council as a whole.
11. To provide administrative assistance as necessary in all aspects of the Group.
12. To comply with all relevant protocols including those concerning member/officer relations, officer code of conduct and roles of members and officers in decision making, also, guidance issued on the permitted roles and responsibilities within the Group Office.
13. Any other duties of a similar nature and responsibility as may be determined.
14. To abide by and promote the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council
15. To take personal responsibility under and abide by the Council's Health and Safety Policy.

RELATIONSHIPS To work as a member of a team in a Political Group Office.

The postholder will work closely with the Council members within the Group. There will be regular liaison with Councillors and Senior Officers of the Council. There will also be contact with the public, mainly by telephone.

The postholder may be required to assist in the supervision of junior staff.

PHYSICAL CONDITIONS The postholder will work in a modern well equipped office with other administrative staff in the Civic Hall.

The building has access and toilets for the disabled and lifts suitable for wheelchairs.

ECONOMIC CONDITIONS

Grade: C1 £18,907 - £20,736

Annual Leave: 20 days minimum (plus 5 days following 5 years service) plus 11 statutory holidays.

Hours: 37 hours per week.

Flexitime: The Department operates a flexitime system.

Conditions of Service: Covered by Conditions of Service agreed under the NJC for Local Government Services staff as adopted or amended by the City Council.

PROSPECTS

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: The Department encourages training both "in-house" and external to meet the needs of the individual and of the Department.

QUALIFICATIONS An ability to demonstrate the knowledge to undertake extensive and complex research. A degree level qualification or relevant experience would be desirable.

Job Description Prepared/

Reviewed by:

Alan Kimber

Group Support Managers

Date: 04/11/2008

Job Description

Approved by:

Nick de la Taste

Chief Democratic Services Officer

Date: 04/11/2008

EMPLOYEE SPECIFICATION: Detailed below are the type of skills, experience and knowledge which are required of applicants applying for the post. The “ Essential Requirements “ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS		Ess	Des	MOA
1.	Able to communicate effectively, face to face and electronically, with Councillors, Senior Officers of the Council and with the public.	✓		A/I/T
2.	Able to establish and maintain good working relationships with Officers and Elected Members at all levels.	✓		A/I
3.	Able to assimilate information and prepare and submit concise reports to groups/meetings.	✓		A/I/T
4.	Able to work to tight deadlines and balance conflicting priorities.	✓		I
5.	Able to deal sensitively and diplomatically with matters of a political nature.	✓		I
6.	Able to lead, motivate and supervise staff.		✓	A/I
7.	Able to meet criteria outlined in the Democratic Services Essential IT Competencies with minimal training and familiarisation.	✓		I/A
8.	Ability to carry out extensive, complex and accurate research.	✓		A/I/T
KNOWLEDGE/QUALIFICATIONS		Ess	Des	MOA
1.	An understanding of the Council’s structure, organisation and knowledge of its various decision making forums.	✓		I
2.	An awareness of current issues facing Local Government and how these impact on Leeds City Council.	✓		A/I
3.	Degree or equivalent		✓	C
4.	English GCSE grade C or equivalent	✓		C
5.	A knowledge of office systems and procedures including office IT systems; word processing, spreadsheets, databases, email, intranet..	✓		A/I
6.	A specific qualification in Public Administration.		✓	A
EXPERIENCE		Ess	Des	MOA
1	Experience of writing and presenting reports to individuals and groups.	✓		A/T
2.	Experience of word processing.		✓	A/T
5.	Experience of undertaking research in a work based setting.		✓	A/I
4.	Experience of working with the media		✓	A/I
5.	Experience of working with Elected Members, Senior Officers and the public.		✓	A/I
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS		Ess	Des	MOA
1.	Willing to take personal responsibility under and abide by the Council’s Health and Safety Policy.	✓		I
2.	Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	✓		I
3.	Conscientious, self motivated and able to use own initiative.	✓		I
4.	Flexible, willing to work as part of a small team, to ensure the duties of the office are carried out efficiently and effectively.	✓		I
5.	An approachable, helpful and enthusiastic manner.	✓		I
6.	Sensitive to the work within Members Services.	✓		I
7.	Able to deal with all matters in complete confidence.	✓		I
METHOD OF ASSESSMENT (MOA)		A	=	Application Form
		T	=	Test
		I	=	Interview
		C	=	Certificate

RISK ASSESSMENT OF THE POST

CLIENT GROUPS, the employee will work with *

General Public	•	Housing Tenants		Other Agencies	•
Children		People with learning difficulties		Clients in their own home/residential home/hostel	

PHYSICAL CONDITIONS:

1. Work is conducted in the main *

Indoors	•	Outdoors		Sitting	•	Standing		Walking		Office Accommodation	•
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2. The job will involve *

Lone Working		Working out on the Estate		Working Underground		Working in Confined Spaces	
Working on the Counter		Working in Void Properties		Working at Heights		Manual Handling Tasks	
Stretching		Bending		Climbing		Driving	
Cash Handling		Use of Display Screen Equipment	•	Potentially working in a smoking environment		Contact with Discarded Needles	

* Tick where appropriate to indicate what aspects the job will involve.

3. This job may involve possible exposure to (specify) _____

We therefore offer (specify) _____ as a protective measure
e.g. Health Surveillance and Immunisation

CONTROLS TO MINIMISE HAZARDS - The following specialist equipment will be provided for the job.

1. Personal Protective Equipment (please specify) _____
2. Protective Clothing * _____ specify what _____
3. Type of Vehicle (other than car) * _____ specify what _____
4. Other equipment used * _____ specify _____

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our employees to work in safe and healthy conditions.

In accordance with health & safety legislation - all employees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, fellow employees and others.

Democratic Services Essential IT Competencies

General Computer Management

locate and run a software application (Word / Excel etc)

save files into a folder

search for files

move files between folders

create, name and rename folders

create file structure using folders

save information to a floppy disk

access information from a floppy disk

access information from a cd rom / dvd

print to various networked printers

change your default printer

ability to type text into a document

Microsoft Word

open and print a word document

text editing e.g. bold, italics, centring, font size etc

use a spellchecker

import text and images into a word document

use templates

add bullets and numbering

Microsoft Word *continued*

use headers and footers

cut, copy, insert and move text

use the overtype mode

use the undo and repeat commands

align text (centre, left, right and justified)

insert date and time

insert page breaks

set margins (top, bottom, left and right)

use hard returns

use indentation options (left, right, first line and hanging)

scroll around a document

use print preview

use track changes

use find, replace and go to 'edit text' functions

set landscape and portrait orientation

use all underline options

insert headers and footers

password protect and make file read only

use non-breaking spaces

add page numbering

Microsoft Excel

open and print an excel document

input data in rows and columns

scroll in a worksheet, move between worksheets

Microsoft PowerPoint

open and print a PowerPoint document

Lotus Notes - Email

send and receive e-mail messages

attach files to outgoing e-mails

open files attached to incoming e-mails

save files attached to incoming e-mails to folders

create new contacts in address book

create a distribution list of contacts

change password

detach all files attached to an e-mail in to a folder

create folders in Lotus Notes

sort messages and file in Lotus Notes folders

create and send phone message

set 'out of office' messages

Intranet

able to search for, access and download information from the Council's intranet site