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| **Political Assistant (Graduate Trainee) – Conservative** |
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| **Service:** | Service Reform | **Grade:** |  | **Salary:** | £17,364 |
| **Reporting to:** | Conservative Elected Members  | **Location:** | Salford Civic Centre  | **Hours:** | Up to 36 hours per week  |
| **About the role** |  | **Our priorities**  |
| * You will provide outstanding day to day support to Elected Members. You will be attentive in the work you undertake and continually showcase strong administration and data analysis skills
* You will conduct first class research for Elected Members and you will feed back on your findings via bulletins, reports and meetings
* You will successfully assist Elected Members with the development of their policies in a timely manner
* You will ensure confidentiality and sensitivity when reviewing sensitive or confidential documents and you will always live the Council values – Pride, Passion, People, Personal Responsibility
* Through thorough research and an avid political interest you will have a sound knowledge of political matters locally and nationally and support your Elected Members to identify opportunities
* You will demonstrate a passion for government policy and work in line with national and regional best practice
* You will build strong relationships with the community, local partners, opposition parties and employees of Salford City Council
* You will be an advocate for the group internally within the council and externally.
* You will establish strong links with national and local government bodies
* You will develop a strong, meaningful and respectful relationship with members of the public
* You will always conduct yourself appropriately based on the guidelines of this politically restricted post
* You will provide strong input and support for national and local lobbying/campaigns in line with local codes of practice and conduct
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| **Key outcomes** |
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| * You will work well with others and build strong relationships with your Elected Members, Salford City Council employees, members of the public and local/national governing bodies
* You will be able to produce high quality briefing documents and policies to support current and emerging initiatives
* You will develop a good knowledge of the functions and operations of Salford City Council
 |  | * You will always be aware of the current political climate, the main aims of your political party and how you can support the vision
* You will take personal responsibility and manage your changing workload efficiently
* You will effectively prioritise your workload to deliver an outstanding service
* You will be proactive and work well under pressure, to deliver timely reports/briefing papers to a high standard when required
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| **What we need from you** |
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* A strong passion for politics and political matters locally and nationwide
* You must be proactive, patient and personable
* You must have strong people skills
* You must have excellent analytical skills and be able to present complex issues in a clear manner
* You must keep abreast of political matters and show a strong interest in researching these further
* You must always present yourself in an appropriate way to deliver and support Salford City Council’s values
* We need you to have proven technical skills and ability in the role with a record of delivering outcomes within timescales
* We need you to be a positive role model

We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.

The ‘Key outcomes’ and ‘What we need from you’ sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don’t give up if you are not able to reflect all of these in your application.

* Be a member of the conservative party or be willing to join the party

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| **Application Guidance**  |  |
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