

**Job Description**

**Job Title:** Members Support Assistant

**Salary Grade:** Grade 3

**SCP:** 7-11

**Job Family:** Operational Services

**Job Profile:** OP 4A

**Directorate:** Corporate Services

**Job Ref No:** 50063677

**Work Environment:**  Civic Centre

**Reports to:** Scrutiny and Members Support Coordinator

**Number of Reports:** 0

**Purpose:**

* To provide dedicated support to councillors and in particular the Mayoral office, providing information, guidance and administrative assistance as necessary and to work within a team to provide a member support service.

**Key Responsibilities:**

* To support the cycle of weekly requirements and Mayoral engagements, including prioritising tasks and coordinating activities to meet often challenging timescales to ensure responsive and effective service delivery.
* To assist with other work of the Scrutiny and Members Support team and the Executive and Community Governance Services teams as and when required.
* To assess the needs of the elected members and establish the requirements needed in order for the service to be able to deliver and respond to work demands.
* To communicate with a wide range of people including Council Members, senior officers, other professionals and members of the public.
* Whilst working with minimum supervision follow procedures and when necessary utilise own initiative in supporting elected members ensuring service standards are met.
* To be attuned to appropriate relationships when in contact with senior councillors and officers. To be adept at having the right manner, conversation and communication with councillors and officers.
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values

**Other Duties:**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council