

JOB DESCRIPTION

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|---|--|-----------------|---------------|--|
| Job Title | Leaders Office, Co-ordinator | | | |
| Directorate | Resources, Strategy and Transformation | | | |
| Reporting to | Head of Chief Executives Office | | | |
| Grade | Grade 9 | | | |
| Evaluation ref: | RP256 | Job ref: | Family | |
| Role purpose | | | | |
| <p>This pivotal role for a highly motivated and politically astute individual provides strategic and operational support to the Leader of Somerset Council and deputises for the Head of the Chief Executive's Office.</p> <p>You will be at the heart of the Council's leadership, helping to shape policy, manage communications, and coordinate key projects and partnerships. This is a unique opportunity to contribute to the delivery of Somerset's strategic priorities and make a real difference to our communities.</p> <p>At Somerset Council, we're committed to delivering excellence for our residents. You'll be part of a forward-thinking team that values innovation, inclusivity, and continuous improvement.</p> <p>We champion equality, promote wellbeing, and support professional development.</p> | | | | |
| Accountabilities | | | | |
| <p>Your responsibilities will span three key areas:</p> <p>Support to the Leader of Somerset Council</p> <ul style="list-style-type: none"> • Provide high-level advice and assistance to the Leader. • Manage correspondence, MP enquiries, and casework. • Prepare agendas, briefings, and reports for meetings with MPs and stakeholders. • Ensure that the Leader is fully briefed and supported across all engagements. • Conduct research, and prepare speeches, presentations, and policy briefings. • Coordinate public engagements and represent the Leader's office as required. <p>Support to the Head of Chief Executive's Office</p> <ul style="list-style-type: none"> • Assist with strategic project delivery and coordination. • Lead and support Executive Support Officers across directorates. • Facilitate communication between the Chief Executive's and Leader's Offices. • Contribute to research, reports, and presentations. | | | | |

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Regional and National Partnership Engagement

- Build and maintain relationships with national and regional partners including MPs, NHS bodies, government departments, and local networks.
- Represent Somerset Council in strategic discussions on health, housing, infrastructure, education, and community wellbeing.

Knowledge / Experience / Skills

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge | | |
| • Strong understanding of local government and political structures. | x | |
| • Knowledge of project management and public policy. | | x |
| • Familiarity with Somerset Council's strategic goals. | | x |
| Experience | | |
| • Experience in strategic support roles within complex organisations. | x | |
| • Experience in stakeholder engagement and partnership working. | | x |
| • Background in research and policy development. | | x |
| Qualifications / Registrations / Certifications | | |
| • Degree in Public Administration, Business Management, or a related field. | x | |
| • Training in strategic planning, organisational development, or project management. | | x |
| Skills | | |
| • Proven ability to support senior executives or political leaders. | x | |
| • Excellent organisational, communication, and interpersonal skills. | x | |
| • High political awareness and ability to manage sensitive information. | x | |
| Working Conditions | | |
| Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport. | | |
| This role involves working within a dynamic and supportive local authority environment. | | |

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Candidates should be prepared for the following conditions:

- **Work Hours:** Occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Working Arrangements

- We offer flexible hybrid working in line with our Dynamic Working Strategy. Some evening and weekend work may be required.
- This post may be politically restricted under the Local Government and Housing Act 1989.

Corporate Accountabilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.