

## ROLE DESCRIPTION



**Role title:** Political Officer

**Directorate:** Campaigns, Communications and Political Engagement

**Date:** January 2022

**Reports to:** Senior Political Officer

### Role purpose (why the job exists and its contribution)

To assist the Senior Political Officer in developing and implementing the political strategy of the NEU.

### Key responsibilities (the key areas of the role holder's work)

1. To manage relationships with politicians, their advisers and political party staff, alongside the Senior Political Officer.
2. Support the NEU group of parliamentarians with briefings.
3. Keep the NEU political engagement database up to date.
4. Monitoring and analysing parliamentary business to identify opportunities to advance the union's strategic priorities through parliament.
5. Compile progress reports, using statistical and analytical data, to update the NEU Executive on the Union's political work.
6. Support and develop the NEU Councillors Network and work with its convenors to raise the profile and influence of the Network
7. Work with the National Campaign Managers to progress political aspects of priority campaign activity.
8. Attend meetings and events as directed by the Senior Political Officer, both on own and in a supporting and advisory role.
9. Work with the Senior Political Officer and Campaign Department Coordinator (Political) to organise the NEU's presence at the party-political conferences.
10. Attend the party-political conferences as directed by the Senior Political Officer.

## How the National Education Union works

*These principles set out the culture and approach of the NEU.*

The role holder:

- Models professionalism and integrity and acts in accordance with the NEU values.
- Supports the democratic processes.
- Leads and manages in accordance with good people management practice and NEU policy and procedure.
- Demonstrates a fair and consistent approach to people management.
- Promotes an organising culture across the union.
- Works collaboratively and empowers others.
- Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.
- Adopts a proactive and flexible approach.

## Key relationships

*These are the main working relationships that the role holder will develop.*

Person(s)	Nature
<b>Senior Political Officer</b>	The role holder will work under the overall direction of, and be line managed, by the Senior Political Officer
<b>NEU parliamentarians group</b>	The role holder will support the group with briefings
<b>NEU councillors network</b>	The role holder will support the group and work with its convenors
<b>External stakeholders</b>	The role holder will support the Senior Political Officer in managing relations with external stakeholders and will attend meetings as directed both on own and in a supporting and advisory role

## **Demonstrable key skills, knowledge and experience**

*The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.*

### **Qualifications**

- Well-developed literacy and numeracy skills.

### **Resource management & Planning**

- Ability to establish and manage effective relationships with key/external stakeholders;
- Good people management skills including the ability to actively develop, coach and train direct reports;
- Effective and consistent management of performance and ability to deal sensitively with confidential issues;
- Ability to promote workforce motivation and engagement;
- Project management skills;

### **Thinking challenge**

- Current knowledge of the education system in England, Wales and Northern Ireland;
- Current knowledge of the parliamentary system and procedures in England, Wales and Northern Ireland;
- Good understanding of the campaigning and policy work of the union;
- Knowledge and understanding of how to operate within the political, educational and legal contexts of the union's work;
- Ability to exercise judgement and make decisions within accepted parameters;
- Ability to analyse, evaluate and explain statistical data and trends;
- Ability to think innovatively within agreed parameters to resolve problems and devise new solutions;
- Ability to deal confidently with difficult, confidential and sensitive situations.

### **Communication**

- Good communication and public speaking skills and ability to relate to a range of people in a range of situations;
- Good presentation and influencing skills;
- Ability to write analytically and persuasively in a variety of styles for a range of audiences. For example: briefing papers, management information, analysis and evaluation papers.

### **Operational delivery**

- Ability to develop and maintain positive working relationships with internal and external stakeholders;

- Good co-ordination and organisation skills;
- Experience of working collaboratively;
- Experience of undertaking effective research;
- Ability to empower and motivate others and to delegate successfully;
- Knowledge and understanding of the principles of organising in a trade union and how this may affect the work;
- Good IT skills including Microsoft Office Suite together with any other IT applications necessary for delivery of the role. This will include database management.

## **Additional**

### **Work demands**

- The ability to work under pressure and deliver within critical deadlines.
- The requirement to work regular evenings, weekends or flex working arrangements which are necessary for the performance of the role;
- The requirement for occasional travel to attend regular activities, conferences and meetings away from the normal place of work, and which may involve stays away from home. These could be locally, regionally, and nationally.

### **Additional relevant requirements**

- Is firmly committed to the trade union movement and to the role of education unions in particular;
- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- Experience in a policy, research or campaigns/lobbying environment, or policy development and promotion;
- The requirement to undertake professional development and training as necessary for the performance of the role;

This role description will be kept under review and can be adapted to meet the changing needs of the National Education Union, subject to appropriate consultation.