

ROLE PROFILE

Job title:	Secretariat Intern (9-month fixed-term contract)
Grade:	Grade 2
Directorate:	Secretariat
Unit:	Committee Services/Scrutiny/Group Offices

Purpose of post

This internship is aimed at those from BAME communities who are interested in pursuing a career in working with elected politicians but who either lack the experience to achieve a permanent role or who are looking to cement their experience.

The London Assembly scrutinises the Mayor's activities by questioning the Mayor about his decisions. The Assembly also investigates issues of importance to London. The Secretariat works for the Assembly to support its activities.

Up to three interns will be appointed at any one time and internships will last 9 months in total.

Interns will split the duration of their internships between some of the following teams, depending on preferences, skills, experience and current circumstances, gaining in-depth experience of the workings of those teams:

- The Committee Services Team, which provides a comprehensive meetings service for the London Assembly, a range of Mayoral boards, the Old Oak and Park Royal Development Corporation (OPDC), the London Legacy Development Corporation (LLDC) and Transport for London (TfL);
- The Scrutiny Team, which supports the investigative work of the Assembly and its committees; and
- Group offices, which provide support for Members individually by providing personal assistants and research officers.

It is a fast-paced, busy and varied work area, often working on high-profile and politically sensitive work.

There are Labour, Conservative, Green, Brexit Alliance (formerly UKIP) and Liberal Democrat Members serving on the London Assembly. The two largest Group offices are taking part in this internship programme - the Labour Group office and the GLA Conservatives Group office. If applicants have a preference regarding which of the above teams they are keen to gain experience in - and, if selecting a Group office, which political Group office - they are asked to indicate in their application. Preferences will be accommodated where possible.

Overall Learning Objectives

Interns will develop high quality written and verbal skills, knowledge and understanding of working in a political environment and insight into providing effective and high-quality support services to elected politicians, with a view to being able successfully to compete in open processes for positions in the Assembly's Secretariat as they arise.

Specific Learning Objectives

Throughout the internship the post-holders will have opportunities to shadow professional officers, provide varied types of support to elected politicians and undertake hands-on activity to allow them to practice and develop key skills and experience. This will include working with the project teams which involve members of the Committee Services Team, Scrutiny Team and External Communications Team come together to support the delivery of the work of Assembly committees, including research, governance, publicity and communications work.

Committee Services Team

To provide high quality support to the Committee Services team and to undertake various administrative functions to support the Authority's meeting-related processes, including clerking meetings as necessary, including:

1. Learning how to review transcripts of meetings, schedule formal meetings, prepare draft reports, agendas and minutes, draft accurate records of meetings, provide governance advice and the provide other meeting-related support; and
2. Providing support to Committee Services officers in managing day-to-day committee business to relevant manager(s) to enable them to progress the business of the Authority, as required.

Scrutiny Team

To provide a range of research, policy, data, report-writing and administrative support to the Assembly's committees, including:

1. Learning how to draft accurate, timely and effective briefings, reports and presentations for Assembly Members and senior colleagues;
2. Learning how to approach providing high quality background research in support of Assembly investigations, including collating consultation responses, researching prospective contributors and, organising mailout;
3. Assisting with making effective arrangements for site visits, informal meetings and stakeholder consultations.

Group Offices

To assist with the provision of a range of research, casework, diary, administrative and information support to a dedicated Assembly Member(s), including:

1. Learning how to provide core research and policy briefings, advice and support to the Assembly Member(s) across the range of their GLA functions;
2. Assisting with the management of correspondence (including electronic) and casework received by the Member(s) concerned as required; work with the senior press officer to provide pro-active public affairs support to the Assembly Member(s), including producing policy or constituency issue reports to publication standard;
3. Assisting with the co-ordination of the given Assembly Member(s) work for Assembly meetings (such as the submission of questions for Mayor's Question Time, and motions), in liaison with the Head of Office and other colleagues.

General

1. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams
2. Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities

Key contacts

overall sponsor: Executive Director of Secretariat

accountable to: Each intern will be allocated a manager to oversee their progress through the programme

accountable for: Resources allocated to the post

principal contacts: Senior managers in the Assembly Secretariat

PERSON SPECIFICATION

Skills and experience required

Essential

- Academic experience up to graduate level or equivalent (including HND and BTEC).
- A demonstrable interest in current affairs and in developing a career in a high-profile, political environment.
- Verbal and written skills appropriate to communicate clearly, effectively and confidently
- Competent in the use of Office and Outlook software.
- Excellent time management skills to plan and prioritise personal workload effectively and the ability to work collaboratively with team members.

Desirable

- Work experience in relevant roles, sufficient to be able to undertake the tasks within this programme and work environment, is desirable but not essential.

Behavioural competencies post holder will develop

Stakeholder Focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 1 indicators of effective performance

- Listens to understand requirements without making assumptions
- Demonstrates an enthusiastic and 'can do attitude' to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

Communicating & Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 1 indicators of effective performance

- Represents self and team positively within the organisation
- Speaks and writes clearly and succinctly using appropriate language that is easy to understand
- Considers the target audience, adapting style and communication method accordingly
- Communicates persuasively and confidently
- Checks for understanding

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard

Level 1 indicators of effective performance

- Plans and prioritises own workload to meet agreed deadlines
- Advises colleagues or manager early of obstacles to work delivery
- Perseveres and follows work through to completion
- Checks for errors to ensure work is delivered to a high standard first time
- Effectively juggles priorities

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 1 indicators of effective performance

- Stays calm in pressurised and demanding situations
- Responds flexibly to changing circumstances
- Recognises when unable to cope and asks others for help
- Demonstrates openness to changing work priorities and deadlines
- Maintains personal well-being and achieves a balance between work and home life

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the GLA
- Understands how own role and work contributes to team and organisational objectives
- Understands the role of the GLA, the Mayor and the Assembly in relation to Londoners Is sensitive to the culture and political context of the GLA and uses it to work effectively
- Treats GLA information as sensitive and confidential

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations

Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives
- Seeks clarity on objectives, ensuring a good understanding of expectations
- Openly shares constructive feedback, supporting the delivery of own and others' work.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.