Leader's Policy Officer

About Redbridge

Redbridge is amongst the fastest growing places in the country and full of ambition for our people and communities. We are proud of the rich diversity across the borough. As home to more than 350 local voluntary and community organisations and thousands of businesses we want to build on our successes by maximising the talent and assets this offers by working smarter and faster to develop and improve the lives of all our residents. We have a range of excellent schools, affordable housing (compared to other parts of London) high quality open spaces and rapid transport connections into the heart of the city all of which offer great opportunities for people of all ages to enjoy.

As a consequence of our population increasing - both because of people living longer and because our young families are growing, this is driving more demand for adults and children's services. This change also means we need to make sure we have the best employment opportunities, and housing provision that are designed for current and future need. We want everyone to feel safe and proud to belong to our Borough and believe this is a fantastic time to be at the centre of a big team effort that will deliver our vision with and for the people of Redbridge.

All of this means we need to work as a united team, with determination and pace, to make sure our vision and plans are achieved. We have a strategic delivery plan already in place and this is underpinned by our values of Collaboration, Honesty, Excellence and Fairness so all the foundations are in place to build and deliver a range of solutions and outcomes that will continue to make sure Redbridge is a fantastic place to live work and play for people of all ages.

Role Purpose

Reporting to the Leader's Support Manager, the Policy Officer provides high-level, policy, and administrative support to the Leader, Cabinet, and the Leaders Office. The postholder acts as a key liaison between Members, officers, and external stakeholders, ensuring the effective operation of the Cabinet and supporting the delivery of strategic priorities through research, communications, and project management.

Key Accountabilities

Executive & Policy Support

- Prepare briefings, research, and special projects for the Leader and Cabinet.
- Draft speeches and public statements for use across local media and social media channels.
- Support the Cabinet in preparing for Council meetings, including motions, questions, answers, and briefings.
- Assist the Leader with matters relating to Committee membership, conduct, and Cabinet membership of outside bodies, liaising with the Constitutional team.

Communications & Stakeholder Engagement

- Deal with press and media enquiries relating to the Cabinet, liaising with the council's corporate media team as appropriate.
- Build and maintain professional relationships with key stakeholders, including council officers, external organisations, other local authorities, MPs, and members of the public.
- Provide innovative digital support for the Cabinet, expanding the reach and audience of Cabinet's website and social media channels.

Strategic Coordination

- Keep abreast of new legislation and developments at national, regional, and local levels, gathering, analysing, and circulating information for Cabinet use.
- Facilitate the training and development of the Cabinet, including organising away days and supporting Cabinet members attending conferences and events.
- Support the Cabinet in agenda planning, producing decision sheets for meetings, and ensuring key actions are progressed and information disseminated.

Service Delivery & Continuous Improvement

- Provide support to events hosted and organised by the Cabinet.
- Monitor budgets allocated to Cabinet support and assist in the management and deployment of Cabinet funds.
- Maintain a high level of confidentiality and discretion in a political environment.

General duties

Demonstrate and reinforce the Council's commitment to safeguarding and corporate parenting promoting the welfare of children and adults at risk and children looked after.

Participate fully in the arrangements supporting Elections and referenda as and when required.

All duties and responsibilities should be carried out in accordance with the Council's constitution, code of conduct, governance arrangements, policies and procedures.

Person specification

		Desirable / Essential
	Practical knowledge of the role of councillors and political Cabinets in policy development	E
	Understanding of local government and the political context, including member-officer relations	E
	Good understanding of policy issues affecting local government	E
	Understanding of Council decision-making processes	E
	Experience in a post undertaking similar duties, supporting an organisation or lobbying for Cabinet aims	E
	Experience in independent research and producing reports, briefings, and presentations	E
	Experience managing own workload, prioritising competing demands, and working to tight deadlines	E
	Experience working with the media	E
	Excellent written and oral communication skills and ability to influence contacts	E
	Ability to work on own initiative and establish good working relationships with Cabinet Officers, Councillors, officers, public, and external bodies	E
	Ability to communicate effectively on complex issues to the public and external bodies	E
	Ability to work within deadlines and comply with Cabinet, Council, and legislative procedures	E
	Ability to work neutrally in a political environment, recognising sensitive issues and maintaining confidentiality	E

Other Considerations

	The postholder will occasionally be expected to work occasional evenings and weekends, for which time off in lieu will be available.
	The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and this post will ensure services are designed and delivered with due consideration of their needs.
	This post falls within the "politically restricted" category under the Local Government and Housing Act 1989. The detail of the restrictions are as outlined in the Statement of Main Terms and Conditions of Employment. Maintenance of the highest standard of conduct and public confidence in their integrity.
	The employment is subject to a probationary period of four months from the start date.