

Job Description

Job Title: Group Political Advisor	Service Area and Team: Communications and Partnerships	
Grade: D	Post Number and evaluation number:	Date last updated: 20/04/2026
Reporting to (Line manager of post): Director of Communications and Partnerships	Responsible for (Inc Staff and budget responsibility): N/A	
Our Values: Trust Through Collaborations - We believe collaboration helps us learn, grow, and explore new ideas – giving us the confidence to experiment, be creative, and deliver a real impact. We foster a culture of trust where open, honest conversations are valued and it’s safe to challenge. Rooted in respect - We respect the different cultures, backgrounds, and perspectives represented within London Councils, our partners, and all who live and work across London’s boroughs. We create space for every voice to be heard and valued. We call out current, historic, and systemic prejudice, seek out different views, and act with integrity to achieve fairer, more equitable outcomes Driven by Purpose - We are driven by our individual and collective purpose to make London a better place for everyone who lives in, works in, or visits the city we’re proud to call home. Our commitment to making a positive, meaningful, impact across all London boroughs and communities shapes our actions and guides our decisions. Equality and Diversity - We are committed to and champion equality and diversity in all aspects of employment with the London Councils. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work Health and Safety - Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.		

Overall Purpose of Job:

- To provide advice, briefing and support to the Group and its senior members in relation to their work at London Councils.
- To act as the key political link between the Group and the rest of London Councils to support the agreement of cross-party priorities and effective collaboration to deliver those priorities.

Key Tasks and Accountabilities:

To provide high quality and responsive political advice and support to the Group Leaders and other Group members on issues affecting London local government and the work of London Councils.

To provide regular and timely advice to the London Councils Chief Executive and other officers on emerging policy and political issues within the Group.

To collaborate with other London Councils group advisers to facilitate effective cross-party working and support effective decision making and action.

To facilitate effective and timely clearance, contact and liaison between policy officers and relevant Group portfolio holders and councillors.

To play a positive role as part of the London Councils communications team and contribute to key corporate projects and programmes to support the development of the organisation.

To work with the London Councils communications team in developing, agreeing and clearing media positions.

To produce, where necessary, letters, articles and speeches on behalf of the Group Leader and other senior Green councillors.

To support all functions of the Group including organisation and supporting regular Group meetings, managing Group appointments, arranging an Annual General Meeting and support the Group Whip in undertaking their duties.

To update and brief Group members on the work of London Councils through regular communications and events.

To liaise with national and regional elected representatives including those at the GLA, in Parliament, to communicate the work of the Group and London Councils and to support the work of the London Councils Communications Team.

To liaise with other key political contacts including the LGA Group and national and London party staff.

To work with the London Councils communications team to plan and organise London Councils events, meetings and lobbying activity at party conferences.

To maintain good links with all borough Groups, in particular through liaising with borough support officers and political assistants.

To contribute to the effectiveness of London Councils by bringing a political and group perspective to the work of the organisation overall.

Any other duties commensurate with the role.

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the CV and/or sifting questions, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Councils. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: Understanding of the issues affecting public services, especially in the capital, and the role of local government in London in addressing these. Understanding of the parliamentary and legislative process, the role and operation of London government generally, and the roles and responsibilities of London boroughs specifically. Understanding of the structures and policies of the party at a national, regional and local level.	Sift Questions/Interview and/or Anonymised CVs

EDUCATION/QUALIFICATIONS N/A	Sift Questions/Interview and/or Anonymised CVs
SKILLS AND ABILITIES: Able to demonstrate skills in policy analysis, report writing, preparation of briefing material, drafting of media contributions, speeches etc. Able to communicate effectively both orally and in writing at all levels. Able to represent members and the organisation effectively at senior level meetings/interactions with other key stakeholders. Well-developed IT skills. EXPERIENCE: Experience of dealing with Party politicians at a national and/or local level. Experience of working in a political environment.	Sift Questions/Interview and/or Anonymised CVs
PERSONAL STYLE AND BEHAVIOUR: Respect for and understanding of the fact that these roles are on behalf of London local government as a whole – achieved via working primarily with a political group to provide a bridge to London Councils and London local government more broadly. Post-holders must demonstrate an understanding that these publicly funded posts do not exist simply to support a political party. Willing to carry out duties in accordance with London Councils’ equal opportunity policy, actively promoting equality, and preventing and overcoming disadvantage and discrimination. Willing to work “out of hours” as required.	Sift Questions/Interview and/or Anonymised CVs

In general, and in particular when representing London Councils at meetings, staff are expected to maintain a smart physical appearance. All staff are required to adhere to London Councils policies and procedures at all times, including the Data Protection Act 2018.	
OTHER SPECIAL REQUIREMENTS: Be a member of the Party. Contractual status, restrictions and obligations: The employer for the post of political adviser is London Councils Ltd. The terms and conditions of employment are the same as for all employees of London Councils, except a political adviser will not be able to hold any leading positions as a councillor. These include: • any executive role in an Administration; • any shadow roles including Leader or Deputy Leader of other groups, shadow portfolio holder or chair of any scrutiny committee. This restriction also extends to the London Assembly and to other leading roles¹	Sift Questions/Interview and/or Anonymised CVs Satisfactory clearance at conditional offer stage

London Councils Behaviours:

Trusted through Collaboration - How we demonstrate this Value (behaviours):

- We create **trusting relationships** where we value feedback and it's safe to challenge, and we treat sensitive information with respect
- We are transparent, **accountable, and open** in how we work with each other, our members, and our partners
- We **communicate** clearly and openly, ensuring information flows freely across all levels and functions, so everyone feels included and valued

¹ This list is not exhaustive and the employee will, at the request of the Chief Executive, resign from any political office which the Chief Executive deems necessary in the interests of the efficient running of the organisation and the services provided and administered by London Councils.

- We **learn, develop, and innovate** through our collaborative approach – sharing our knowledge to deliver better outcomes

Rooted in Respect - How we demonstrate this Value (behaviours):

- We engage respectfully, by **listening** actively and **responding** thoughtfully, recognising the value in others' contributions and feedback
- We embed **equity** and **equality** in our decisions, processes, and daily actions
- We **challenge** bias and remove barriers to fairness and inclusion, recognising that fairness requires addressing unequal starting conditions
- We create a welcoming, **inclusive** environment where everyone feels they belong

Driven by Purpose - How we demonstrate this Value (behaviours):

- We **work together** to maximise our personal and collective impact
- We **listen** carefully to our members, communities and partners, making sure their needs shape our shared goals
- We **adapt** quickly and **learn** continuously to continue delivering meaningful change
- We stay **united** and **focused**, even when priorities shift and challenges emerge