

Our Vacancies

Stakeholder Liaison Officer

Directorate:
Communities and Neighbourhoods

Team:

Grade:
SO2

Responsible to:
Director of Communities & Neighbourhoods

Responsible for:
N/A

Purpose of Job

Supporting and developing the relationship between Poplar HARCA and local political stakeholders, including councillors, branch, constituency and borough political party members, MPs and London Assembly Members.

Main Duties and Responsibilities

1. To foster and preserve relationships with all major political parties at local level in Tower Hamlets.
2. To ensure that Poplar HARCA has a sound working knowledge of the work and priorities of local political parties and stakeholders.
3. To work with the Communications Team to help draft, develop and deliver communications between Poplar HARCA and political stakeholders.
4. To provide briefings on political events and activities which may be of concern or interest to Poplar HARCA.
5. To support the Corporate Management Team in their dealings and interactions with political stakeholders
6. To work with local councillors to ensure that the work of Poplar HARCA and the London Borough of Tower Hamlets is joined up and supports our joint priorities.
7. To advise on complaints and disputes involving Poplar HARCA where there may be a political context

General

- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

Person Specification

It is essential that your written supporting statement provides evidence, or specific examples, of your skills/knowledge/experience in each of the short-listing criteria. If shortlisted, you should expect all of the

criteria to be assessed.

All criteria are essential unless stated otherwise.

Requirements	Criteria
Skills	a. Excellent verbal, written communication and interpersonal skills. b. Excellent organisational and decision making skills. c. The ability to prioritise own workload. d. Ability to work on own initiative. e. Ability to work proactively with a variety of political members and activists
Experience	a. Working in a campaigning or community setting. b. Providing communications support. c. Working with people in a community setting. d. Preparing written and verbal briefings. e. Working in a fast paced environment.
Knowledge	a. Extensive knowledge of the current political situation in Tower Hamlets. b. Knowledge of the aims of the main political parties in Tower Hamlets and their structures.
Key Competencies	a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving