

Mayor's Office**JOB TITLE:** Mayor's Policy Intern (Communications and Engagement)**GRADE:** Internship or Bristol City Council internal secondment for BG6 or below**MANAGED BY:** Policy Advisor to the Mayor**RESPONSIBLE FOR:** N/A**Overall Purpose of Job**

To provide broad and confidential policy support to the Mayor and Cabinet and to assist the Mayor's Office Policy Advisors and Policy Assistant.

To support the delivery of the Mayor's aims and priorities within the Mayor's Office Team.

Key Job Outcomes

1. To support the Mayor's Policy Advisors and Policy Assistant with the creation of social media content for the Mayor and Cabinet and blog content for the Mayor's blog.
3. To provide logistical, research and administrative support for the Mayor and Cabinet's meetings and external engagements, including business, school and community engagement programmes.
4. To prepare and support citizen responses through research and policy knowledge.
5. To provide support in all policy areas for the Mayor's Policy Advisors and Policy Assistant.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

This post is politically restricted. You serve the council as a whole and while engaged in council business, you must not:

- Participate in political activities, publicly expressing support for a political party or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate
- Speak to the public at large or publish any written or artistic work that could give the impression that you are advocating support for a political party.
- Wear or display any objects indicating support for or opposition to any political party or view.

General Accountabilities

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, Departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation/standards/risk management principles.

March 2018

Hannah Sturman
Deputy Head of Mayor's Office