



## Job Profile and Working for Stockport

### Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

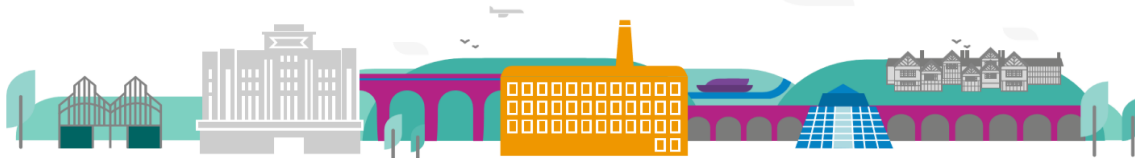
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





## Ambitious Stockport, creating opportunities *for everyone*

### About the Job

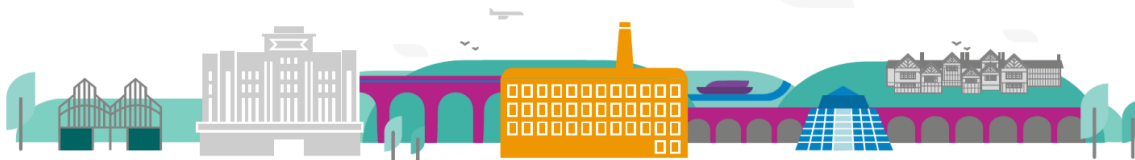
<b>Role:</b>	Mayoral Attendants
<b>Service Area:</b>	Democratic Services
<b>Directorate:</b>	Corporate and Support Services
<b>Salary Grade:</b>	Scale 3

### Main Purpose of the Job

- Driving/ attending the Mayor and Mayoress/ Consort on Civic Engagements.
- Providing support to the Mayor, including the provision of advice and guidance on Protocol, Procedure and Etiquette. To ensure that the correct insignia is available for each engagement and to take responsibility for the safety of such whilst in use.
- Assistance in the organisation of a wide range of civic, ceremonial and other high profile events within the Borough and assistance with the day to day operation of the Mayoral Office.
- The care and security of the Civic Insignia and the Mayoral vehicle.
- To undertake other civic duties as required.

### Key Responsibilities

- To act as personal attendant to the Mayor and Mayoress/Consort and the Deputy Mayor and Deputy Mayoress/ Consort and ensure the official timetable is adhered to while on engagements.
- Advise the Mayor and Mayoress/Consort of individual requirements of specific engagements.
- Drive the Mayor and Mayoress/ Consort and the Deputy Mayor and Deputy Mayoress/ Consort and other dignitaries and senior officers to all engagements, both inside and outside the borough.
- To maintain the official civic vehicle in prime condition, including being directly responsible for a high standard of interior and exterior cleanliness and routine maintenance checks and to report any defects to the service manager while ensuring adherence to vehicle safety standards.
- To ensure all official items and garments in connection with Mayoral Robes, and Civic insignia including their safety, security and maintenance are stored and maintained appropriately including undertaking responsibility for cleanliness and the safe storage and transportation of items of significance for the organisation and the borough. Report required repairs in a timely manner and take personal responsibility for the preservation of all items.



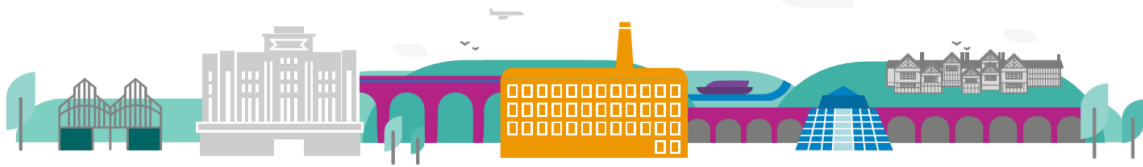
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- To be responsible for making short public announcements (for the Mayor) and carry official items during high profile public events including Civic functions and at Mayoral visits.
- To assist as required at all Civic functions held by the Mayor or the Council, including assisting at receptions and luncheons, for example, by way of serving drinks and refreshments as required.
- To assist in supporting the Mayor and Deputy Mayor and the general running of the Mayor's Office, including undertaking general clerical/ administrative duties to assist in the delivery of Mayoral Support generally.
- Responsible for maintaining furniture and fittings to a high standard in the Mayor's Suite.
- Exercise confidentially and carry out duties with decorum at all times.
- To display effective time management and forward planning skills undertaking the role of driver for the Civic Team, anticipating potential issues to ensure the timely attendance at events.
- To assist with the organisation of civic, ceremonial and other high profile events.
- To support the Civic Team and contribute towards the achievements of objectives of the wider service.
- To undertake a range of official duties in a professional manner, in line with protocol, and ensuring that high quality standards are observed and maintained at all times.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

### **Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



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### About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Advising (giving advice on protocol, procedure and etiquette) (shortlisting criteria 1)
- Hold a clean UK driving license (shortlisting criteria 2)
- Communication skills (shortlisting criteria 3)
- Problem solving and creativity (shortlisting criteria 4)
- Organisation and prioritisation (shortlisting criteria 5)
- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.(shortlisting criteria 6)