

## **Job Description: Senior Adviser – Policy**

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**Reports to:** Principal Policy Adviser

**Directorate/Team:** Policy Directorate

**Grade:** Grade 7

**Responsible for:** Designated Advisers

### **Job Purpose:**

To deliver priority work programmes to support, promote and improve local government, shaping national policy on behalf of councils, and representing the Local Government Association (LGA) and the sector.

### **Core Accountabilities:**

1. Lead the delivery of assigned projects and programmes within resource and budget allocations that deliver the LGA's business plan and help councils meet their challenges and priority outcomes.
2. Develop networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
3. Support the Principal Policy Advisers in maintaining a culture of continuous improvement across the division, underpinned by effective performance management and monitoring.
4. As directed by the Principal Policy Advisers, commission resources to supplement the LGA core resources in terms of capacity and expert knowledge, following agreed procurement processes and within budget allocations.
5. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
6. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
7. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. Support the Principal Policy Advisers to ensure relevant Programme Boards function effectively and that Members are supported to provide political oversight of LGA activity and to advocate inside and outside the sector.
2. Represent the LGA with local government Members, government officials, Ministers, Parliamentarians and other interested parties at national level (and European as necessary) to promote the reputation of the LGA and the sector, to influence and pursue the policy and improvement agenda and to achieve beneficial outcomes for councils.

3. Commission/undertake research, horizon scanning and intelligence gathering to establish a strong evidence base that informs and influences the policy agenda; ensure that the findings are shared across the LGA.
4. Prepare reports, policy papers and briefings for lead LGA Members and managers on sensitive and complex issues relating to the LGA's position on policy issues; contribute to external briefings, publicity and marketing materials on behalf of the LGA.
5. Work with the Events team to develop events that support improvement in local government; participate as required in national and international events, conferences and seminars to promote and improve knowledge of the policy and improvement agenda in local government.
6. Maintain an up to date understanding of the performance challenges facing councils collectively, working with colleagues across the LGA to contribute to shaping and delivering appropriate improvement and support activities.
7. Maintain awareness of presentational and media opportunities and risks in area of responsibility, and alert the relevant Principal Policy Adviser as necessary, contributing to the shaping of presentational strategies and sector positions in media and public.

### **Relevant Contacts:**

#### **Local Authorities**

Portfolio holders and other lead members

Senior Officers

Sector experts/professional bodies

Improvement and Efficiency Partnerships

#### **Central Government Departments**

Civil Servants

#### **LGA**

Programme Board Members

LGA Office Holders

Programme Heads

LGA Strategic Managers

#### **Other**

As appropriate according to work area

## Person Specification: Senior Adviser – Policy

<b>Qualifications</b>	Degree or equivalent
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Understanding of local and central government, their roles structures and relationships.</li> <li>• Understanding of key government policies and the policy making/ legislative process</li> <li>• Record of achievement in complex political environments, preferably in local or central government.</li> <li>• Understanding of the local government policy and improvement agenda</li> <li>• Experience of:             <ul style="list-style-type: none"> <li>- building and maintaining effective relationships and partnerships.</li> <li>- contributing to the development of strategies, interventions and innovative solutions to complex issues</li> <li>- managing performance</li> <li>- project management, demonstrating the ability to meet targets in respect of deadlines and resources.</li> </ul> </li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Political awareness and sensitivity to ensure credibility with politicians, senior managers, key stakeholders and staff.</li> <li>• Strong analytical skills including the ability to interpret evidence and identify trends</li> <li>• Excellent interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively</li> <li>• A team player, willing to work flexibly to meet changing priorities</li> <li>• Able to deliver under pressure, prioritising work against competing demands to meet deadlines.</li> <li>• Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way.</li> <li>• Self-motivated and self-supporting</li> <li>• Intellectually agile and innovative, capable of translating ideas into policy and practice</li> <li>• High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.</li> <li>• Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds</li> <li>• Commitment to personal and professional development.</li> </ul>