Job Description: Adviser – Local Government Support (Regional)

Reports to: **Principal Adviser – Local Government Support**

Directorate/team: **Workforce, Leadership & Productivity / LG Support**

Grade: **Grade 5**

Job Purpose:

To contribute to the support, promotion and improvement of local government in a specified region through developing, commissioning and delivering programmes and providing appropriate research support.

Core Accountabilities:

1. As a member of the local government support team, contribute to the delivery of assigned projects and programmes within resource and budget allocations that deliver the Local Government Association's (LGA) business plan and help councils meet their challenges and priority outcomes.
2. Contribute to the development of 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. Co-ordinate a programme of meetings with senior officers, elected members and key partners, drafting papers and following up actions as required.
4. Work as part of a team, contributing towards 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.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Support the delivery of LGA support and improvement programmes and ensure that projects are delivered on time, within budget and in line with quality standards.

2. Plan and prepare for meetings on behalf of the Principal Adviser(s), setting agendas, preparing briefings, attending meetings as required, taking notes and dealing with follow up actions as necessary.

3. Liaise with designated organisations and agencies in order to contribute to improvements and promote LGA improvement support activity; to undertake research and gather intelligence and to interpret national policy and strategy to determine the implications for local government, particularly in the specified region.

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4. Develop and maintain positive relationships with councils, councillors, government officials, partner and stakeholder organisations in order to understand priorities and needs, share good practice and develop a culture of positive partnership working.

5. Co-ordinate the region's mentoring activities, sourcing mentors and providing effective liaison between mentor and mentee.

6. Assist members and officers in ensuring the views and opinions of the LGA's membership is sought and used to inform LGA priorities, policy and support offers. Develop effective working relationships with other staff within the LGA across teams to support a two way sharing of information.

7. Work with the Principal Adviser(s) to build a programme of visits to member authorities and groupings of councils for the Chief Executive, Chair and other senior officers and members as necessary; provide background briefings and ensure all arrangements are in place. Ensure follow up actions if any are delivered.

8. Support specific activities, events, initiatives and projects commissioned by the Principal Adviser(s). Undertake and support projects and programmes, developing and maintaining project milestone plans, preparing agendas and papers and writing briefings.

9. Maintain an up to date understanding of the innovative practice and work being undertaken in councils across the region, collate and share with colleagues across the organisation and other councils as required.

Relevant Contacts:
Local Authorities
Elected members of all parties
Senior Officers
National, Regional and sub-regional organisations and groupings of councils
LGA
Lead peers
Member/Officer peers
Political Group Offices
Other
Private Sector providers
Central Government Departments

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Person Specification: Adviser – Local Government Support (Regional)

Qualifications	Degree or equivalent
Knowledge and experience	• A broad understanding of local government and its challenges especially in the specified region and of public service reform. • Experience of managing a complex workload, preparing plans and meeting deadlines and milestones. • Experience of successfully delivering multi-stage projects according to original objectives. • Experience of using project management approaches and principles across multiple projects • Experience of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet. • Experience of researching and analysing data, policy and performance information from a range of sources and of compiling clear, comprehensive papers. • Experience of organising meetings/ events. • Experience of public speaking and/or giving presentations.
Skills and abilities	• Excellent written and oral communication skills, with the ability to accurately summarise and convey complex information and influence others. • Ability to interpret quantitative and qualitative data and draw out themes/ key issues • Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times. • Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity. • A demonstrable commitment to customer care. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required. • Ability to work as part of a team and to support others. • Flexible approach to work, with a keenness to adapt to meet changing work requirements • A positive, “can do” attitude and ability to take the initiative

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