

## **Job Description: Programme Manager – Local Government Support**

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**Reports to:** Principal Adviser, LG Support

**Directorate/Team:** Workforce, Leadership & Productivity

**Grade:** Grade 7

### **Job Purpose:**

To deliver a programme of peer reviews and peer support, and to contribute to the development of the Local Government Association's (LGA) peer support service, to increase efficiency, build capacity and support improvement in local authorities.

To deliver programmes to support and develop leadership and practice in councils and support councils at risk, acting as a key interface between the Local Government Association (LGA) and local authorities.

### **Core Accountabilities:**

1. Oversee 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 Adviser in maintaining a culture of continuous improvement across the division.
4. As directed by the Principal Adviser, 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. Manage and maintain relationships with individual local and fire authorities, and or groupings of authorities at the level of leading members, chief executives and senior officers.

2. Directed by the Principal Adviser, assist in the identification of councils at risk, using an evidence-based approach and engaging with councils and groups of councils, government, the political groups and other sector improvement bodies as appropriate
3. Lead, supervise and manage LGA staff, member and officer peers, and third party suppliers to delivering peer challenges and peer support on time, within budget and in line with quality standards, to ensure that significant value is added for local authorities
4. Support the sourcing and deployment of member and officer peers; develop close working relationships with peers, provide feedback on their performance and support their development.
5. Support the provision of direct peer support to councils identified as being at risk.
6. Contribute to the development of the LGA's approach to peer challenge and peer review, and to ensuring that a consistent and streamlined framework and methodology is in place and kept up-to-date.
7. Work collaboratively with LGA politicians and officers to maintain up-to-date knowledge about local government performance and contribute to LGA positioning and practice.
8. Provide high quality scoping and diagnostic work to develop appropriate solutions and interventions for individual organisations or groups of organisations.
9. As directed by the Principal Adviser participate in the commissioning and co-ordination of improvement activity and interventions from peers, consultants and where appropriate LGA employees, to meet the support needs of individual organisations or groups of organisations and ensure that a high quality of service is delivered; understand and recognise the highly challenging politically sensitive and high-profile environment in order to manage complexities and risk.
10. Engage with regional, sub-regional and local groupings of councils to help them navigate government and access national support.
11. Develop and maintain relationships across local government and central government, elected members, regulatory bodies, professional societies, voluntary and private sector business and partner organisations to ensure influence of sector improvement and promote the LGA's contribution at a national and regional level.
12. Ensure that key findings, learning and impact are widely understood and integrated across the LGA in order that the LGA's services are closely aligned to the experiences and priorities of the sector.
13. Work with colleagues across the LGA to ensure that the LGA's direct support to councils supports and informs improvement across a range of council priorities and services in line with the LGA's priorities.
14. Participate in national and sub-national events to improve knowledge of developments within local government and the products and services of the LGA.

### **Relevant Contacts:**

#### **Local Authorities**

Elected members of all parties including Leaders and Portfolio holders

Senior Officers

Sector experts/professional bodies

National, Regional and sub-regional organisations and groupings of councils

#### **Central Government Departments**

Civil Servants

**LGA**

Lead peers

Member/Officer peers

Political Group Offices

Programme Heads

CLT

**Other**

Regulatory Bodies

Private and voluntary sector partners

## Person Specification: Programme Manager – Local Government Support

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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of the political structures and environment in which local and central government and the LGA operates</li> <li>• Understanding of the key issues, priorities and pressures affecting local government including the policy and improvement agenda</li> <li>• Demonstrable experience of leading successful projects/programmes</li> <li>• Experience of producing presentations, reports, and briefings</li> <li>• Experience of working with senior officers and members to deliver support to local authorities</li> <li>• Record of achievement in complex political environments, preferably in local or central government.</li> <li>• Proven ability to build and maintaining effective relationships and partnerships.</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials</li> <li>• Proven credibility with politicians, senior managers, key stakeholders and staff.</li> <li>• Proven ability to lead and motivate others</li> <li>• Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines.</li> <li>• Strong influencing, negotiating and relation-building skills.</li> <li>• Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way</li> <li>• Confident and resilient with excellent people skills, able to develop positive internal and external relationships; Strong team player able to build alliances and lead from within</li> <li>• Good financial and resource management skills.</li> <li>• Strong analytical skills including the ability to interpret evidence and identify trends</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>