

## **Job Description: Adviser - Productivity**

---

**Reports to:** Principal Adviser - Productivity

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

**Grade:** Grade 5

### **Job Purpose:**

To contribute to the delivery of practical programmes of support to councils and their partners for improving productivity in local government.

### **Core Accountabilities:**

1. As a member of the productivity team(s), 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. Arrange meetings and produce papers and follow 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.

### **Role Specific Accountabilities:**

1. Organise programmes and services to support councils in delivering improved productivity and ensure that projects are delivered on time, within budget and in line with quality standards.
2. Support councils in developing prototype models for achieving productivity gains and ensure that learning and good practice is shared across local government and the wider public sector.

3. Support the commissioning of input from external suppliers/agencies to ensure the appropriate level of support and capacity to deliver services on time, within budget and to meet quality standards.
4. Liaise with designated organisations and agencies in order to contribute to improvements and promote productivity work; undertake research and gather intelligence to contribute to the continuous improvement of the LGA's productivity work and share findings across the LGA.
5. Develop and maintain positive relationships with councils and councillors in order to understand priorities and needs, and develop policy and share good practice.
6. Prepare reports and briefings to support and promote the LGA's productivity work and brief internal and external contacts on policy and/or technical issues in order to influence opinion and stimulate debate.
7. Ensure that the LGA's productivity work supports and informs improvement across the range of councils' services in line with the LGA's priorities.

**Relevant Contacts:**

**Local Authorities**

Elected members of all parties

Senior Officers

Improvement and Efficiency Partnerships

**LGA**

Lead peers

Member/Officer peers

Political Group Offices

**Other**

Central Government Departments

Regulatory Bodies

Private Sector providers

## Person Specification: Adviser - Productivity

---

|                                 |  |
|---------------------------------|--|
| <b>Qualifications</b>           | Degree or equivalent   |
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>• A broad understanding of local and/or central government and how they work.</li> <li>• Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.</li> <li>• Experience of using project management approaches and principles across multiple projects</li> <li>• Experience of a range of software packages including Word, Excel, Powerpoint, e-mail and the internet.</li> <li>• Experience of researching data from a range of sources and of compiling clear, comprehensive papers.</li> <li>• Experience of organising meetings, events or other activities</li> <li>• Experience of policy issues such as finance, procurement, business process re-engineering, customer insight and organisational development</li> </ul>  |
| <b>Skills and abilities</b>     | <ul style="list-style-type: none"> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information.</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on procedural issues.</li> <li>• 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.</li> <li>• Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.</li> <li>• A demonstrable commitment to customer care.</li> <li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy</li> <li>• Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required.</li> <li>• Ability to work as part of a team and to support others.</li> <li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>• A positive, “can do” attitude</li> </ul> |