

Job Description: Principal Adviser – Workforce

Reports to:	Head of Workforce
Division/team:	Workforce
Grade:	Grade 8
Responsible for:	Senior Employment Law Advisers and Senior Advisers Workforce team budget

Job Purpose:

To take responsibility for the development and implementation of Employer policy in national negotiations with trade unions on pay, conditions of service and to play a leading role in wider support initiatives and priorities for the Local Government Association (LGA).

Core Accountabilities:

1. Lead, manage and motivate the team, creating business and performance plans to deliver cost-effective, value for money services which support the delivery of the LGA's business plan and help councils meet their challenges and priority outcomes.
2. Establish strategic networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, partners, stakeholders and the public.
3. Keep up to date with policy and legislative developments affecting local government and other relevant workforces, and assist in developing products and services that respond to the changing needs and demand.
4. Create an environment that treats people with respect and enables them to develop and realise their potential.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
6. Monitor team budgets and activity, producing accurate outturns/projections of expenditure, income and performance to ensure effective use of resources and maintain financial control.
7. Lead relevant LGA Projects that support the delivery of the LGA Business Plan.
8. Participate in the LGA emergency cover arrangements.
9. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. As employers' side secretary of relevant national negotiating bodies, lead formal and informal national negotiations with trade unions and other social partners on pay, conditions of service and other employment issues in order to secure outcomes which are compatible with employer policy objectives, budgetary constraints and other relevant factors.
2. Lead the implementation of corporate objectives in order to ensure that the LGA fulfils its strategic role representing local authorities as employers and aligning policy on workforce issues with wider LGA strategic and political policy.
3. Represent the LGA in its relationship with major stakeholders at local, national and European level, developing high level professional relationships with national trade union leaders, HR professionals, elected members and senior officers in local government, senior civil servants and ministers, in order to develop consensus in areas of policy formulation and negotiating objectives.
4. Manage the provision of information to individual local authorities, regional employers' organisations and other stakeholders on a range of industrial relations and wider workforce issues, taking the lead in the most difficult and politically sensitive cases, in order to ensure that authorities are properly supported in handling complex employment issues locally.
5. Undertake conciliation and mediation on behalf of the employers in local and national industrial disputes.
6. Manage the work of the team in order to ensure that the LGA delivers a high-quality service and provides staff with appropriate development opportunities and the organisation with effective succession planning
7. Act as lead professional, advising internal and external customers and stakeholders on employee relations, employment law and wider human resource implications of matters emerging at a national and European level; contribute to the ongoing, development or the team's commercial offer; ensure that existing negotiation and support frameworks are fit for purpose and new policy proposals are developed to meet the changing business needs and priorities of the LGA in line with good practice.
8. Represent the views of local government to central government and others, building and maintaining relationships with senior civil servants; formulate a unified response from local government to government consultations; advise on and contribute to the development of key employment law issues and policies, representing the views and interests of the LGA.

Relevant Contacts:

Local Authorities
Elected Members
LGA Resources Board
Members of national negotiating bodies
Central Government and devolved administrations - officials and Ministers
National Trade Union officials and general secretaries
Managerial and professional representative organisations
NHS and other relevant employers
Employment Lawyers

Person Specification: Principal Adviser – Workforce

Qualifications	Degree or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Specialist knowledge of HR, conditions of service and pay determination processes in local government and other areas of the public sector such as the NHS and civil service. • Understanding of employment law in a wide number of areas including equal pay, employment contracts, industrial relations and industrial action. • Understanding of the general political, economic and industrial relations environment within which LG Employers operate, including major government policies and initiatives on employment and pay issues, and the impact these have on collective bargaining. • Understanding of the process of high-level policy formulation in a political environment taking into account the aspirations of different stakeholders with competing priorities. • Successful experience at a senior level in high level, complex negotiations; project management; and innovative solution implementation. • Proven management experience of developing and delivering HR/OD support. • Budget management and monitoring experience with a good grasp of financial and accounting practices.
Skills & abilities	<ul style="list-style-type: none"> • High level of political awareness and sensitivity. • Integrity and credibility with politicians, senior managers, key stakeholders and staff. • Ability to lead, inspire and motivate others. • Ability to create a culture of innovation and enterprise based on trust, fairness and openness. • Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. • Creative thinker with high intellectual capacity, capable of translating ideas into policy and practice. • Business and financial acumen. • Ability to think strategically in pursuit of practical long-term HR and employment policies for local government having regard to the impact of political, economic and industrial relations considerations. • Ability to analyse and interpret complex data and concepts on pay and workforce issues. • Ability to develop media strategies, particularly for national industrial disputes, including briefing journalists and conducting radio and TV interviews. • Commitment to personal and professional development.