

Job description: Senior Adviser - Employment Law

Reports to: Head of Workforce / Principal Adviser – Workforce

Directorate/Team: Workforce, Leadership & Productivity/Negotiations

Grade: Grade 7

Job Purpose:

To provide expert advice and professional support to the workforce team and the employer side of the national and European negotiating bodies, on employment law and related HR issues.

To represent and formulate the views of local government in response to national and European legislative and policy proposals affecting the local government workforce.

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. Commission resources to supplement the LGA core resources in terms of capacity and expert knowledge, following agreed procurement processes and within budget allocations.
3. 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.
4. Maintain an overview of the political and policy context that impacts on the public sector.
5. Develop and maintain strong external networks and partnerships that are of value to the LGA.
6. Create an environment that treats people with respect and enables them to develop and realise their potential;
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Lead or participate in projects that support the delivery of the LGA Business Plan.
9. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Lead on all employment law matters that impact / could impact local government.
2. Lead on the analysis, application and communication of case law and legislative developments, conveying complex technical information in a readily understood manner with practical guidance on the implications of these developments and steps that employers may need to take in response to them.
3. Develop and apply creative and innovative thinking to complex issues against the law, to formulate solutions and recommend actions appropriate for the customer, anticipating future consequences to minimise risks.
4. Provide expert advice and support on complex and strategic issues, including providing technical expertise on employment law issues impacting on national terms and conditions to the employers' side negotiators for all the national negotiating bodies.
5. Identify, understand, forecast and attempt to resolve, sometimes complex, employment issues of significance at an individual authority level and in representing local government issues to UK government departments and European institutions.
6. Represent the views of local government to central government and European institutions through building and maintaining relationships with, for example, relevant government departments.
7. Lead on the production of unified responses to government consultations to advise and influence central government and to contribute to the development of key employment law issues and policies.
8. Lead in meetings with central government representing the views and interests of local government employers in order to influence key employment law and policy developments affecting the local government workforce.
9. Participate in national negotiations, and drafting sections of national agreements, where relevant technical expertise is required.
10. Act as a "think tank" on emerging employment law and HR issues by being at the forefront of and leading, commenting on and critiquing, emerging developments in those areas to support and protect local authorities' interests.
11. Build and maintain relationships with local authorities and regional employers' networks by assisting and supporting them in order to engender trust and effective partnership working.
12. Develop the profile and reputation of the service to external and internal bodies by being a recognised centre of expertise on employment law and industrial and employment relations issues relevant to local government.
13. Devise and deliver presentations on complex, technical, legal and HR management issues to a wide audience of differing levels of knowledge and skills to increase the capacity on HR issues in the sector.
14. Where appropriate, commission and monitor specialist legal support from external barristers and solicitors, securing high-quality, legal opinions and ensuring value for money; challenge where appropriate on issues such as correctness, accuracy and charging.

Relevant Contacts:

Trade Unions

Elected Members

Relevant partners

Government Departments

HR teams in other organisations

Private sector organisations

Member Authorities

Person Specification: Senior Employment Law Adviser

Qualifications	Degree or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Understanding of the structure, role and remit of local government and local democracy. • High level of political awareness and sensitivity. • Experience in a senior role in a complex organisation at national, regional or local level. • Experience of providing complex legal and HR advice and support. • Experience of building and maintaining productive relationships with client and partner organisations at a senior level. • Experience of leading and building teams, providing direction and leadership and managing performance.
Skills and experience	<ul style="list-style-type: none"> • Ability to lead, inspire and motivate others • Integrity and credibility with politicians, senior managers, key stakeholders and staff. • Resilient with the ability to work alongside senior government leaders and councillors and to manage the political interface and sensitivities. • Able to deliver under pressure, prioritising work against competing demands to meet deadlines. • Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. • Ability to create an environment of trust, fairness and openness. • Committed to personal and professional development. • Analytical ability, interpretation of data and identification of trends. • Highly flexible and responsive to the role requirements with a dynamic and proactive approach to problem solving • Strong organisational skills and a commitment to deliver • Ability to demonstrate the LGA's positive contribution in local government.