

Job Description: Adviser – Local Government Finance

Reports to: Principal Adviser (Local Government Finance)

Directorate/team: Deputy Chief Executive

Grade: Grade 5

Job Purpose:

As part of the local government finance policy team, deliver high quality analysis and advice within priority work programmes to support, promote and improve local government, shaping national policy on behalf of councils, and representing the Local Government Association (LGA) and the sector.

Core Accountabilities:

1. As a member of the local government finance policy team, contribute to the delivery of assigned local government finance policy 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. 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 the 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 Principal Adviser (Local Government Finance), Head of Local Government Finance, other Heads of Policy and Senior Advisers to ensure Economy and Resources Board and other governance structures function effectively and that Members are supported to provide political oversight of Group activity and to advocate inside and outside the sector.

2. Contribute to the development of policy and lobbying positions on local government finance and other strategies to achieve beneficial outcomes for local authorities.
3. Accompany the Principal Adviser (Local Government Finance), Head of Local Government Finance and/or Senior Advisers to represent the LGA at meetings with local government Members, government officials, Ministers, Parliamentarians and other interested parties at national level (and European as necessary).
4. Attend a range of officer level groups with government departments, local authorities and others to promote the reputation of the LGA and the sector, to influence and pursue the local government finance policy agenda.
5. Prepare consultation responses, reports, policy papers, products, presentations and briefings for LGA Members and senior managers on sensitive and complex issues on local government finance and other related key policy issues. Contribute to publicity and marketing materials for the LGA.
6. Undertake and contribute to horizon scanning, research, data and evidence gathering, modelling and statistical analysis on local government finance and the financial challenges facing local government to:
 - assess the financial impact of financial, policy and legislative changes on local government;
 - assess the impact of demographic, technological and other changes on the cost of future service provision;
 - establish a strong evidence base to inform and influence the policy agenda.
7. Work with the Events team to develop and manage events that shape policy agendas and forward lobbying aims on behalf of the LGA.
8. Identify opportunities for improving and streamlining business processes and ensure that improvements are implemented effectively, working with others across the LGA.
9. Maintain an up to date understanding of the performance challenges and financial situation facing councils collectively, working with colleagues across the Group to contribute to shaping and delivering appropriate improvement and support activities.
10. Deputise for the Principal Adviser (Local Government Finance) and Senior Advisers where appropriate.

Relevant Contacts:

Local Authorities: Economy and Resources Board and other lead members
 Senior Officers
 Sector experts/professional bodies

Central Government Departments: Civil Servants

LGA: Programme Boards
 Programme Heads
 LGA Strategic Managers
 Policy and Improvement colleagues

Other: Regulatory Bodies

Third Sector
Private Sector partners

Person Specification: Adviser - Local Government Finance

Qualifications	<ul style="list-style-type: none"> Degree or equivalent
Knowledge and experience	<ul style="list-style-type: none"> An understanding of local and central government, how they work, and the policy making and legislative process. Experience of advising on, presenting and undertaking policy work, data gathering, modelling and analysis, in local government finance. Demonstrable knowledge of the current and future issues facing local government with an ability to assess their implications for local government. Experience participating in, major and complex local government consultations involving central and local government. Experience of managing a complex workload, preparing plans and meeting deadlines and milestones on multiple projects.
Skills and abilities	<ul style="list-style-type: none"> Excellent numerical skills, with the ability to work accurately, analyse complex financial, demographic and other data with the ability to identify trends, interpret evidence and turn this into a strong policy case. Excellent IT skills, including Excel, Word, and PowerPoint with the ability quickly to learn new packages as required. Excellent presentation, oral and written skills, with the ability to accurately summarise and convey complex information to specialist and non-technical audiences. Excellent negotiating and influencing skills, with the ability to persuade and influence officials from government departments and others. 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 build and maintain effective relationships and partnerships and deal with members, other clients and colleagues with courtesy, tact and sensitivity. A demonstrable commitment to customer care. Ability to work as part of a team, including external partners, and to support others. A flexible approach to work, with a keenness to adapt to meet changing work requirements.