

Job Description: Senior Adviser – Leadership Programme Manager - Leadership

Reports to:	Head of Leadership
Directorate/Team:	Assistant Chief Executive Directorate/Leadership Team
Grade:	Grade 7
Responsible for:	A small team of Advisers

Job Purpose:

To support the development and delivery of the vision for leadership development in local government.

To deliver programmes to support and develop leadership in councils and lead the development, commission and delivery of local government political and managerial leadership programmes.

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 trusted networks and strong 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 Head of Leadership in maintaining a culture of continuous improvement across the division.
4. As directed by the Head of Leadership, commission and manage 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. As directed by the Head of Leadership, help lead work to identify and design future leadership development needs of local government.
2. Contribute to the vision for leadership development in local government.
3. Lead specific leadership programmes as required, including supervising and managing staff, member and officer peers and third party suppliers, ensuring programmes are delivered on time, within budget and in line with quality standards.
4. Develop and maintain relationships with central government and with the sector, including senior councillors and officers in order to understand priorities and needs and work with them, as appropriate, to help deliver innovative leadership solutions.
5. Prepare reports and briefings to promote and support leadership programmes and brief internal and external contacts on policy and/or technical issues in order to influence opinion and stimulate debate.
6. To assist in evaluating the impact of leadership development activities and ensure that learning is shared across local government and the public sector
7. Ensure that the LGA's leadership offer supports and informs improvement across the range of local government services in line with the LGA's priorities.
8. As directed by the Head of Leadership, to act on their behalf, especially in relation to representation on professional and regulatory bodies, partner organisations, national and central government.

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

Government departments, especially MHCLG and Cabinet Office

LGA

Lead peers

Member/Officer peers

Political Group Offices

Programme Heads

Other

Regulatory Bodies

Private and voluntary sector partners

Person Specification: Programme Manager – Leadership and Localism

Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Thorough understanding of the political structures and environment in which local and central government and the LGA operates • Understanding of the key issues, priorities and pressures affecting local government including the policy and improvement agenda • Demonstrable experience of leading successful projects/programmes • Experience of producing presentations, reports, and briefings • Experience of working with senior officers and members to deliver support to local authorities • Record of achievement in complex political environments, preferably in local or central government. • Proven ability to build and maintaining effective relationships and partnerships.
Skills & abilities	<ul style="list-style-type: none"> • Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials • Proven credibility with politicians, senior managers, key stakeholders and staff. • Proven ability to lead and motivate others • Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines. • Strong influencing, negotiating and relation-building skills. • Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way • 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 • Good financial and resource management skills. • Strong analytical skills including the ability to interpret evidence and identify trends • Intellectually agile and innovative, capable of translating ideas into policy and practice • High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions. • Demonstrable skills in inclusive leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds • Commitment to personal and professional development. • Commitment to equality, diversity and inclusion

