

Job Description: Head of Conservative Group Office

Reports to: Assistant Chief Executive

Directorate/Team: Assistant Chief Executive

Grade: Grade 7

Responsible for: Political Advisers
Political Officer
Political Assistant

Job Purpose:

Head up the Group Office, providing advice and support to the Group Leader, senior political leadership team and wider membership. Contribute to the development and delivery of the wider LGA's priorities, activities and campaigns in the context of a cross-party organisation.

Core Accountabilities:

1. 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.
2. Contribute to the delivery of the LGA's objectives, visions and values.
3. Maintain strong networks and partnerships that are of value to the LGA and facilitate the exchange of information and best practice.
4. Maintain an overview of the political and policy context that will impact on local authorities and the public sector more widely.
5. Monitor team budgets and produce accurate outturns/projections of expenditure and income to ensure effective use of resources and maintain financial control.
6. Lead or participate in relevant projects that support the delivery of the LGA Business Plan.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

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Role Specific Accountabilities:

1. Advise, support and regularly brief the group leader and other leading members of the Group; oversee the development of Group priorities and work programmes and maintain the Group Constitution.
2. Develop and maintain close relationships with member councils and elected members, ensuring that their issues and priorities are fed into the LGA's lobbying and policy development and that member councils feel that the LGA is representing their interests.
3. Develop effective relationships and working practices with the other Heads of Group Office and across the LGA to secure cross-party agreement to the LGA lines and deliver optimum benefit to local government from the LGA's political activity.
4. Develop and maintain close working relationships with leading Parliamentary figures, national political parties and vice presidents of the LGA to identify issues, influence policy and secure lobbying wins in line with LGA policy.
5. Prepare written and verbal communications, briefings and presentations that support and reflect the Group and LGA position; brief lead members and other external stakeholders on key and emerging issues affecting the sector.
6. Develop and present communications materials to support the Group's position on local government issues and brief a wide range of internal and external contacts on local government issues.
7. Oversee the development and deployment of the Group's member peers; arrange political interventions where appropriate that contribute to the improvement, development and positive reputation of local government.
8. Organise and contribute to regional and national events for Group members, managing the Group presence at externally organized events and collaborating with Public Affairs and the Events team where appropriate.

Relevant Contacts:

Group Leader and Group Executive
All Group members
Member councils
Chief Executive and Strategic/Corporate Leadership Team
Heads of Political Group Offices
Ministers and leading parliamentary individuals (UK and European)
Group appointed LGA vice presidents
National and Regional Organisations

Person Specification: Head of Conservative Group Office

Qualifications (or equivalent)	Degree or equivalent
Knowledge and expertise	<ul style="list-style-type: none"> • Detailed understanding of the structure, role and remit of local government and local democracy. • Record of achievement at a senior level in a public sector organisation with direct exposure of working on UK public policy • Building and maintaining productive relationships with client and partner organisations at a senior level • Managing the media and developing media strategies • Business planning and management. • Undertaking research and applying analytical and problem solving techniques to interpret evidence and identify trends. • Budget management and monitoring with a good grasp of financial and accounting practices • Leading and building teams, providing direction and leadership and managing performance.
Skills and abilities	<ul style="list-style-type: none"> • Ability to lead, inspire and motivate others • Credibility and integrity within senior management teams and key stakeholders. • High level of political awareness and sensitivity with detailed appreciation of key government policy. • Ability to identify network and partnership opportunities and develop into effective forum • Able to work with a high degree of autonomy and flexibility. • Able to work under pressure, prioritising work against competing and challenging demands to meet deadlines. • Highly developed written and oral presentation skills with ability to present complex ideas in a readily comprehensible way. • Ability to create an environment of trust, fairness and openness. • Committed to personal and professional development. • Strong research skills and able to understand and identify trends within a local government environment. • Ability to negotiate with and influence a wide range of stakeholders • Highly flexible and responsive to the role requirements with a dynamic and proactive approach to problem solving • Resilient with strong organisational skills and a commitment to deliver.

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