

Job Description: Adviser – Children’s Services Improvement

Reports to: Programme Manager – National Centre for Family Hubs

Directorate/Team: Partnerships and Improvement

Grade: Grade 5

Job Purpose:

To contribute to the delivery of peer reviews and peer support to increase efficiency, build capacity and support improvement in local authorities and specifically in Family Hubs.

Core Accountabilities:

1. As a member of the children’s services improvement programme, contribute to the delivery of assigned projects and programmes within resource and budget allocations that deliver the Local Government Association’s (LGA) 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 a team, contributing towards 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. Organise peer reviews and peer support, co-ordinating the work of staff, member and officer peers and third party suppliers, to ensure that projects are delivered on time, within budget and in line with quality standards.
2. Support the development of the LGA’s approach to peer challenge and peer review, so that a consistent and streamlined framework and methodology is in place and kept up-to-date.

3. Support the provision of direct peer support to councils identified as being at risk through the effective sourcing and deployment of member and officer peers, developing close working relationships with them.
4. Support the commissioning of external suppliers/agencies to ensure the appropriate level of support and capacity to deliver services on time, within budget and to meet quality standards.
5. Liaise with designated organisations and agencies in order to contribute to improvements and promote peer support work; undertake research and gather intelligence to contribute to the continuous improvement of the LGA's peer support programme and share findings across the LGA.
6. Develop and maintain positive relationships with councils and councillors in order to understand priorities and needs, develop policy and share good practice.
7. Prepare draft reports and briefings to support and promote the LGA's peer review programme and brief internal and external contacts on policy and/or technical issues in order to influence opinion and stimulate debate.
8. Ensure that the LGA's peer support programme supports and informs improvement across the range of councils services in line with the LGA's priorities.

Relevant Contacts:

Local Authorities

Elected members of all parties

Senior Officers

National, regional and sub-regional organisations and groupings of councils

LGA

Lead peers

Member/Officer peers

Political Group Offices

Other

Private Sector providers

Person Specification: Adviser – Children’s Services Improvement

Qualifications	Degree or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • A broad understanding of local and/or central government and how they work. • A good understanding of children’s services • Experience of managing a complex workload, preparing plans and meeting deadlines and milestones. • Experience of using project management approaches and principles across multiple projects • Experience of a range of software packages including Word, Excel, Powerpoint, e-mail and the internet. • Experience of researching data from a range of sources and of compiling clear, comprehensive papers. • Experience of organising meetings, events or other activities.
Skills and abilities	<ul style="list-style-type: none"> • Excellent written skills, with the ability to accurately summarise and convey complex information. • Excellent oral and influencing skills, with the ability to give clear advice on procedural issues. • 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 deal with members, other clients and colleagues with courtesy, tact and sensitivity. • A demonstrable commitment to customer care. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy • Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required. • Ability to work as part of a team and to support others. • Flexible approach to work, with a keenness to adapt to meet changing work requirements • A positive, “can do” attitude