



## **Job Description: Adviser – Data Policy**

---

**Directorate/team:** Strategy and Policy/ Cyber, Digital and Technology Team

**Grade:** Grade 5

**Contract:** Fixed term for 12 months (secondments from Local Government encouraged)

**Location:** Westminster or Home based

**Please note:** Office-based staff are required to work in the LGA's London office two days per week as a minimum, subject to business need. For home-based staff, some occasional travel to London and wider afield is likely required. You'll be required to participate in an on-call rota for cyber incidents. This will involve an out-of-hours commitment for which a separate allowance is paid.

### **Job Purpose:**

To work as part of the LGA Cyber, Digital and Technology Programme's policy and partnerships team and to support the Data Programme. To contribute to the LGA's work on the promotion of secure digitalisation across local government, with a focus on addressing barriers to data sharing and interoperability, and supporting local government to benefit from the Blueprint for Digital Government, with a particular focus on the National Data Library. This role will also involve helping to shape national policy and programmes such as AI and emerging technology, addressing market concentration, strengthening cyber resilience, and supply chain security with and for local government, and addressing data sharing blockages within the sector where possible in collaboration with councils. To deliver against the LGA's business plan, particularly to champion and represent local government; to continually improve local government; and to inspire and promote innovation in local government.

### **Core Accountabilities:**

1. As a member of the policy team, work closely with the team leader, engage stakeholders across local government, partner organisations and Government

Post number: 400235

departments (particularly DSIT and MHCLG) to support the development of a local government position on the National Data Library and other policy work that aims to improve data sharing across local government, between local government and central government, and between local government and providers, suppliers and partners.

2. Contribute to the development of networks and partnerships that are of value to the LGA and the sector, and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
3. Arrange and contribute to meetings and follow up actions as required.
4. Contribute to research to inform data policy work.
5. Represent the LGA on cross-public sector and government steering groups on data policy.
6. Work as part of a 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.
7. Model the LGA's values and work in accordance with health and safety, equalities, diversity and inclusion, and environmental policies. Ensure that work aligns with the LGA's Business Plan and supporting councils
8. With support from an on-duty manager, play a part of the LGA's on-call rota for councils experiencing a cyber incident.
9. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. Support the delivery of the policy programme which works closely with councils to gather evidence and experiences across local government, and champions and represents local government. This policy championing will prioritise supporting the secure digitalisation of local services, with a special focus on data policy and support to data sharing, to promote innovation in local government, and local government inputs into the National Data Library.
2. With the support of the Senior Policy Adviser, lead specific data policy areas, which includes identification and commissioning of research to strengthen advocacy, strategic engagement with senior stakeholders in Government and councils, organising and chairing roundtables to develop advocacy positions, representing the LGA at external meetings, and ensuring timely feedback to the Senior Policy Adviser as team leader and Data Programme Manager on issues arising.
3. Due to the cross-cutting nature of this work, although line managed by the CDT Senior Policy Adviser, work will be informed by the Data Programme Manager and will involve working closely with other policy teams across the LGA to support their knowledge on

data policy challenges and opportunities, and ensure that the local government position is informed through engagement with service area policy teams with specific interest and focus.

4. Maintain an up to date evidence base on subject matters pertaining to the role, including AI and other emerging technologies, data sharing, data use in local authorities, digital identities, cyber resilience, and supply chain security.
5. Capture and share good practice and lessons learned across individual councils, groups of councils and networks to facilitate improvement in local government.
6. Support commissioning and management of external suppliers/agencies to ensure projects are delivered on time, within budget and meet quality standards.
7. Liaise with designated organisations and agencies to contribute to and promote the team's work; undertake research and gather intelligence to contribute to the LGA's CDT and Data Programme work and share findings across the LGA and with the sector.
8. Develop and maintain positive relationships with councils and councillors in order to understand priorities and needs, develop policy and share good practice.
9. Build and maintain a network of academic contacts working on data policy issues that relate to the sector, and explore funding and research opportunities for local government where they may arise.
10. Prepare reports and briefings to support and promote the LGA's CDT and Data Programme policy work and contribute to briefings to internal and external contacts on data policy and/or technical issues to influence opinion and stimulate debate.

## **Relevant Contacts:**

### **Local Authorities**

Senior stakeholder group members  
Portfolio holders and other lead members  
Senior officers  
Sector experts/professional bodies

### **LGA**

Programme Board Members  
LGA Office Holders  
Programme Heads  
LGA Strategic Managers

## **Central Government Departments, and associated bodies**

Civil servants

**Other** – as appropriate

### **Person Specification: Adviser – Data**

#### **Qualifications**

- Educated to degree level or equivalent

#### **Knowledge and Experience**

- A broad understanding of local and central government and how they work.
- Expertise in policy development and research related to data, local government and/or service delivery, including the development of evidence based papers.
- Understanding of the key issues, priorities and pressures relating to data that affect local government.
- Experience in gathering information and evidence from numerous sources and developing a well-informed, well-evidenced position that responds to the needs of various stakeholders.
- Experience in managing a complex workload, preparing plans and meeting deadlines and milestones.
- Experience in researching evidence from a range of sources and compiling clear, comprehensive papers.
- Experience in organising meetings, events or other activities
- Experience in contributing to meetings with senior stakeholders.

#### **Skills and Abilities**

- 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 interest in both secure digital transformation, how data sharing enables it, and the workings of Government.
- 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