

## **Job Description: Political Adviser**

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**Reports to:** Head of Political Group Office

**Directorate/Team:** Assistant Chief Executive

**Grade:** Grade 5

### **Job Purpose:**

To carry out policy research, advice, lobbying, councillor performance and improvement support, project management and delivery, events and communications work for the relevant political group and contribute to wider Local Government Association (LGA) project and campaigns.

### **Core Accountabilities:**

1. Contribute to 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. 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.

### **Role Specific Accountabilities:**

1. Undertake research to meet the needs of the Group Leader, Deputy Leader, LGA Committee leads and Group members, so that they are able to undertake their duties efficiently and effectively.
2. Assist with policy work as part of the Group's submissions to national forums and work on initiatives with leading members, policy staff members and other interested parties.
3. Liaise with Councillors in order to identify and research issues that will help gather support for the Group's position on local government issues.

4. Brief a wide range of contacts in central government, political parties and special interest groups (including the media) on specific policy issues.
5. Draft articles, edit newsletters, commission pamphlets and reports, and agree LGA press releases, positions and briefings, under the direction of Head of Office and lead members.
6. Develop and maintain close and effective relationships with networks of councillors, key external contacts and LGA staff.
7. Provide accurate and useful advice, insight and guidance to councillors on their role and responsibilities within a council, working with the LGA Regional Teams and the LGA Leadership Team, supporting our members to deliver to the best of their ability for their communities.
8. Project manage the successful delivery of specific programmes on behalf of the Group Office, working with colleagues across the organisation.
9. Represent the Group office at internal and external meetings, including deputising for the Head of Group Office; provide support for members and to the Head of Group Office by producing agendas and papers for meetings and undertaking any necessary follow-up.
10. Contribute to the planning, organising and delivery of Political Group events at conferences and seminars
11. Liaise with councillors in Scotland, Wales and regions as appropriate.

**Relevant Contacts:**

**Local Authorities**

Elected Members

Leaders/Group leaders

**Central government**

MPs

Members of the House of Lords

**LGA**

Lead members and Company Directors

Media and public affairs

Events team

Programme Teams

Policy Team

Regional Improvement Teams

Special interest groups

Senior Leadership Team

Extended Leadership Team

**Other**

Political parties and Groups

National and Regional Organisations

## Person Specification: Political Adviser

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<b>Qualifications</b>	Degree or equivalent
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• In depth understanding of local and central government and how they operate, with a focus on the role of a councillor.</li> <li>• In depth understanding of political groups and independents and how they operate.</li> <li>• Experience of researching complex issues, writing reports and preparing comprehensive briefings in a political environment.</li> <li>• Experience of organising meetings, events or other activities.</li> <li>• Experience of managing and delivering projects and programmes of work on time and in budget.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Political sensitivity and acumen, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.</li> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information, understanding political perspectives.</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on issues.</li> <li>• Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.</li> <li>• A demonstrable commitment to customer care.</li> <li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.</li> <li>• Excellent project and programme management skills, with an ability to plan and deliver what is required.</li> <li>• Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required.</li> <li>• Ability to work as part of a team and to support others.</li> <li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>• A positive, "can do" attitude</li> </ul>