

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

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<b>Reports to:</b>	<b>Senior Adviser</b>
<b>Directorate/team:</b>	<b>Policy Directorate</b>
<b>Grade:</b>	<b>Grade 5</b>

### **Job Purpose:**

As part of a programme team, to deliver priority work programmes to support, promote and improve local government, shaping national policy on behalf of councils, and representing the Local Government Association (LGA) and the sector.

### **Core Accountabilities:**

1. As a member of the programme team(s), 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 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.
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. Support the Heads of Policy, Principal Advisers and Senior Advisers to ensure relevant Programme Boards function effectively and that Members are supported to provide political oversight of LGA activity and to advocate inside and outside the sector.
2. Contribute to the development of lobbying positions and improvement strategies within assigned areas of work. Accompany Heads of Policy, Principal Advisers and Senior Advisers at meetings to represent the LGA with local government Members, government officials,

Ministers, Parliamentarians and other interested parties at national level (and European as necessary).

3. Undertake horizon scanning and intelligence gathering to inform future agendas. Undertake research to establish a strong evidence base that informs and influences the policy and improvement agenda.
4. Prepare reports, policy papers and briefings for senior managers and LGA group Members on sensitive and complex issues relating to the LGA's position on policy issues. Contribute to publicity and marketing materials for the LGA.
5. Work with the Events team to develop and manage events that shape policy agendas and forward lobbying aims on behalf of the LGA.
6. Maintain an up to date understanding of the performance challenges facing councils collectively, working with colleagues across the Group to contribute to shaping and delivering appropriate improvement and support activities.

### **Relevant Contacts:**

#### **Local Authorities**

Portfolio holders and other lead members

Senior Officers

Sector experts/professional bodies

Improvement and Efficiency Partnerships

#### **Central Government Departments**

Civil Servants

#### **LGA**

Programme Boards

Heads of Policy

LGA Strategic Managers

#### **Other**

Regulatory Bodies

Third Sector

Private Sector partners

## Person Specification: Adviser – Policy

<b>Qualifications</b>	Degree or equivalent
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A broad understanding of local and/or central government and how they work.</li> <li>• Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.</li> <li>• Experience of using project management approaches and principles across multiple projects</li> <li>• Experience of researching data from a range of sources and of compiling clear, comprehensive papers.</li> <li>• Experience of organising meetings, events or other activities.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information.</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on procedural issues.</li> <li>• 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.</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 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>