



HEAD OF LOCAL GOVERNMENT POLICY

£51,168 - £54,830 (SCP 60 – 64)

Local government plays a vital and significant role in shaping, influencing and informing a wide range of issues affecting citizens and communities across the North East. One of the Association's key aims is to deliver a strong voice for the local government sector in the region.

An opportunity within the Association has arisen to manage and develop the Local Government Team, and ensure that its work contributes effectively to the Association's policy agenda in a one team approach.

The post will involve leading the Association's work and position on corporate, social, governance and performance issues relating to local government, and service-specific issues including Children's Services, Adult Social Care, culture, health and skills.

The post-holder will be responsible for maintaining and building effective partnerships with senior representatives of partner agencies across all sectors, and as a member of the Senior Management Team, will contribute to the overall development and operation of the Association's Directorate.

Educated to at least degree level or equivalent, applicants should be able to demonstrate considerable management experience and experience of working in local government or the agenda for local government. Experience in decision-making at a senior level, covering complex and varied issues is also essential. Candidates will be expected to demonstrate an understanding of the challenges and opportunities for local government in the North East. A strong political awareness and understanding of governance in the North East will also be important.

This opportunity is offered as either a permanent position or as a secondment opportunity subject to negotiation. The post-holder will be based at the Guildhall in Newcastle, with the opportunity to work across the region.

Apply on line at www.northeastjobs.org. For an informal discussion about the secondment, please call Melanie Laws, Chief Executive on 0191 261 3906.

For more information about the Association and its work, please visit www.northeastcouncils.gov.uk

The closing date for applications is noon on 16 March 2009.





JOB DESCRIPTION

This opportunity is offered as either a permanent position or as a secondment opportunity subject to negotiation

JOB TITLE:	Head of Local Government Policy
GRADE:	£51,168 - £54,830, SCP 60 - 64
BASE:	Guildhall, Newcastle upon Tyne
MANAGED BY:	Chief Executive
RESPONSIBLE FOR:	Policy Manager (Local Government Team), Policy Officer(s) (Local Government Team) Core Services Team Executive Officer Finance Manager

1. SUMMARY OF THE POST

- 1.1 The post holder is responsible for leading, managing, motivating and developing the Local Government Team.
- 1.2 The post holder is required to maintain and build effective partnerships with senior representatives of partner agencies across all sectors.
- 1.3 As a member of the Senior Management Team (s)he contributes to the overall development and operation of the Association's Directorate.
- 1.4 The post holder will lead the Association's work and position on:
 - Corporate, social, governance and performance issues relating to local government (eg. Government policies towards Local Government; Comprehensive Area Assessment (CAA) and other issues in relation to the regulatory framework, equality and diversity).
 - Specific initiatives involving local government and partners (eg. Local Area Agreements (LAAs)).
 - Service-specific issues including Children's Services, Adult Social Care, culture and leisure, community regeneration, community cohesion, health,, skills, crime and community safety.
 - Other policy issues as required, working across the whole Directorate policy team.
- 1.5 The post holder will have a leading role in the overall development and operation of the Association's policy function and effective delivery of its work programme.
- 1.6 The post holder will provide leadership for the Core Services / Administration Team, Finance Manager and Executive Officer as part of corporate duties.

2. JOB PURPOSE

- 2.1 To manage and develop the Local Government Team, and ensure that its work contributes effectively to the Association's policy agenda in a one team approach.
- 2.2 To manage and provide leadership for the Administration Team, Executive Officer and Finance Manager, ensuring smooth and effective operation of key, corporate services.
- 2.3 To ensure complementarities between the policy roles associated with this post and the work of the Regional Improvement and Efficiency Partnership.
- 2.4 To maintain and develop Local Government relationships, with for example the Local Government Association (LGA), Communities and Local Government (CLG), Government Office for the North East (GONE), North East Regional Employers' Organisation (NEREO) and the Improvement and Development Agency (IDeA).
- 2.5 To contribute to the preparation of the Association's Manifesto, Business and other Plans.
- 2.6 To advise the Association on its policy priorities, role, services and operational issues in respect of the work portfolios of the Local Government team.
- 2.7 To plan and deliver future work of the Association, and to manage a range of projects on the Association's behalf.
- 2.8 To manage the implementation of action arising from the team and to ensure that action is delivered effectively and efficiently.
- 2.9 To monitor performance against agreed objectives and targets, using the Association's performance appraisal system.
- 2.10 To assist the Chief Executive in the overall management of the Association's Directorate.
- 2.11 To represent the Chief Executive at events and meetings etc.
- 2.12 To appoint staff within the team and to ensure that they are adequately trained, developed, and motivated.
- 2.13 To prepare reports to the Association and its Leaders and Elected Mayors Board, Regional Chief Executives Group, working and task groups as appropriate.
- 2.14 To commission and manage research as appropriate.
- 2.15 To develop appropriate liaison arrangements and effective channels for debate and consultation with local authorities and others in respect of the areas of responsibility of the post, ensuring the Association benefits from skills, knowledge and expertise or North East Councils' members, managers and staff.
- 2.16 To manage and develop the Association's relationships with regional partners across all sectors.

- 2.17 To maintain effective working relationships and contribute to a working environment that is safe, considerate and supportive to all. In accordance with relevant legislation and the Association's policies to take reasonable care of his/her health, safety and welfare, and that of other persons who may be affected by the performance of his/her duties.
- 2.18 To demonstrate commitment to and comply with the Association's Equal Opportunities Policies.
- 2.19 To be responsible for identifying his/her personal training and development needs in discussion with his/her line manager and those of the Team and to participate in any reasonable activities arising therefrom.
- 2.20 To carry out any other reasonable duty appropriate to the grade.

3. KEY RESULT AREAS

- 3.1 A team which functions to an excellent standard, in line with the objectives of the Association as a whole, and provides a high quality service to internal colleagues, elected Members, constituent authorities and external partners.
- 3.2 An influential voice for the Association on local government policy at the national level.
- 3.3 The delivery of tangible, quality outputs, such as research, strategy documents, events, publicity materials and increased public profile.
- 3.4 Positive and effective relationships with key partners, leading to real improvement and change.
- 3.5 The delivery of effective representation on behalf of the Chief Executive.
- 3.6 Delivery of the Association Business Plan and other corporate, strategic documentation.

4. REPORTING ARRANGEMENTS

- 4.1 Responsible to the Chief Executive.

5. PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications/ Training	Educated to degree level or equivalent.	Management or professional qualification.	Application.
Experience & Attributes	<p>Considerable management experience.</p> <p>Experience of working in local government or the agenda for local government.</p> <p>Experience in decision-making at a senior level, covering complex and varied issues.</p> <p>Experience in making presentations to committees, seminars etc.</p> <p>Ability to initiate, develop and implement policy within a political environment.</p>	<p>Experience of operating at a regional level.</p> <p>Experience of working in a multi-disciplinary setting.</p> <p>Experience of HR management.</p>	Application and interview.
Specialist Knowledge	<p>Experience of operating within a performance management framework and of contributing to the development of that framework.</p> <p>Experience in preparing and implementing business plans.</p> <p>Experience in resource management and budget preparation.</p> <p>Knowledge of the key challenges facing local government at any given time.</p>		

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Specialist Knowledge	<p>Knowledge of the local government improvement agenda and other current local government policy issues.</p> <p>Knowledge of how to manage a group with a range of disciplines.</p> <p>Knowledge of the policy frameworks for the areas covered by the post.</p> <p>Good understanding of both local government and regional issues, governance structures, regional strategies and policies.</p>		Application and interview.
Disposition	<p>Ability to think widely and solve complex problems logically.</p> <p>Strong people skills and a personal demeanour to inspire confidence and motivate colleagues.</p> <p>Ability to cope with pressure associated with leadership and working to tight deadlines.</p> <p>Excellent communication skills, verbal and written.</p> <p>Good team worker.</p>		Application, interview and references.
Personal Circumstances	<p>Able to work flexible hours.</p> <p>Able to travel/driving license/car owner.</p>		Application and interview.