**Job Title: Corporate Policy & Project Manager**

**Responsible to: Chief Executive**

**People Manager: Associate Director**

**Key contacts:** London Councils staff; Portfolio Holders; Committee and Forums of London Councils;

Senior members and officers in London Boroughs, the Mayor’s Office and wider GLA family;

National and London wide bodies in the public, private and voluntary sectors;

Senior Civil servants and Government advisers**;**

**Job Grade: Band D**

**Job Purpose:**

* To coordinate policy development and projects for London Councils and the delivery of policy priorities as agreed by London Councils Leaders’ Committee.
* To support the London Councils Chief Executive and Corporate Management Team, providing sound advice, horizon scanning and coordination.
* To build effective relationships with London Councils stakeholders and networks.

**Matrix Working**

This role operates within a matrix working structure in our wider Policy team, collaborating across functional and project-based teams to achieve shared goals and deliver results that support our Shared Ambitions for London and Londoners.

Team members are expected to work flexibly across functions and policy areas, contributing their expertise where needed and supporting policy and project related priorities in a collaborative and responsive way.

**Principal Accountabilities**

1. To make a significant contribution to the delivery of policy priorities, ensuring policy is coordinated and aligned across London Councils in line with shared ambitions and policy priorities as agreed by London Councils Leader’s committee. .
2. To provide research, information and advice on complex policy matters to ensure integration with London Councils’ policy so that London local government’s perspectives and goals are championed and influence government and other relevant organisations operating in London.
3. To collaborate and working in partnership with Government departments, Mayor, GLA and member authorities, and other key stakeholders; developing and sustaining positive relationships with these stakeholders, opinion formers and key contacts in order to advance London Councils’ policies and positions.
4. Ensure coordination across London Councils and with wider partners by driving delivery through the Chief Executives Office, working at times in a fast paced and varied environment.
5. To respond to enquiries from colleagues and councillors both within London Councils and across all our member authorities; and others as required.
6. To convene, attend and contribute to London working groups on policy related issues to promote the development, implementation and delivery of London Councils’ key policy priorities.
7. To analyse policy papers, government proposals, circulars, Green and White papers, legislation, reports and research documents from local authorities and other organisations, identify any implications for London Councils and its member authorities and to make recommendations, prepare policy papers, briefing notes and London Councils’ responses.
8. To carry out and lead operational, research and policy projects.
9. To lead on, shape, commission and manage external research to secure value for money, as appropriate and with approval.
10. To organise internal and external seminars, conferences and other all staff events, in collaboration with colleagues from Communications and Business Support.
11. To make a significant contribution to London Councils’ role in keeping member authorities up-to-date with policy, best practice and funding developments, working closely with colleagues in Communications Division to ensure effective co-ordination of information.
12. Working closely with colleagues in the Communications to develop effective approaches to communicate London Councils’ policies to the government, Parliament, the media and stakeholders.

1. To support the success of teams, individual team members and London Councils colleagues more widely, through collaborative working.
2. London Councils is committed to, and champions, equality and diversity in all aspects of policy and employment. All employees are expected to understand and promote equity and diversity within their work.
3. To take care at all times to uphold health and safety at work for self and others. To observe London Councils Health and Safety policy and related procedures at all times.
4. To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.
5. To adhere to London Councils’ policies, procedures, regulations and protocols including the Data Protection Act 2018 and financial regulations.
6. This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.

**PERSON SPECIFICATION**

**Corporate Policy & Project Manager**

**Qualifications and experience**

* Experience of contributing to public policy development across at least one key policy area relevant to London local government
* Experience of successfully delivering projects ensuring effective partnership working and securing project outcomes.
* Experience of working effectively in a complex political environment

**Knowledge**

* Strong knowledge of local government, preferably the London local government family, its governmental structure and London Councils’ role within it.

**Skills and Abilities**

* Relationship building skills and the ability to build networks of contacts and maintain effective relationships with politicians, civil servants, London local authorities, public, private and third sector partners, the media, professional advisers and the academic / research world;
* Highly developed oral and written communication skills, with evidence of success in preparing clear reports, consultations, briefings and other documents on complex policy issues for a range of technical and non technical audiences
* Ability to anticipate and understand the strategic significance of key policy issues to London local government;
* Able to represent London Councils and contribute to consultations and negotiations on behalf of London Councils and London local government with a range of organisations;
* Research skills to undertake policy studies and research projects;
* Ability to work in a fast paced environment, managing a wide range of portfolio lead areas
* Ability to lead project teams working on complex policy projects, and able to take personal responsibility for aspects of policy work;
* High level analytical skills to interpret complex issues, detailed numerical data and other information;
* Able to specify, commission and manage complex research and consulting projects, and demonstrate excellent organisational skills, including prioritisation, project and programme management;
* Ability to work closely with communications experts to shape effective communications and media activity, and to ensure effective co-ordination of information to member authorities and increase policy influence;

**Personal Characteristics**

* Strong orientation to achieve the best possible outcomes through working in collaboration, partnership and across teams
* Personal and professional credibility which gains the confidence of members, colleagues, partners and stakeholders
* Being adaptable to change and able to work in an agile environment
* Political awareness, demonstrating political judgement and sensitivity
* Strong commitment to probity, integrity and openness, treating people consistently, fairly and with respect
* Resilient in pressured, complex stakeholder environments
* Personal commitment to the value of diversity, inclusion and the promotion of equality of opportunity
* Strong personal commitment to improving London as a place and its public services.