

LEICESTERSHIRE AND RUTLAND ASSOCIATION OF LOCAL COUNCILS (LRALC)

DEPUTY CHIEF EXECUTIVE (TRAINING AND ADVICE)

Job Description

Main purpose

The Deputy Chief Executive (Training & Advice) (DCE), reporting to the Chief Executive (CE), manages the planning and implementation of the training programme and advice service for the first tier of local government within the counties of Leicestershire and Rutland. The LRALC training programme is based on the needs of member councils and consists of a mixture of in-house delivery (working with National Association of Local Councils (NALC) as appropriate) and commissioned external providers. The DCE works with the support of the Administration and Clerical Officer (ACO).

The post-holder will be required to:

- Deputise for and share duties with the CE as required.
- Manage the development and delivery of the LRALC annual training programme, and the creation and review of appropriate training materials in consultation with the CE.
- Manage the delivery of LRALC's advice and support service, providing responses to member council queries and developing advisory materials in conjunction with the CE.
- Provide administrative/operational support to the CE, Board of Directors, and other LRALC meetings/events as necessary
- Assist the ACO when necessary with other core administrative tasks, such as logging queries, preparing for events, maintaining the LRALC website, receiving and checking Local Council Award Scheme and Borrowing Approval submissions, publication of newsletters, and other such duties.

Main duties

1. To provide support to the CE and deputise in the absence of the CE.
2. To co-ordinate with the ACO to prepare an annual training programme, within agreed budgets and targets, and based on the needs of member councils for approval by the CE.
3. To prepare and deliver specific training events as scheduled in the LRALC training programme and, on an ad-hoc basis, any additional training that may be required throughout the year (e.g. council in-house training).
4. To review and update training material as necessary including development of new courses and materials, working with NALC resources as appropriate.

5. To prepare a cost model for each event and liaise with CE/ACO regarding delegate numbers to assess viability of course in timely fashion.
6. To organise seminars and briefings, and ensure the smooth running and delivery of such events, including administrative matters and setting up/packing down.
7. To assist with the management and pro-active use and development of a range of IT programmes and services, including membership databases, password-protected resources, and the LRALC website.
8. To regularly review NALC communications and their website, and other sources, for legislative updates and other relevant information pertaining to the activities of local councils, and assist with the sharing of that information to member councils in the most appropriate medium, including writing briefing notes, newsletter articles, and ensuring the LRALC website is kept up to date.
9. To assist generally in the production of the LRALC newsletter and other advisory and briefing materials.
10. To liaise with member councils and other bodies by e-mail, telephone, etc., as required.
11. To represent LRALC when required at meetings with member councils and other bodies.
12. To assist with preparation for LRALC's Board of Director meetings, including preparing reports, together with attending meetings to take minutes if required.
13. Assist the CE in identifying sources of external funding to increase scope/sustainability of LRALC and its activities.
14. To research and propose income generating activities to the CE and/or the Board of Directors as part of the development of LRALC business activities.
15. To ensure a working knowledge of the broad aspects of the office activities and assist with cover for annual leave, etc., as required.
16. Other such duties as may be directed by the CE from time to time in pursuance of the LRALC Strategic Plan, its aims and objectives, and commensurate with the grade.

Special conditions applicable to this post

1. The post will normally be required to work 30 hours per week, including regular evening and occasional weekend working.

Where the post-holder is requested to work additional hours outside of the normal working day and contracted hours, time off in lieu and/or overtime (at the normal hourly rate) will be agreed with the CE.

2. The normal place of work will be the LRALC office located at Anstey Parish Council, but travel throughout the counties, and sometimes outside of the counties (e.g. NALC events), will be required to meet the requirements of the post. Remote working will be required at times.

The post-holder will be expected to have a car available at all reasonable times in order to carry out their duties on behalf of the LRALC's business, which will include the transportation of small items of training equipment, and for which an agreed mileage allowance will be paid (currently 45p per mile). *This does not include the cost of home to office transport.* The vehicle must be covered by insurance for business use, and the post-holder must hold an appropriate current full driving licence.

3. The nature of the work will require the post-holder from time to time to be in the office on his/her own, and to ensure the office is safely secured, alarm set, etc. when leaving the premises. In addition, the post-holder will also undertake lone working outside of the office from time to time. Whilst every effort will be made through a risk assessment to ensure the safety of the post-holder, it is essential that the post-holder is comfortable with having to work unaccompanied and on his/her own initiative where necessary.
4. The post-holder will be expected to attend any Annual General Meeting of the LRALC and assist with its organisation and successful delivery.