

## **Job Description**

### **External Affairs & Policy Development Manager**

**Reporting to:** Chief Executive Officer

**Location:** Nationwide (remote working applicable)

**Hours of Work:** 15 hours per week

**Pay:** SLCC Head of Service Scale SCP 37-41 (£40,876-£44,863) pro rata

#### **Purpose of Post**

To assist the Chief Executive in establishing an appropriate external profile for SLCC and in projecting SLCC's case on designated issues of importance to the profession.

To fix in the mind of senior civil servants and a range of local council sector stakeholders, the need (and value) of working with SLCC as distinct from other sector representative bodies.

To take responsibility for building SLCC's external affairs capability, participate in building its external network and take the lead in relationships with designated key stakeholders.

To support the formulation and periodic review of SLCC's strategy and action plan and to ensure the alignment of the external affairs agenda with them.

#### **Key Duties & Responsibilities**

- Work with Board, National Forum, SLCC team, and other members as appropriate to define SLCC's objectives and policies on a variety of matters and work towards achieving them with external stakeholders.
- Develop and maintain a stakeholder map to underpin understanding of networks of influence, bridge gaps in relevant relationships and make new connections
- Develop evidence-based narratives in support of SLCC strategic priorities and lobbying positions as necessary.
- Take ownership of all government, agency and departmental consultations and prepare responses in collaboration with National Advisors, other subject matter experts and the Board.
- Represent SLCC together with, or in place of, the CEO on all national advisory bodies and act as 'first point of contact' for external stakeholders
- Maintain and regularly update a prioritised record of the key issues which SLCC is engaged with or interested in.
- Provide an up to date briefing on all external affairs activity affecting the profession for use in presentations, communications and Board briefings
- Report quarterly to the Board on matters of interest to SLCC including parliamentary, legislative proposals and help frame regulations and guidance
- Liaise with SLCC branches to maintain currency of understanding of the

challenges and priorities of the profession and communicate SLCC's work in response

- Undertake specific management tasks, assignments or projects as directed
- Undertake continuous professional development

## **Person Specification**

### **Key Experience**

- Significant experience of the role of the clerk and the local council sector
- Liaison with senior stakeholders in the local government and wider political arena

### **Key Knowledge & Skills**

- Excellent verbal and written communications skills with internal and external stakeholders
- Member engagement skills
- Ability to build and maintain credibility with a wide range of external stakeholders
- Understanding of SLCC's strategic context and in-depth knowledge of the political environment
- Clear understanding of the role, goals and mission of SLCC and the priorities of its members