

Wales Policy Liaison Officer Job Description

Job title	Wales Policy Liaison Officer
Reports to	Chief Executive Officer
Hours of work	5 per week (subject to review)
Salary	£36,298-£40,478 per annum (pro rata) SCP 30-34
Location	Mainly home working with occasional travel to meetings

Job purpose

To represent SLCC with the Welsh Government and public sector organisations in Wales including the Wales Audit Office, WLGA and to promote the Society as an organisation and membership to Clerks in Wales.

To be SLCC's main point of contact on legislative change and consultations in Wales.

Key Duties & Responsibilities

- Liaison with Welsh Government Officials on issues affecting the Local Council sector in Wales, inputting into relevant working groups and discussions.
- Respond to Welsh Government consultations affecting the sector in Wales, forming a representative view on behalf of SLCC and members in Wales.
- Ensure positive working relationships with One Voice Wales.
- Contribute and write regular articles to 'The Clerk' magazine on current issues in Wales and encourage contributions from other members in Wales.
- Ensure the needs of the membership in Wales are understood and raised nationally within SLCC.
- Represent SLCC at events in Wales such as conferences and branch meetings and promote SLCC events in Wales.
- Act as the primary point of contact for the resolution of specific issues affecting SLCC or its members in Wales.
- Liaison with SLCC Board Directors in Wales
- Write and present reports to the Board of Directors when required.
- Attend stakeholder meetings including with: Audit Wales, Independent Remuneration Panel for Wales, National Training Advisory Group.

Person specification

Experience	Essential	Desirable
Practising Clerk employed by a Town or Community Council in Wales, ideally providing a wide range of services to the local community	✓	
Working with Welsh Government and Principal Authorities	✓	
Working with public sector bodies in Wales, including Wales Audit Office, WLGA, One Voice Wales	✓	
Formulating consultation responses/submissions	✓	
Skills		
IT competence	✓	
Communication	✓	
Report writing	✓	
Relationship management	✓	
Negotiation	✓	
Welsh language speaker		✓
Knowledge		
National issues affecting Wales	✓	
Welsh Government structure	✓	
Legislation affecting Local Councils in Wales	✓	
Local government structures, duties, powers and responsibilities in Wales	✓	
Latest Local Government legislative agenda	✓	
Local Council Finance	✓	
Qualifications		
<ul style="list-style-type: none"> • CiLCA (Wales) or relevant qualification 	✓	