

Role Title	Joint Executive Advisor and Corporate Support Manager – grade 4
Role Purpose	<p>Lead advisor role on the development of the Leaders of Guildford and Waverley Borough Council’s strategic priorities.</p> <p>Provide advice on the development of policy proposals to support those Executive priorities.</p> <p>Collaborate closely with the Executives for both Councils and Joint Leadership teams to ensure alignment with Council Plans and Executive priorities.</p> <p>Provide leadership to the Executive Support Team.</p>
Role Specific Accountabilities	<ul style="list-style-type: none"> • Confidently manage upwards, with the ability to give feedback and advice to the Joint Leadership Team (JLT) and be a reliable sounding board for concepts and ideas whilst maintaining confidentiality and discretion. • Lead on the development of an annual service plan to ensure that excellent services are identified, delivered and appropriately resourced. • Maintain an expert understanding and knowledge of the policy development process. • Advising and leading on the development and delivery of proposals to achieve strategic priorities of each Council. • This includes project management of key initiatives to develop thinking before these are built into Council Plans BAU; and liaison with Head of Business Improvement at Guildford and Business Transformation Manager at Waverley Council. • Proactively ensuring the Leaders of both councils are aware of Surrey wide activity in support of devolution and other county activity. • Working with senior officers to ensure that major decisions that require Leader and Executive input are effectively managed through briefing and governance processes. • In collaboration with the communications teams of both councils and other officers, plan for and deliver effective external stakeholder management where this is led by the Leader, ensuring stakeholders know and understand the council’s position and are able to provide meaningful feedback on key issues. • Oversee the drafting of letters and other collateral led by Leaders and feed into related communications strategies. • In collaboration with lead officers and the Joint Executive Advisor, coordinating delivery of corporate priorities led by the Leaders of both Councils.

	<ul style="list-style-type: none"> • Supporting Joint Leadership Team and senior officers to give high quality advice on how best to influence government or other strategic partners. • Work with Joint Leadership Team, senior officers and Council's policy teams to define the council's position or asks on certain subjects. • Supporting the Leader, Chief Executive, Portfolio Holders, Corporate Leadership Board (CLB), Joint Strategic Legal and Democratic Services (Monitoring Officer), Joint Assistant Director Democracy and Governance and senior officers to spot and address potential opportunities and risks for Leaders in a timely manner. • Work with other officers to horizon scan key developments across central and local government, think tanks, public and private sector bodies and the media to ensure that Leaders are fully informed; opportunities and risks identified; and appropriate responses prepared. • Handling reactive issues arising including drafting return correspondence to major stakeholders, including Government. • Attend forward planning with the Leaders of Councils and the respective Democratic Services Managers to ensure that Leaders are briefed on upcoming matters. • Proactively develop briefing materials, including speeches/speaking notes for Leaders where required; ensuring that these are co-authored with senior officers from across the council. • Work with the Joint Assistant Director Democracy and Governance, Joint Head of Governance and Democratic Services Managers of both councils to ensure that appropriate separation of duties is maintained at all times and in line with constitutional requirements. • Liaise with the Democratic Services Managers to ensure that Leaders of the Councils are fully briefed on Executive Decision Notices in line with statutory requirements and agreed governance standards. • Work with Senior Officers to draft reports that the Leaders are required to submit to various Committees and in liaison with CLB and senior officers from across the council. • Provide proactive leadership and oversight of the Joint Executive Support team ensuring that an excellent level of service is consistently provided. • Provide line management support for the Joint Executive Advisor and Joint Executive Support Team Leader, ensuring that objectives are set in a timely manner and that the post is able to undergo training and development as needed. • Undertake CPD as needed.
Key Dimensions	Manage two direct line reports – Joint Executive Advisor (Grade 6) and Joint Executive Support Team Leader (Grade 6).

	<p>The Joint Executive Support Team Leader is responsible for team of Executive and Personal Assistants to the Joint Leadership team.</p> <p>Provide advice and support to the Leaders of Guildford and Waverley Councils.</p> <p>Direct report to the Joint Strategic Director Legal and Democratic Services</p> <p>Maintain a constant assessment that the scope of the advisory role does not breach employee and member codes of conduct; and that all constitutional obligations in relation to impartiality are maintained.</p>
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Additional Notes:

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Service policies and procedures, within legislation and with regard to the needs of our customers and the diverse communities we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as request by your line manager.
4. This is a politically restricted post. You cannot be elected as a councillor in any local authority whilst employed in this role.

Health and Safety / Risk Management

1. Ensure that all aspects of the Councils' Health and Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.
3. Adhere to the relevant Councils' constitution.
4. Champion Safeguarding policy and practice.

Contacts and Relationships

1. Elected Members, Chief Officers, Staff at all levels across the councils, external partners and stakeholders.

Joint Executive Advisor and Corporate Support Manager Person Specification

(please note the below are all essential requirements)

Qualifications

1. Educated to at least degree level or equivalent experience.
2. Evidence of commitment to professional development (CPD)

Experience

1. Extensive experience working with elected members and senior officers to support development of strategic priorities.
2. Experience of procurement, contract management and service commissioning.
3. Experience of developing service plans, business cases and projects to work collaboratively, overseeing implementation and evaluating success.
4. Experience of achieving positive outcomes when handling complex relationship relationships and issues in a political environment.
5. Excellent communication skills and ability to positively enhance the reputation of the Councils.

Knowledge

1. Excellent knowledge of Local Government policy and decision making and governance frameworks.
2. Detailed understanding of developing policy in alignment with corporate strategy and operational delivery of policy.
3. Knowledge of leadership models, styles and behaviours including an ability to engage, motivate and coach/mentor others to deliver.
4. An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.

5. Detailed understanding of how to work collaboratively with other service areas and external organisations and build alliances and long and short-term partnerships to deliver.

Skills and Abilities

As set out in Role Specific Accountabilities above.

1. A strong corporate player, able to align with the Councils' values, work collaboratively and develop shared approaches with colleagues across both councils, representing the interests of both Councils fairly and objectively.
2. Creative and imaginative. Able to see new approaches with an ability to communicate the vision, overcoming obstacles and showing that ambitious goals can be achieved.
3. Able to provide a clear and articulate overview of complex issues and provide sound professional and reliable advice in an accessible and non-technical manner.
4. Commercially aware, recognising the importance of value for money in all Council activity.

Leadership Competencies

1. **Can do Approach/Results (Level 3)** Initiative – Acting on one's own initiative to be able to proactively manage workload to provide excellent service to elected members, officers and other key stakeholders.
2. **Customer Service (Level 3)** Decision Making – Being able to provide independent, complex and potentially sensitive advice and support to decision makers, whilst working collaboratively.
3. **Managing Self and Others (Level 3)** Planning and Organising – Excellent planning and organisational abilities to ensure that workload priorities are dealt with and that deadlines are met, particularly where deadlines are politically or statutorily time sensitive.
4. **Communication (Level 3)** Communication – Excellent, clear and concise communication in all forms with a range of people including the Joint Management Team, Councillors, internal staff at all levels, members of the public and other key external stakeholders.
5. **Team Working (Level 3)** Constructive – Demonstrates awareness of the political context of the role and works effectively with Council Members. JMT and other key stakeholders.

6. **Communication (Level 3)** Discretion - Being able to understand and manage high levels of complex, sensitive information and data appropriately.
7. **Embraces change (Level 3)** Impact: Recognises the impact of advice provided to key stakeholders, whether it will influence, or encourage changing practice, behaviour for key stakeholders and deal with issues arising promptly.
8. **Innovation and creative thinking (Level 3)** Anticipates future changes in legislation, national, regional or local policy may present opportunities to develop new approaches to meet organisational needs.