

Role Title	Joint Executive Advisor – Grade 6
<b>Role Purpose</b>	<p>Support the Joint Executive Advisor and Corporate Support Manager in developing strategic priorities of Executive Members/Portfolio holders of Guildford and Waverley Borough Council's.</p> <p>Research policy areas to contribute to the development of policy proposals to support Executive Members/Portfolio holders' priorities.</p> <p>Develop strong working relationships with Officers across the Council to ensure that strategic priorities and policies are aligned with Guildford and Waverley Council Plans.</p>
<b>Role Specific Accountabilities</b>	<ul style="list-style-type: none"> <li>• Provide advice and support on the development and delivery of proposals to achieve the strategic priorities of Executive Members/Portfolio Holder areas of responsibilities.</li> <li>• Undertake research to understand and support the shaping of key initiatives to develop thinking before these are built into Council Plans BAU; and liaison with the Joint Executive Advisor and Corporate Support Manager, Head of Business Improvement at Guildford and Joint Business Transformation and Innovation Manager to ensure these are incorporated into council wide plans.</li> <li>• Ensure that Executive Members/Portfolio holders are aware of Surrey wide activity in support of Devolution and other activity within their area of responsibility.</li> <li>• Working with Joint Executive Advisor and Corporate Support Manager to ensure that major decisions that require Leader and Executive input are effectively managed through briefing and governance processes, liaising with Democratic Services colleagues throughout.</li> <li>• In collaboration with the communications teams of both councils and other officers, plan for and deliver effective external stakeholder management where this involves Executive Members/Portfolio holders, ensuring stakeholders know and understand the councils' positions and are able to provide meaningful feedback on key issues.</li> <li>• Support the drafting of letters and other collateral led by Executive Members/Portfolio holders and feed into related communications strategies.</li> <li>• Provide support to the Joint Executive Advisor and Corporate Support Manager on activities needed to influence government or other strategic partners on Guildford and Waverley strategic priorities.</li> <li>• Supporting the Joint Executive Advisor and Corporate Support Manager, Executive Members/Portfolio holders to spot and address potential opportunities and risks for Leaders in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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 Executive Members/Portfolio holders are fully informed; opportunities and risks identified; and appropriate responses prepared.</li> <li>• Support the handling of reactive issues arising including drafting return correspondence to major stakeholders, including Government.</li> <li>• Attend forward planning with the Executive Members/Portfolio holders and the respective Democratic Services Managers to ensure that they are briefed on upcoming matters.</li> <li>• Proactively develop briefing materials, including speeches/speaking notes for Executive Members/Portfolio holders where required; ensuring that these are co-authored with senior officers from across the council.</li> <li>• Work with the Joint Executive Advisor and Corporate Support Manager to ensure that appropriate separation of duties is maintained at all times and in line with constitutional requirements.</li> <li>• Liaise with the Democratic and Deputy Democratic Services Manager to ensure that Portfolio Holders are fully briefed on Executive Decision Notices in line with statutory requirements and agreed governance standards.</li> <li>• Work with Senior Officers to Draft reports that Executive Members/Portfolio holders are required to submit to various Committees and in liaison with JLT and senior officers from across the council.</li> <li>• Work closely with the Executive Support Team Leader and team members to ensure that upcoming projects are appropriately resourced and supported.</li> <li>• Undertake additional duties as may be needed by the Joint Executive Advisor and Corporate Support Manager.</li> </ul>
<b>Key Dimensions</b>	<p>Provides direct support to the Joint Executive Advisor and Corporate Support Manager across the full range of advisory activity necessary to support the Leaders and Executives for Guildford and Waverley.</p> <p>Direct report to the Joint Executive Advisor and Corporate Support Manager.</p> <p>This is a politically restricted post.</p> <p>The postholder will be expected, under the guidance of the Joint Executive Advisor and Corporate Support Manager to ensure that they do not breach employee and member codes of conduct; and that all constitutional obligations in relation to political neutrality are maintained.</p>

### **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 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 in a complex local government or other public sector environment working on the development of strategic priorities.
2. Experience of developing research and policy proposals service plans, business cases and projects to work collaboratively with a range of officers and elected members, overseeing implementation and evaluating success.
3. Experience of achieving positive outcomes in a complex political environment.
4. Excellent communication skills and ability to positively enhance the reputation of the Councils.

## Knowledge

1. Excellent knowledge of Local Government/broader public service policy and decision making and governance frameworks.
2. Understanding of developing policy in alignment with corporate strategy and operational delivery of policy.
3. Ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.
4. 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 team member, able to align with the Councils' values, work collaboratively and support the development of shared approaches with colleagues across both councils, representing the interests of both Councils fairly and objectively.
2. Able to apply and adapt different approaches to policy development and delivery with an ability to communicate council vision, overcoming obstacles and showing that ambitious goals can be achieved.
3. Clear understanding of the overlap between supporting elected members versus the broader role of a council's strategy and policy team.
4. 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.

5. 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.