



JOB DESCRIPTION

Post	Principal Advisor – Oxford
Reporting to	Chief Executive
Grade	PO4 – 6 (SCP 41 – 49)
Post Purpose	To provide an advisory research and information function for APSE; to undertake special projects and initiatives; to disseminate the findings of research and such other information in order to benefit the Association and its constituent member authorities.

Key Responsibilities

1. To take responsibility for providing advice, research and information support in a number of policy and service provision areas.
2. To assist APSE's National Council and Regional Associations in the coordination of the APSE National and area based advisory groups in related services and in promoting, co-ordinating and developing activity.
3. To work with colleagues to develop and promote the work of the Association.
4. To provide a comprehensive advisory service to member authorities on all aspects of service delivery and continuous improvement.
5. To liaise with external bodies including the devolved Parliament and Assemblies, Government departments, audit bodies, public sector trade unions and member authorities in order to promote and extend public services
6. To undertake research, monitoring, information dissemination and co-ordination on the position of women, black and minority ethnic groups, the disabled and other similarly disadvantaged groups in service provision and employment.
7. To continue the development of APSE's Performance Networks in specific designated areas and to help co-ordinate the integration of it into the main networking activity of APSE.
8. To work with colleagues to develop and promote all work of the Association in relation to service delivery, including benchmarking, consultancy and training.
9. To ensure the consideration of equality and diversity issues within all aspects of the position, but particularly in service planning, interacting with team members and customer care activities
10. To ensure compliance with the Association's existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001

Key Tasks

1. Deputising for the Chief Executive as appropriate in her/his absence and assisting her/him in representing and promoting APSE.
2. Supporting the implementation of APSE's Business Plan and associated Service Development Plans
3. Keeping up-to-date with general developments in the sphere of direct service/employment issues in local authorities.
4. Assisting in the organisation of, and participating in seminars on direct service/employment issues in local authorities.
5. Drafting and assisting in the production of APSE publications.
6. Disseminating information to member authorities and answering their requests for information.
7. Preparing press releases in co-operation with the Research and Press Officer, responding to press and other statements and participating in campaigns to promote APSE and its policies and intentions.
8. Assist in the preparation of and writing of articles for APSE, both for internal and external use.
9. Providing assistance to the Chief Executive & Regional Secretaries in carrying out her/his duties. In particular:
 - (i) Organisation and servicing of APSE meetings.
 - (ii) Arranging guest speakers over the full range of APSE related topics.
 - (iii) Implementing National Council, Regional and APSE delegate meeting decisions.
10. Maintaining regular contact with National and Regional APSE Officers, liaising with member authorities, research organisations and other agencies undertaking research work of relevance to APSE and its members.
11. Attending Secretariat meetings as requested by the Chief Executive.

Other

1. APSE's National Council may specify other duties and responsibilities within the broad framework of this job description and commensurate with the grade of the post.
2. A work programme based on this job description, will be devised with the Chief Executive and reviewed on a regular basis, in conjunction with colleagues in the APSE Secretariat.
3. The post will be located in Oxford. Since APSE is a National Organisation, a fair amount of travelling will be involved.