



## JOB DESCRIPTION

<b>Post</b>	<b>Principal Advisor: Manchester</b>
<b>Reporting to</b>	Chief Executive
<b>Grade</b>	PO4 – 6 (SCP 35-43)
<b>Post Purpose</b>	To coordinate and manage member engagement, providing advice, research and networking opportunities. To disseminate research, share best practice and undertake special projects and initiatives for the benefit of APSE members.

### Key Responsibilities

1. To retain, grow and develop APSE's membership.
2. Provide advice, research and information on Local Government policy and sector specific services to local councils; ensuring delivery of timely and appropriate APSE membership support, including the dissemination of briefings, research findings and core policy messages and development of membership activity.
3. To oversee area / regional based activities, ensuring governance compliance within the Principal Advisors allocated area / region taking cognisance of APSE's UK wide reach.
4. To provide a comprehensive advisory service to member councils on all aspects of service delivery and the promotion of excellence in public services, developing expert knowledge of allocated portfolio work which you will share through network meetings, written briefings and network activity.
5. To liaise with external bodies and stakeholders, including UK Parliaments and Administrations, Government departments, audit bodies, public sector trade unions and member councils promoting the interests of APSE members.
6. To ensure that all work is undertaken with due consideration to the promotion of equity and inclusion in all aspects of public policy work, in line with APSE's Equalities Policy, alongside a demonstrable commitment to a sustainable environment and adherence to APSE's Environmental Social and Governance Framework.
7. To support the development of good evidence-based data in Local Government, including through APSE's Performance Networks where you will have sector specific responsibilities for the collation, analysis and presentation of performance information to member councils.
8. To work with colleagues to develop and promote all work of the Association in relation to service delivery, including APSE membership resources and the traded services of APSE Performance Networks, APSE Solutions, APSE Training and APSE Energy and any other service promotions required by the Chief Executive and / or National Council.
9. To ensure the consideration of equity and diversity issues within all aspects of the job role, but

particularly in service and event planning, interacting with other staff members, governing bodies and external customers and suppliers.

10. To ensure compliance with the Association's good governance, systems of work, compliance issues, data protection and all legal and policy requirements including adherence to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001 and to undertake all necessary training as required.

## Key Tasks

1. Deputising for the Chief Executive as appropriate in their absence and assisting them 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 and sector expertise in the designated portfolio area allocated at any time.
4. Assisting in the organisation, delivery and participation in seminars on timely and relevant topics for APSE member councils.
5. Researching, drafting and assisting in the production of APSE research both as internal research papers and external research papers and e-publications as required.
6. Disseminating information to member authorities and answering their requests for information.
7. Preparing press releases in co-operation with the lead PA for strategic communications and the Chief Executive and the Communications and Marketing Officer, in response 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 and Area / Regional Chairs and Secretaries in carrying out their duties. In particular:
  - i) Organisation and servicing of meetings.
  - ii) Arranging guest speakers
  - iii) Implementing National Council, Area/Region meeting decisions
  - iv) Compliance with the APSE and area /regional governance
10. Maintaining regular contact with National Area / Regional APSE Chairs, Secretaries, and Executive Members, liaising with member councils, research and stakeholder organisations and undertaking research or advisory work of relevance to APSE and its members.
11. Attending Secretariat meetings as requested by the Chief Executive.
12. To carry out all duties in a professional and competent manners with a 'right first time' ethos and taking cognisance of all political sensitivities in the operational environment of APSE.

## 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 Manchester. Since APSE is a UK wide organisation, a reasonable amount of travel will be involved in the delivery of the Principal Advisor job role.