

The
Local Government
Boundary Commission
for England

Director of Reviews, Strategy & Engagement

Candidate information pack

November 2024

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Welcome

Thank you for your interest in the role of Director of Reviews, Strategy & Engagement with the Local Government Boundary Commission for England (LGBCE).

We may be small in size, but we play a vital role in setting the foundations for local democracy across England. In carrying out our statutory role to conduct reviews of local electoral arrangements, we are reliant on our team of skilled and dedicated staff, from those working directly on reviews and our communications to those providing our finance, IT and HR services.

As part of our ongoing development, this new role in our senior leadership team will lead the reviews and communications functions, developing operational strategy and plans for the Commission, and ensuring they are aligned with our organisation's strategic objectives.

We are seeking an authentic leader, with experience of driving a culture of continuous improvement and a track record of delivering operational excellence, ensuring efficiencies and identifying opportunities for innovation. You will be adept at building strong relationships, including with our committed and skilled staff, our Board, and our stakeholders, and be able to combine strategic thinking, corporate leadership and hands-on delivery.

We are committed to an inclusive culture and would welcome applications from candidates from diverse backgrounds.

We look forward to hearing from you and hope you will want to join us and play a leading part in the Commission as we enter our next exciting phase.



Ailsa Irvine
Chief Executive

About us

The Local Government Boundary Commission for England (LGBCE) is an independent body, established by Parliament. Our main responsibility is to conduct electoral reviews by considering the electoral boundaries of local authorities in England and recommending any changes to Parliament.

We are also responsible for:

- Reviewing the administrative (external) boundaries of local authorities in England and making recommendations for changes to the Secretary of State;
- Advising the Secretary of State, at their request, on proposals they receive from local authorities for changes to unitary status;
- Reviewing the constituencies of the London Assembly and recommending any changes to Parliament.

We aim to:

- Make sure that, within each authority, each councillor represents a similar number of electors;
- Create boundaries that are appropriate and reflect community ties and identities;
- Deliver reviews informed by local needs, views and circumstances.

We are accountable to the Speaker's Committee of the House of Commons, which approves annually our budget estimate alongside a rolling five-year corporate plan.

The Commission currently comprises a Chair and five other Commissioners, supported by a Chief Executive and 20 staff. Day-to-day operations of the Commission are delegated to the Chief Executive and the Leadership Team which includes: the Director of Reviews, Strategy and Engagement, the Director of Corporate Services, two Review Managers, and the Communications and Engagement Manager.

We are:

- Impartial: giving equal consideration to all views.
- Objective: making recommendations based on evidence.
- Responsive: listening to local opinion.
- Transparent: following clear and open processes.
- Professional: being reliable, efficient and helpful.

Working together, and with others, the LGBCE:

- Believes that an inclusive culture enriches all that we do;
- Values diversity and the diversity that different perspectives and experiences bring to all our work;
- Commits to being a team that is inclusive in the way that it works together and the way it engages with those contributing to our reviews.

Further information on the work of the LGBCE can be found on our website: www.lgbce.org.uk.

How we work

The LGBCE starts and delivers approximately 25 reviews each year, with each review taking approximately 15 months from start to finish. This means that, at any one time, in excess of 40 reviews will be in progress.

Reviews follow an established pattern of early engagement with local authorities and, subsequently, involve at least two periods of extensive consultation (with local authorities, communities and residents). An early task is to determine the number of elected members (council size) and, working with local authority officers, to agree five-year electorate forecasts. The focus then moves on to determining the number, name and shape of wards and divisions within local authorities.

The Commission is keen that reviews are undertaken 'with' local areas and not simply 'done to' local areas. Our recommendations are based on three statutory criteria - electoral equality, community identity, and effective and convenient local government.

More detail on the review process, and how the Commission approaches its work, can be found on the LGBCE website.

Structure of the Commission

The Chair is appointed by HM The King on the recommendation of Parliament and the Speaker's Committee on the Electoral Commission. The Deputy Chair and other Commissioners – the legislation allows for between four and eleven Commissioners in addition to the Chair – are appointed by HM The King on the recommendation of the Secretary of State for Housing, Communities and Local Government.

The Commission currently comprises:



Professor
Colin Mellors
OBE, Chair



Andrew Scallan
CBE, Deputy
Chair



Amanda
Nobbs OBE



Steve Robinson
(Chair of Audit &
Risk Committee)



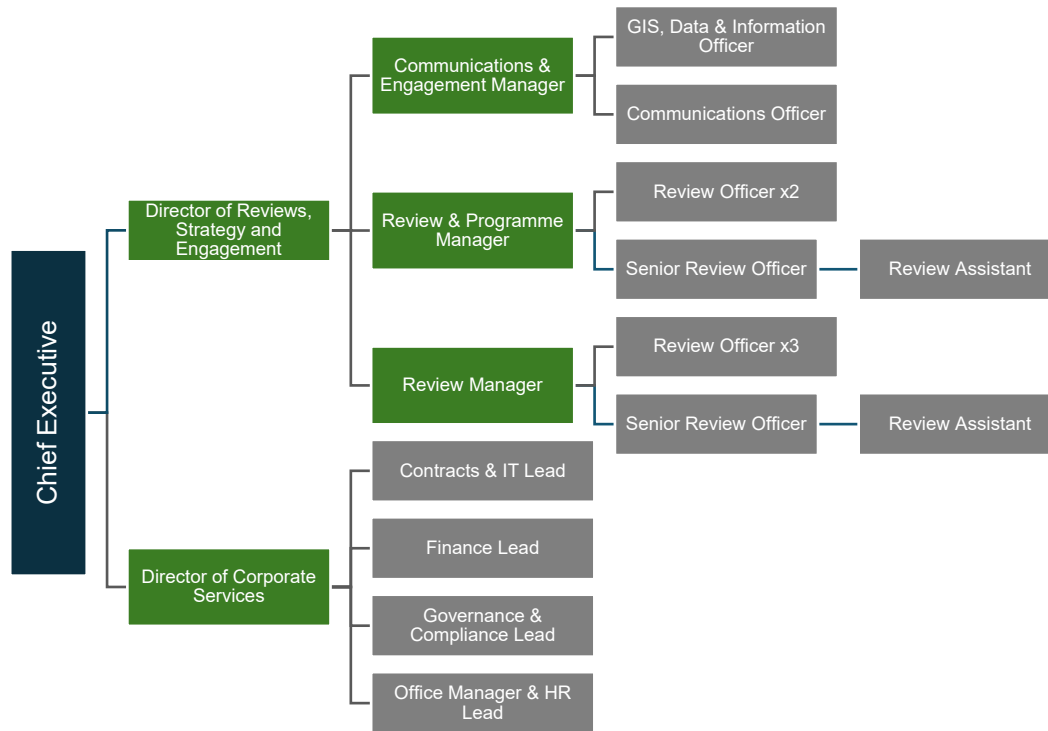
Wallace
Sampson OBE



Liz Treacy

Electoral rights touch every citizen of the country, so it is important that the LGBCE Commissioners and staff come from the widest possible range of backgrounds, bringing us a range of perspectives and ways of thinking. The LGBCE is a Disability Confident Leader.

Organisational chart



Job description

Job title: Director of Reviews, Strategy & Engagement

Salary: £83,904 rising to £86,505 following one year's completed service

Contract: Full time

Hours of work: 36 per week (7.2 hours per day)

Pension: Automatically enrolled in the Civil Service pension scheme. The Commission also offers the opportunity to join a non-contributory Partnership Pension Scheme instead

Leave: 32.5 days

Location: Hybrid - London office/remote working

Responsible to: Chief Executive

Responsible for: Reviews & Communications Teams

Overall purpose of the post

To lead on developing and delivering our strategic vision for communications and reviews, ensuring the delivery of high-quality reviews that take account of local communities and needs.

Main responsibilities

Organisational leadership:

- To support the Chief Executive and the Board in providing strategic leadership for the organisation
- To deputise for the Chief Executive where required
- To ensure that the organisation has the people, systems and processes needed for high quality, timely delivery of reviews
- To inspire, develop and support our people, promoting a high-performance culture

Operational delivery:

- To oversee the development of the Commission's operational plans for the communications and review functions, ensuring their alignment with the organisation's strategic objectives
- To structure and implement ongoing improvements to deliver efficiencies and innovations that will help achieve operational excellence
- To support the Communications and Review Teams in delivering the strategic and operational outcomes of their functions
- To report to the Commission Board on performance and delivery against plans and key performance indicators

- To explore the opportunities afforded by emerging technology to support the effective delivery of electoral reviews

Strategy & Policy:

- To work closely with the Chair and Commissioners in developing and delivering our organisational strategy and policy
- To lead on horizon scanning, ensuring that the Commission maintains a strong understanding of the landscape it works within and is able to maximise the opportunities and minimise the risks it affords
- To lead the development of the Commission's policy advice, to support the delivery of the organisation's strategic objectives

Stakeholder engagement:

- To represent the Commission externally, presenting our work clearly, accurately and robustly
- To develop relationships across the local government sector, raising awareness of our work and of the role of electoral reviews in supporting local democracy

Person Specification

Essential

- Experience of reporting at Board level
- Demonstrable experience of leading and managing people
- A strong track record of delivering improvements in service delivery and performance
- Strong understanding of the importance of delivering value for money, and experience of identifying efficiencies and improvements to working practices
- Experience developing and executing organisational strategies
- Experience of policy analysis and development
- An understanding of effective communication and engagement tools and strategies
- Strong interest in, and understanding of, local government in England

Personal attributes

- Ability to combine strategic thinking, corporate leadership and hands-on delivery
- Excellent communication, report writing and presentation skills
- Excellent interpersonal and relationship management skills, able to develop and maintain professional working relationships with colleagues, Commissioners and key external stakeholders
- Ability to think strategically and exercise good judgement
- Demonstrable commitment to delivering results and an ability to effectively manage competing pressures and prioritise
- Authentic, fair and inclusive leader, who operates with credibility and respect
- Value difference, diversity and inclusion, ensuring fairness and opportunity for all
- Collaborative approach, fostering a strong sense of team
- Consistency and fairness
- Critically examines information and issues to arrive at well-reasoned and appropriate decisions that stand up to scrutiny

- Excellent problem-solver, who can think creatively
- Strong attention to detail with an understanding of the importance of getting it right first time
- Politically astute and consultative, with excellent judgement, common sense and diplomacy
- Positive and inspirational in leading others through change
- Resilience to work in an environment of close public scrutiny, and willingness to take, implement and explain tough decisions where necessary.

Benefits

Salary

£83,904 per annum, with an increase to £86,505 after one year's service.

Pension scheme

Automatically enrolled in the Civil Service pension scheme, which includes a valuable range of benefits. Employees will receive tax and National Insurance relief on their contributions. The current employer contribution rate is 28.97%.

We also offer the opportunity to join a non-contributory Partnership Pension Scheme instead. The current employer contribution rates range from 8% to 14.75% depending on age and will be matched by up to a further 3% if you choose to make contributions yourself.

Holidays

Attractive annual holiday entitlement starting at 32.5 days plus statutory bank holidays (pro-rata for part-time staff).

Performance management

Individual yearly and half yearly appraisals, learning and development plans matched to your agreed career objectives and progression plans.

Learning & development

A range of training courses relevant to the role as per the Training Matrix. Other opportunities are available for personal/professional development. We will pay for a professional membership relevant to the job.

Flexible working

Flexible working patterns.

Special leave

Paid time off in line with agreed policies for family emergencies, dependents and compassionate leave. Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

Occupational health

Access to health care benefits through Benenden Health, including GP consultations, diagnosis, treatment and follow ups. The cost of membership is fully covered by the Commission.

Eye care

Free eye tests for DSE users and support towards the cost of basic glasses if required for DSE work.

Flu vaccine

Annual free flu vaccination available for staff who wish to use it.

Season ticket loans

Annual interest free season ticket loans to enable you to travel to and from work.

Cycle to work scheme

A salary sacrifice scheme paid over 12 months to enable you to hire a bicycle and cycling equipment.

How to apply

Timeline

Close: 9am, Monday 6 January 2025
Longlisting: w/c 13th January 2025
Preliminary interviews with GatenbySanderson: w/c 13 January and w/c 20 January 2025
Shortlist meeting: w/c 27 January 2025
Staff panel: w/c 3 February 2025
Final Panel: w/c 3 February or w/c 10 February 2025

How to apply

All applications should be submitted using this link:
<http://www.gatenbysanderson.com/job/GSe114556>

In order to apply for the post, please submit:

- Your CV (ideally no longer than two pages) setting out your career history, with key responsibilities and achievements;
- A statement of suitability (no longer than two pages) explaining how your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria set out in the person specification;
- A completed Diversity Monitoring Form – this form will appear in the online application process. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

Please note the above documents are mandatory.

If you do not receive confirmation that your application has been received, please contact kirsten.hasseriis@gatenbysanderson.com

Contact

For a confidential discussion please contact our recruitment advisers at GatenbySanderson:

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Michelle Atkinson, Principal Consultant
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