

CfGS seeks a Senior Governance Consultant for a fixed six-month term: part time or full time

We are looking for someone to join the team to expand and develop the support we provide to our clients, within and beyond the local government sector.

The successful candidate will be someone with a substantial background in and around governance and scrutiny in local government, most likely at “service manager” level.

As this is a fixed term post, it is likely to suit someone looking for a secondment – we will be able to demonstrate significant development opportunities for the successful applicant which will bring benefits to both you and your permanent employer.

Salary range: to be determined on the basis of candidate’s experience and current professional circumstances

CfGS is currently expanding and deepening its work in and around the local government sector. We’re providing support to councils on overview and scrutiny – through delivering “scrutiny improvement reviews” to a wider range of authorities. We’re also leading on reviews of council constitutions, supporting councils through local government reorganisation, providing expertise advice to councils moving from leader-cabinet to the committee system (and vice versa), helping combined authorities with their governance plans and working with Cabinets and senior officers to improve the quality and transparency of decision-making.

We’re also delivering a full spectrum of training and development services – supporting councillors on things like questioning skills, chairing skills, and the analysis of performance and finance information.

We need an experienced local government governance/scrutiny practitioner to join us for a fixed period of six months as we continue to develop our local government support plans. This person, an expert in the field who is at ease working in and around complex political environments, will gain unique experience and skills, which will help significantly with ongoing career development.

The position is employed on a remote basis, and can be carried out from anywhere in the country (although will require some travel to London for monthly team meetings). We would prefer someone to join us full-time, but we welcome applicants keen to work more flexibly, including part-time (3 or 4 days a week) or compressed hours – as an organisation committed to providing a balanced and supportive working environment we are keen to attract candidates with a range of experiences and personal circumstances. As with any councillor-facing work the postholder can expect to need to attend some evening meetings, usually remote but occasionally involving travel for in-person delivery and support.

We hope for the successful candidate to begin work with us during May. If you’re interested, please send a CV and a brief summary of your skills and experience to info@cfgs.org.uk, marked “Senior Governance Consultant”, by 12pm on May 20th. Interviews will take place remotely during the week commencing May 23rd.

For an informal conversation about this role please contact Ed Hammond, ed.hammond@cfgs.org.uk - a full job description can be found on the next page.

SENIOR GOVERNANCE CONSULTANT: JOB DESCRIPTION AND PERSON SPECIFICATION

Role Purpose:

The purpose of the role is to successfully design and deliver a broad range of consultancy assignments that improve corporate governance in the local government sector.

The role holder is also expected to proactively contribute to business development activity within CfGS.

Principal Accountabilities:

1. Proactively identify business development opportunities and engage with potential clients to understand their governance improvement requirements, in order to create opportunities for CfGS to deliver consultancy assignments
2. As part of a team, develop comprehensive proposals/bids for undertaking consultancy assignments that are tailored specifically to potential clients' needs, and strike an appropriate balance between affordability for the client and profitability for CfGS
3. Design bespoke governance review methodologies (based on CfGS's broader research) that deliver objectives that have been agreed with clients
4. Lead on the successful delivery of governance consultancy assignments, in accordance with the principles of effective project management, working with other members of the CfGS team and external consultants where necessary
5. Effective management of client relationships throughout the full lifecycle of governance consultancy assignments
6. Write comprehensive reports on completed governance consultancy assignments that provide clients with robust, evidence-based information and meets agreed objectives for the assignments in question
7. To design and deliver governance-related training programmes for individuals and teams with both executive and non-executive roles principally in the local government sector
8. Carry out evaluations of completed consultancy assignments and training programmes, and feeding back associated learning to CfGS colleagues, to inform service delivery improvements

Job Title: Senior Governance Consultant

Area of competence	Essential	Desirable
Qualifications and training		
1) Degree level, equivalent education or other relevant experience		X
2) Evidence of continuing professional development.	X	
Experience and skills		
3) Programme and project management: Proven experience of deploying programme and project management good practice to successfully deliver complex projects and programmes	X	
4) Communication skills: Excellent written and verbal communication skills	X	
5) Presentation skills: Adept at public speaking and delivering presentations	X	
6) Proposal writing A successful track record of writing compelling proposals for action that are tailored to stakeholders' needs	X	
7) The ability to use and build your own networks, maintain a public profile, develop new contacts at a senior level across sectors nationally, regionally and locally		x
8) Intellectual rigour and the ability to command respect for CfGS's position with a wide range of audiences, both lay and professional	X	
9) Experience of working at a senior level in governance, or overview and scrutiny, in local government	x	