


<b>Profile Title:</b>	Head of Research and Policy	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Executive Director Core				
<b>Employee Management:</b>	Small Team	<b>Grade:</b>	12	<b>Profile Ref:</b>	53049
<b>Purpose of the Post</b>					
Responsible for the full range of work in support of the policies and objectives of the Special Interest Group of Municipal Authorities (SIGOMA).					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>To lead on the development of the overall strategy for SIGOMA and management of the team and overall workplan in accordance with the policies and objectives.</li> <li>To keep fully abreast of national developments to ensure that service provision is evaluated to ensure resources are used effectively</li> <li>To proactively liaise, negotiate, influence, and collaborate with a wide range of organisations including central government departments, The Treasury and the Department of Levelling Up Communities and Housing, other Government departments, the Local Government Association etc.</li> <li>To lead on the identification and undertaking of quality technical research and analysis on socio-economic indicators, reporting to the SIGOMA Chair and wider membership.</li> <li>To lead on the analysis and interpretation of the workings and impact of the local government finance system and the provision of advice to the SIGOMA Chair and wider SIGOMA membership. (Officers and politicians)</li> <li>To provide professional financial, accounting and technical support, as well as analysis and advice to a wide range of internal and external stakeholders.</li> <li>To lead on undertaking analysis work in the review and dissemination of Government Guidelines, Circulars, Bills, Acts and other Consultation Documents from external bodies. This will include the interpretation of the aforementioned documents and the preparation of appropriate responses on behalf of all members where required in accordance with policies and objectives.</li> <li>To provide extensive advice to the Chair of SIGOMA in the detailed technical and political analysis of work in support of the key objectives for information, debate, lobbying and development.</li> <li>To represent SIGOMA at appropriate meetings with a wide range of individuals, groups, and organisations which SIGOMA will be seeking to co-operate with and influence and to network and be responsible for ensuring that appropriate channels of communication are established and maintained with all officers and members of SIGOMA and Government Departments and with all appropriate technical groups established under the auspices of SIGOMA</li> <li>To be responsible for chairing and leading meetings with officers, so required to establish the SIGOMA response to developments in finance and technical accountancy that may affect the funding and overall wellbeing of member organisations.</li> </ul>					

- To attend and present papers on national project meetings that are concerned with the local government finance system and related financial issues in order to represent SIGOMA and influence the outcomes and future policy direction Meetings to be attended include the DLUK Working Groups.
- To lead in consultation with the Chair and the Policy Officer in arranging lobbying events and related documentation in addition to organising and procuring SIGOMA resources as necessary ensuring regular briefing documents on key issues are provided to officers, Members and MPs
- Working with Barnsley administration, to arrange billing and collection of annual membership fees and to prepare and present to Members, Budgets, Budget monitoring returns and other financial information as may be required at meetings.
- Any other duties commensurate with the grading of the post as requested from time to time.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> <li>• Level 7 CCAB Qualification</li> </ul>	A	E
<ul style="list-style-type: none"> <li>• CIPFA Qualification</li> </ul>	A	D
<ul style="list-style-type: none"> <li>• Training in the application of statistical software packages.</li> </ul>	A	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> <li>• Extensive experience at a senior level in a finance environment.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience in the management of staff</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience of providing specialist advice and guidance on local government finance issues at all levels of seniority, external agencies and other forums on a regular basis.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience of researching and producing accurate and concise reports and delivering presentations to a wide range of audiences.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience of conducting research to model funding distributions, or undertaking critical appraisals of such research.</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>• Experience of research into socio-economic measures including the ability to make policy conclusions.</li> </ul>	A/I	D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> <li>• A high level of understanding of statistical techniques and their applications</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>• In depth knowledge of Public Sector Finance and policy issues, together with an understanding of the major issues affecting Local Government both currently and emerging</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Detailed knowledge of systems used for distributing local authority resources.</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>• Proven ability to intelligently discuss detailed technical issues in a technical and non-technical way seeking to influence the judgement and views of others.</li> </ul>	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>• An ability to analyse existing and new financial and policy issues and influence decision makers in support of the objectives</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to work at a senior level and develop good relationships with internal and external stakeholders at all levels .</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to manage key projects within tight deadlines.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Strong communication skills, both verbal and written.</li> </ul>	A/I	E

Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Work in accordance with the council's vision, priorities, values and behaviours.</li> </ul>	I	E
<ul style="list-style-type: none"> <li>• Able to undertake any travel in connection with the post.</li> </ul>	A/I	E