**JOB DESCRIPTION**

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| **Job Title:**  | Lead Revenues Advisor |
| **Grade:**  | 10-2 |
| **Hours per week:**  | 35 (30 during 4DW trial) |
| **Directorate:**  | Public Financial Management |
| **Reporting to:**  | Head of Technical and Standards (people management may be delegated within the team) |
| **Number of employees:**  | Direct Reports:  | 0 | Managed through others:  | 0 |
| **Budget responsibility:**  | N/A |

**JOB SUMMARY**

Within an integrated team of financial and policy experts, plan, develop and deliver a wide range of professional services that support excellence in public sector governance and financial management by supporting practitioners and working as part of CIPFA’s Advisory Networks.

Develop and deliver the policy agenda in the area of revenues as a part of the CIPFA Benefits and Revenues Service, building CIPFA’s profile and voice, and supporting growth in membership, products, and services.

Position CIPFA as an expert voice through the development of thought leadership and continuing professional development for practitioners in the public sector.

**KEY RESPONSIBILITIES**

**TECHNICAL**

1. Innovate, develop, and deliver products and services to achieve CIPFA’s business plan.
2. Represent CIPFA and work with external stakeholders, including Government departments, technical forums, working groups and external policy and advisory boards to influence public policy in line with CIPFA’s objectives and relevant professional standards.
3. Research, plan, develop and deliver a high-quality programme of events, briefings, webinars, and workshops to ensure practitioners gain information, practical guidance and up-to-date advice on professional and technical matters.
4. Actively engage in events and workshops, develop programmes, identify speakers, network with members, liaise with facilitators and deliver presentations as appropriate.
5. Identify, prepare and/or commission research, publications, documents, articles, analysis, and guidance that benefit public financial management and governance.
6. Identify, plan and deliver training and/or consultancy tailored to individual organisations.
7. Facilitate networking between subscribers, customers and customers to enable sharing of experiences and to highlight examples of good practices across the profession.
8. Provide an ‘Ask an Advisor’ service to respond to technical queries from subscribing authorities, CIPFA members, and students using the Technical Enquiry Service.
9. Support and advise on CIPFA’s development of professional standards and policy.
10. Help to promote CIPFA as the leading institute in public financial management and raise awareness of products and services through attending and speaking at external events, regional groups and forums.
11. Work collaboratively with colleagues to respond to consultations on professional standards, Government policy and other recommended practices.
12. Proactively develop and maintain effective working relationships with colleagues and stakeholders to ensure that opportunities are maximised, services are improved, and duplication of effort is avoided.
13. Work collaboratively with colleagues across CIPFA to provide, and market, a customer focused service, optimising the use of technology to maximise customer experience and sponsorship opportunities.
14. To provide professional and technical guidance to assist colleagues across CIPFA in supporting their customers.

**GENERAL**

1. Share ideas for service improvements, best practice, and business opportunities.
2. Contribute to business planning and budget monitoring processes.
3. Produce technical papers, briefing notes, newsletters and to comment on professional and technical issues.
4. Carry out research and project work as required.
5. Liaise with external partners and contacts to update and maintain knowledge.
6. Comply with CIPFA policies and procedures.
7. Contribute to the promotion of CIPFA.
8. Actively participate in personal development activities.
9. Undertake any additional duties as required.

**MANAGEMENT AND LEADERSHIP**

Maintain effective relationships with associates engaged in delivery of CIPFA products and services, overseeing work as appropriate.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

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| A professional or equivalent qualification relevant for the role  | Essential |
| Degree relevant to the appropriate field or equivalent experience of working in specialist area | Essential |
| Evidence of Continuing Professional Development | Essential |

**EXPERIENCE**

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| --- | --- |
| Practical experience of working in a relevant senior role within a local authority or other public service body. | Essential |
| Practical experience of delivering training courses, facilitating workshops and public speaking to small and large groups. | Essential |
| Interpreting national policy for implementation  | Essential |

**KNOWLEDGE & SKILLS**

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| --- | --- |
| Robust and up to date knowledge and understanding of the key challenges facing public service bodies in the relevant area. | Essential |
| Ability to deliver high standards of team working and integrated solutions to complex problems | Essential |
| Ability to develop and maintain effective relationships with customers, subscribers, and stakeholders. | Essential |
| Highly developed written skills for both digital and physical products. | Essential |
| Highly developed communication and networking skills with a persuasive and convincing approach to explaining and resolving complex issues to clients. | Essential |
| Proficient IT skills with a good working knowledge of MS Office and the ability to work virtually. | Essential |
| Knowledge or experience of the Benefits stream within Revenues & Benefits | Desirable |

**PERSONAL ATTRIBUTES**

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| Highly effective communicator who is assertive, positive, and persuasive, but also sensitive to client needs and aspirations. | Essential |
| Flexible and open to change, viewing it as an opportunity to learn and develop | Essential |
| Professional and organised approach requiring minimal supervision and a “can do” attitude. | Essential |
| An effective team player who will go the extra mile to offer colleagues help and support. | Essential |
| Ability to deliver against competing priorities and deadlines | Essential |
| An entrepreneurial, creative and innovative approach to business issues and challenges with a willingness and ability to adapt quickly to changing market circumstances and conditions. | Desirable |
| Ability and willingness to travel with regular overnight stays. This may include travel throughout the UK and abroad. | Desirable |