

Labour Party Job Description

Job title:	Executive Director, Governance and Services
Responsible to:	Labour Party General Secretary
Responsible for:	The management of all staff in the Compliance, Risk Management, Human Resources and Payroll, IT, Facilities and Fulfilment Departments
Location:	Based at Head Office London or Newcastle
Key Purpose:	<p>In line with Labour Party policy and guidelines to provide leadership and strategic management of the Labour Party's governance and service functions.</p> <p>Develop and manage Labour Party policy in the area of political and constitutional reform and to devise strategic forward plans for the development of party organisation in advance of legislative changes.</p> <p>Monitor and continually improve the Party's compliance rules with all relevant regulations and ensure that the Rules and Constitution of the Labour Party are upheld.</p> <p>To ensure that the services provision for staff; through the IT, HR, Staff Services and Fulfilment functions provide a high quality service to all staff and other service users.</p>

Specific Responsibilities:

Provide positive and professional leadership to all staff within the directorate, ensuring that they are well managed to support the activities of the Party.

As a member of the senior management team, participate in the generation of new ideas and fresh approaches on how the Party manage's its business.

Establish strategic forward plans so the Party is prepared in advance for the impact of major constitutional changes planned by the Government.

Lead and guide the successful implementation of systems and procedures to ensure all stakeholders are aware of and compliant with relevant legislation and the Rules and Constitution of the Labour Party.

Provide timely and accurate guidance and advice to the General Secretary, other Party staff, relevant Committees of the NEC and Party representatives as necessary about the

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Rules and Constitution of the Labour Party.

Provide support and co-ordination to the Organisation Committee and Disputes Panel of the NEC and any other relevant NEC committee and working group.

Manage and promote the Party's relationships with relevant external organisations such as the Electoral Commission, Boundary Commissions and any other relevant body.

Delegate appropriate responsibility for the provision of corporate services whilst retaining overall accountability for the delivery of those services.

To oversee the HR/Training and Development function, ensuring the provision of professional advice to the General Secretary and senior management team, including the review of relevant HR/Training strategies, policies and procedures.

Ensure the effective and best practice provision of a range of services including, recruitment, training and development, performance management, disciplinary and grievance procedures, payroll, pensions and employee relations.

Oversee the information and communications technologies function ensuring the ongoing development and implementation of effective services to all stakeholders.

To oversee and deliver best practice in the tendering and procurement activity required by the Party in accordance with relevant Government and EU guidelines and legislation.

To lead and develop the Governance and Services team by:

- Coaching and developing a team of professionals, providing expertise and advice as necessary in order to resolve issues effectively and efficiently
- Acting as a role model and demonstrate breadth of expertise as well as strong leadership skills
- Ensuring deadlines are met and if necessary oversee the re-distribution of workload
- Ensuring relevant training and development of individuals and teams are in place and set personal objectives for staff based on the overall departmental strategy

Monitor the progress and effectiveness of the entire directorate's outputs, re-assess governing factors, recognise and act upon consequences in the event of failure.

Set key performance indicators for team members and monitor performance.

Be a proactive member of the Executive Board and to carry out any other tasks as directed by the General Secretary.

The post holder maybe required to act as secretary to NEC committees or other ad hoc bodies as directed by the General Secretary.

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As part of the new executive management board you will work flexibly with the Party, Leaders Office and Shadow Cabinet to develop and implement the Party's strategic plans.

Band: 54

Labour Party Person Specification

Executive Director, Governance and Services

Essential

- Proven track record at a similar level
- A thorough knowledge and understanding of the structure and organisation of the Labour Party
- Excellent political judgement
- Knowledge and understanding of how strategic management impacts and influences operational management
- Proven experience of formulating and managing budgets
- Significant people management experience
- Excellent personal presence and impact
- First class communication and networking skills
- Creative approach to problem solving
- Track record in delivering tangible outcomes on time and to budget
- Flexible in style, able to accommodate a variety of different attitudes and adjust their approach accordingly
- Proven track record of success in project management, through the complete project life cycle, preferably in complex situations
- Highly adaptable, quick thinking, action oriented, resilient and with a 'can do' mentality
- Assertive and confident with the ability to remain calm under pressure
- Proven track record of working with conflicting responsibilities