

Labour Party Job Description

Job title:	Executive Director, Rebuttal and Policy
Responsible to:	The Executive Director for Rebuttal and Policy will report in the first instance to the Labour Party General Secretary and will also work closely with the Leader of Labour Party
Responsible for:	The management of all staff in policy formation, research and rebuttal in the Party and Leader's Office and for the policy work of political advisors and related functions
Location:	Based at Head Office London
Key Purpose:	<p>Provide strategic leadership responsible for designing the Party's policy programme and managing the research and rebuttal functions necessary to carry out this role</p> <p>Working with the leadership, shadow cabinet and all parts of the Party, to co-ordinate and implement a winning policy agenda to lead into the next general election</p> <p>Provide strategic leadership in developing the Party's policy development process, establishment of a Rapid Rebuttal Unit, horizon scanning and its policy research function</p>

Specific Responsibilities:

Provide strategic leadership and management to all policy functions with the party, including Leader's Office policy team, HQ policy team, and for the policy work of political advisors and related functions.

Work closely with the Director of Communications and other senior leadership positions in the Labour Party to ensure the Party's policy and message is consistent with the direction set by the Leader and Shadow Cabinet and in line with the Party's values and policy making process.

Ensure delivery of effective Labour Party systems to respond rapidly to the Government's policy agenda.

Establish a rapid rebuttal function to allow the Party to respond quickly and effectively to claims made about the Party's policy positions.

Lead and manage the Labour Party's policy research to inform policy development, rebuttal and attack, including at PMQs.

The Labour Party

Co-ordinate effective policies and a forward offer for the next Labour Party manifesto through the Party's policy review process.

Create policy development structures that allow for greater effective integration, communication and engagement with the Party membership, Shadow Cabinet, stakeholders and the Leader's Office.

To support and co-ordinate the National Policy Forum and policy commissions.

To build effective relationships with think tanks and other professional policy makers.

Ensure that all stakeholders are informed of and understand the relevant Labour Party messages in all their activities and communications.

Manage and deliver research capacity to ensure that government policies and activities are efficiently and effectively scrutinised.

Undertake regular horizon scanning and research so that the all policy and strategy development is informed by the most up to date understanding of the trends affecting Britain and the world.

Manage front bench communications on policy related issues.

Strategically review international issues, including policy development and relationships with the Socialist International, our sister parties and other international forums.

To provide regular updates and reports to the NEC of the ongoing work and progress of the Rebuttal and Policy Directorate.

To lead and develop the Rebuttal and Policy 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

Ensure that existing resources are used in the most cost efficient manner.

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

Set, manage and monitor all budgets for the directorate within the remit of the role.

Set key performance indicators for team members and monitor performance.

The Labour Party

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

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

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, Rebuttal and Policy

Essential

- Expert understanding of the policy making processes
- Substantive experience of policy making and development
- A thorough knowledge and understanding of the structure and organisation of the Labour Party
- Outstanding political judgement
- Proven experience at a similar level
- 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