

# LGiU

Chief Operating Officer



# Welcome

Thank you for your interest in the important role of Chief Operating Officer at the Local Government Information Unit (LGiU). This is a critical senior leadership role responsible for the management of the operations and commercial business of the LGiU.

LGiU has a 40-year history. Formed by a group of UK councils back in 1983, we are still owned and run by local government but have now expanded to an international operation. Councils are at the heart of every community - providing essential services and also showing local leadership: mobilising responses to local issues and opportunities. They make decisions that affect people and families in the moment and affect places for generations to come. They are at the heart of everything we do at LGiU.



At our core we believe that good local government makes the world a better place and so we provide our members with the information, insight and ideas that help councils to function and flourish in a fast-moving world. We give them daily news updates, in depth policy briefings and we challenge them and connect them around the best new thinking on local government around the world. We celebrate and reward excellent with our awards for councillors who go the extra mile.

We have a record of achievement and of growth, even in the context of the challenges our client-members face.

In 2013, when I was appointed Chief Executive, we set out a five year strategy to integrate the different strands of our activity, raise our profile and maintain our membership base, at what remains a financially challenging time for local government. We also aimed to make ourselves leaner and more agile, reduce our cost base while at the same time, building our reserves and making the organisation financially sustainable. We accomplished all these goals with a year or two to spare, so from 2017 - 20 we expanded our focus internationally to launch LGiU in Scotland and in Ireland, as well as develop a model for LGiU Australia. We have now created the LGiU Group, begun an integrated commissioning process and also a new single website to encompass our work.

This has created the platform for something even more ambitious and we are now seeking a Chief Operating Officer to help steer the organisation through its next phase. The COO's focus will be managerial and commercial, leading the operational side of the business, including budgets and governance; managing senior staff and coaching them to maintain an effective performance management culture throughout the organisation; oversight of LGiU's membership and commercial activities.

You will provide a clear vision for creating internal structures, harness the ideas and talents of our committed people and help develop our future strategy as we continue to grow our organisation. You will be able to build credibility quickly with a range of stakeholders and be an active member of the senior leadership team, with strong communication skills. You will be system-oriented whilst maintaining flexibility and agility according to need and circumstance.

Above all, you will be a senior leader who shares our values and who can engage, inspire and influence at all levels of our organisation. If you believe you can demonstrate the experience, skills and attributes we are looking for, I very much look forward to hearing from you.

**Jonathan Carr-West**  
**Chief Executive**



# About LGiU

We are a registered charity with a charitable mission:

***"The promotion for the public good of efficient public administration of local government by the provision of information, advice, research and training and the publication of research."***

LGIU is a local authority membership organisation. Our members are councils and other organisations with an interest in local government from across England, Wales, Scotland, Ireland and Australia..

The original LGIU was established in 1983 as an independent, not-for-profit local authority membership organisation and think tank. Now as LGIU England & Wales, LGIU Scotland, LGIU Ireland and LGIU Australia we work for and with many more local authorities around the world, helping them to serve their citizens more effectively.

We believe in localism: both as a democratic ideal and because complex challenges are often best met by local innovation. We believe in local government as the institutional form that facilitates and legitimises localism.

And we believe that public services are best when they are designed and delivered in the communities that need them by democratically elected, fairly funded local government.

That's why we are a critical friend to councils, but we are unwavering in our advocacy of local government as the foundation of the places we live and work.

We work with our members and other stakeholders to drive forward the ideas and solutions needed to provide sustainable public services in the future, delivering the commentary that makes the value of local government clear to all.

Our aim is to be:

- The preeminent global hub for the best information, ideas and insight about local government and local democracy
- A global network of local authorities, public servants and politicians supporting each other to strengthen local democracy, improve public services and meet the complex challenges of the 21st Century.

Our membership provides us with a stable finance platform and helps us achieve impact. That impact is measured in the number of people we inform, the time we save for our members and the ideas and innovation that we help to find a place in the world.

Our website and more information is at <https://lgiu.org>.



## 2021 AT THE LGiU

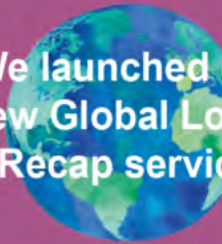
**402**  
Policy  
briefings

**362**  
editions  
of Daily News, read  
each morning by  
13,000 subscribers



**214**  
blog posts, podcasts,  
long read articles,  
and indepth reports

We launched our  
new Global Local  
Recap service



**675** media hits,  
amplifying the voice of  
local government across  
regional and national press

**LGiU** 234 members

**LGiU** 40 members  
Scotland

**LGiU** 20 members  
Ireland

**LGiU** 14 members  
Australia

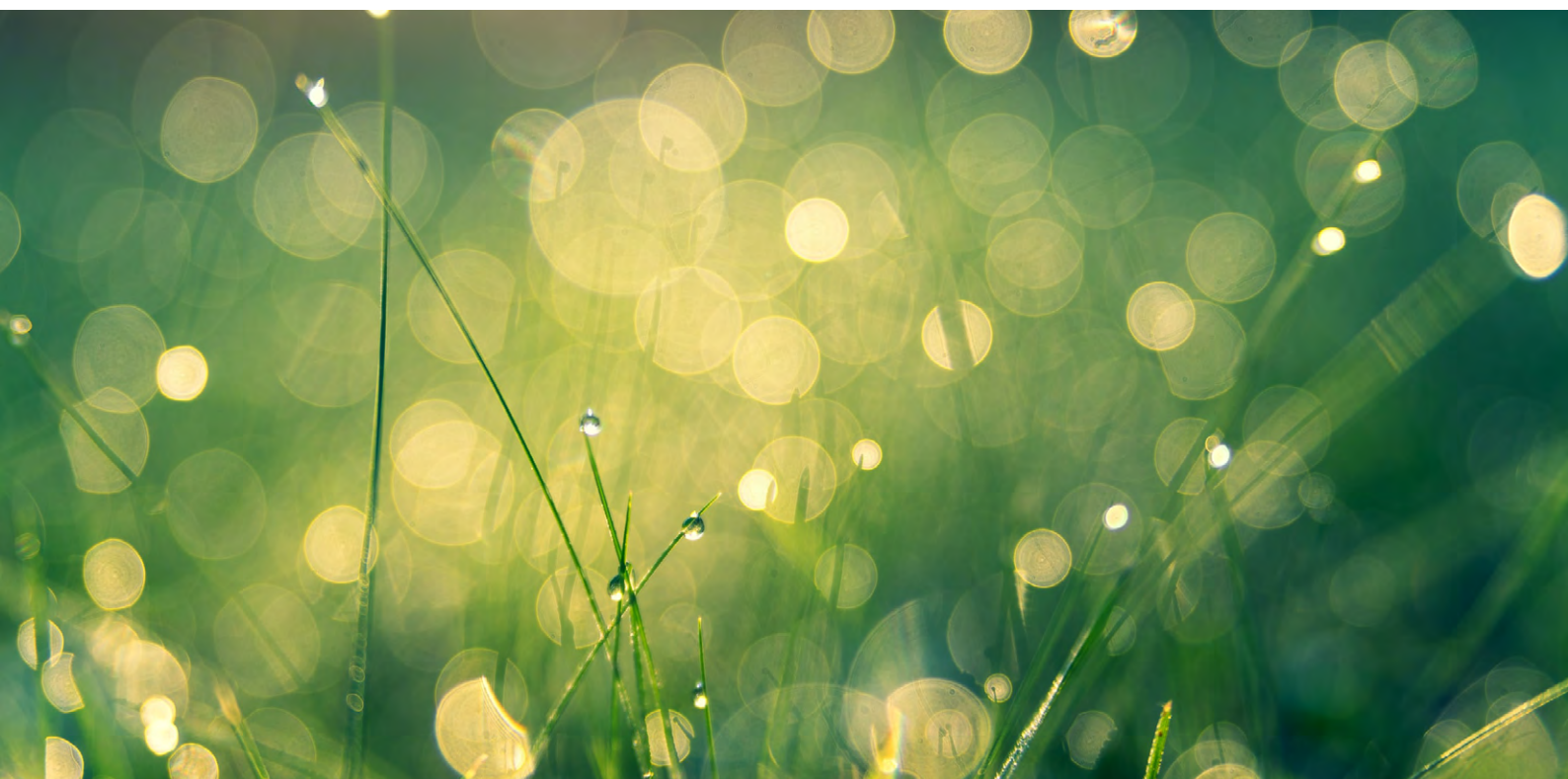
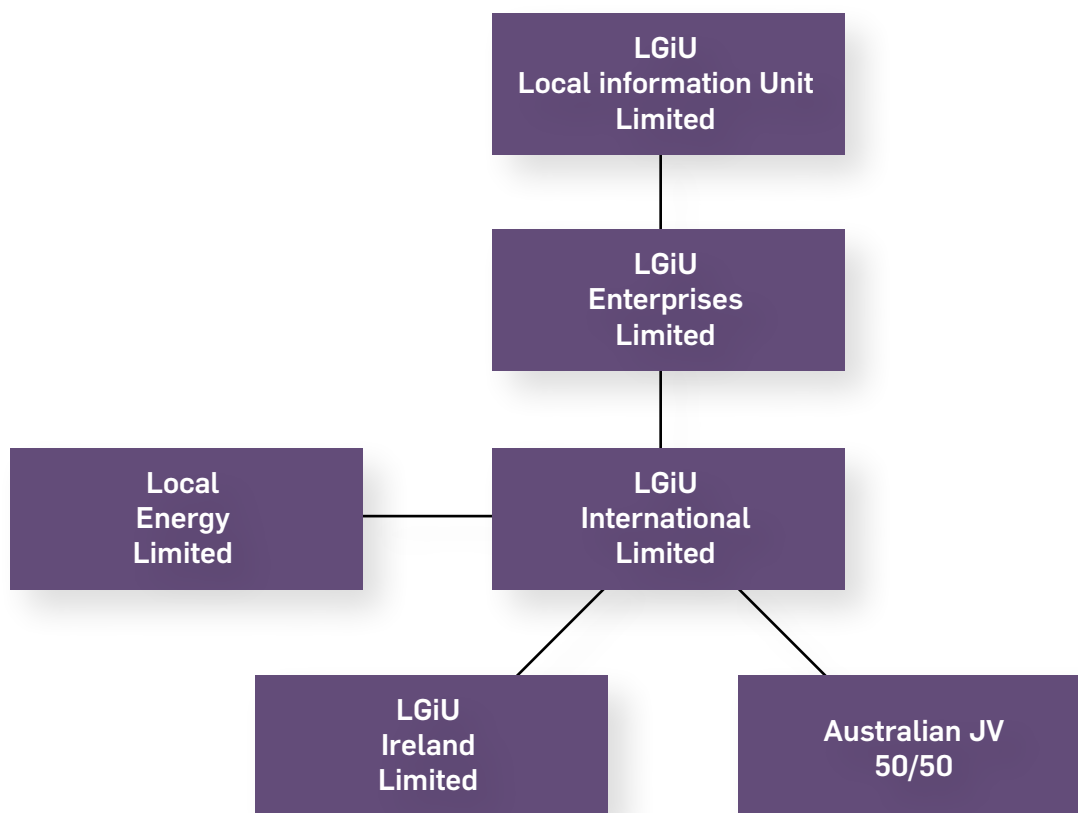
**154**  
learning and development  
sessions attended by almost  
2,500 delegates from across  
the UK, Ireland and Australia

The Local Democracy  
Research Centre  
hit the ground  
running





## LGiU Group Structure



# Role Description

**Role title** Chief Operating Officer

**Reports to** Chief Executive

The Chief Operating Officer is a strategic, operational and commercial role. It has responsibility for all of the resources of the charity, and for achieving its financial plan. It is a high impact role, delivering relevant services for the local authority members of the charity and others to whom services are provided. Many of the resources of the organisation are located in wholly owned commercial entities which this role will lead and grow.

As such it creates the organisational context in which the vital and high-profile policy and thought leadership of the charity can take place, and be promoted, under the direction of the Chief Executive, who maintains a high-profile presence in the client sector, and leads projects using blended teams from the staff, but has no day to day management responsibility other than being the Chief Operating Officer's reporting line.

With direction from the Chief Executive, the Chief Operating Officer creates the annual strategy and budget for the Trustee Board and is accountable with him, to them, for delivery.

## Objectives

- Ensure the financial security and sustainability of the organisation, in such a way as it is able to meet its targets and delivers beneficial impact to members.
- Ensure a positive management culture by overseeing the line management of all staff with the exception of the Chief Executive, either through direct reports or through normal delegated arrangements. Mentor other line managers and ensure that the policies, practice and recruitment and development of staff makes LGiU a sought-after career option.
- Provide timely, useful and accurate financial reporting and strategic information that allows us to successfully run the organisation, plan smartly for the future, and put useful actionable financial information into the hands of key staff.
- Lead the sustainable growth of our commercial business, meeting the defined needs of our members, carrying out work in line with our mission, and providing substantial profits for donation to the charity.
- Ensure that the Boards are kept informed, are able to understand our current and future position, and are able to effectively scrutinise and direct and support the work of the organisation.



## **Finance/Resources/Commercial**

- Manage the relationship with the outsourced accountancy provider
- Lead the creation and maintenance of an appropriate working environment in terms of ICT, physical premises and other resources required by the charity
- Continually seek to improve the scope and integration of our operational procedures
- Prepare the annual budget and workforce plan, monitor and manage income and expenditure against it
- Ensure preparation of supporting financial documents for business plans, grant bids, commercial proposals, etc
- Monitor and review procedures for handling finance and accounting, and the effectiveness of financial controls
- Negotiate and agree charitable and commercial contractual agreements with funders, suppliers and clients
- Managing the banking relationships
- Own the audit process and oversee preparation of the annual financial statements
- Ensure compliance with financial reporting requirements, such as VAT, PAYE, Charity
- Commission, Gift Aid, etc in the UK and in the international businesses
- Negotiate sufficient insurance arrangements for the group
- Provide support and advice to other members of staff on financial issues.

## **People and Culture**

- Line manage Heads of Content, Engagement, Membership, and Research
- Lead the culture, HR processes and ways of working throughout the group that will improve our ability as a team appropriately and successfully meet our objectives
- Ensure that there continues to be strong alignment between the charitable and commercial aspects of the organisation.

## **Strategy**

- Contribute to and deliver against the agreed group strategy, working with the Board, the Chief Executive, staff team and external partners and stakeholders
- Design and agree goals and objectives to measure the financial and other performance, and non-financial impact, of the group
- Lead the financial strategy, preparing and updating annual budgets, forecasting, profitability reporting and other financial modelling



## Governance

- Take a leading role in governance and helping develop our governance and risk-management arrangements
- Ensure preparation of papers and financial information for the Boards (charity and commercial)
- Act as the primary contact for Companies House and the Charity Commission and ensure compliance with these and other international regulators and tax bodies.

## Skills/experience

- At least 5 years' experience in a senior financial leadership or Resource Management role such as Head of Finance, Chief Operating Officer, Director of Resources
- Awareness of the statutory reporting obligations to the Charity Commission and Companies House and their equivalents in other geographies - not in detail, but enough to put procedures in place for compliance and to engage external expertise when needed
- Experience of HR matters such that issues can be understood, day to day help provided, policies and procedures can be specified, and expert professional advice accessed when needed
- Able to lead organisational strategy and direction
- Understanding of charity accounting requirements and leadership within a not-for-profit environment
- Understanding of driving a commercial business forward, including the delivery and beneficial use of timely information by staff and board members to support prioritisation and commercial decisions
- Able to articulate financial concepts and clearly explain data to non-finance staff and stakeholders
- Excellent people and stakeholder management
- Strong and clear written and verbal communication
- Analytical, with a problem-solving approach
- Awareness of the context, issues, strategies and structure of the client sector – Local Government - would be an advantage but is not essential for this role, where proven commercial and resource leadership is most important.

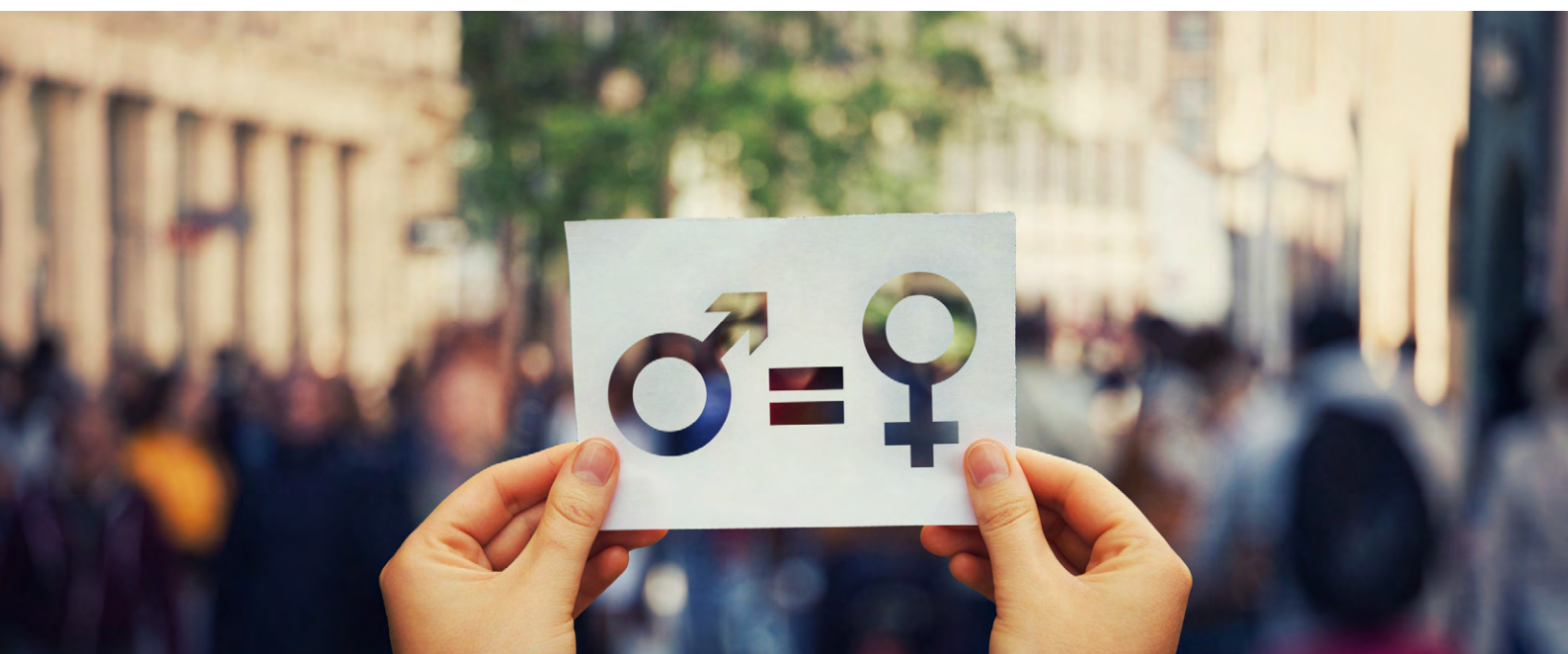




# Terms of Appointment

<b>Salary</b>	circa. £90,000
<b>Direct reports</b>	Four currently, with potential to rise to six
<b>Location</b>	Hybrid working, with some visibility in the London office per month. Occasional UK and International travel may be required.
<b>Annual leave</b>	30 days per year plus bank holidays
<b>Other benefits include</b>	<p>Eligibility to join LGiU's defined benefit local government pension scheme;</p> <p>Flexible working – we support flexible working arrangements to promote a healthy work life balance so if you have a preferred working pattern, we'll do everything we can to accommodate it.</p> <p>Health and wellbeing – LGiU provides support through our corporate Health Assured membership, which includes free confidential counselling sessions and other mental health resources.</p> <p>Learning – There are many opportunities to learn more about local government policy and politics and to develop your skills. You are free to attend any of our learning and development sessions and we support staff to upskill through attending events and courses and through further study.</p>

We welcome applicants from all backgrounds, ethnicities, sexualities, gender identities and ages. If you have a disability for which you need adjustments in the interview process or the role itself, please let us know so we can make sure you're able to participate fully.



# How to Apply

If you believe you can offer the experience, skills and qualities we are seeking we very much hope you will consider applying for this role.

**To make an application, please go to <https://starfishsearch.com/jobs/lgiu-coo/> and click on the apply now button, with the following prepared:**

- your CV or equivalent biographical information (no more than two pages)
- a short statement that brings to life your motivation for being part of LGiU and shares with us your thoughts on our ambitions.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

<b>Search closes</b>	Monday 25th April 2022
<b>Structured discussions with candidates</b>	w/c 9th May 2022
<b>Shortlist confirmed and candidates notified</b>	By end of w/c 16th May 2022
<b>Informal stakeholder conversation</b>	Early w/c 23rd May 2022
<b>Final formal interviews</b>	26th/27th May 2022

