

## JOB DESCRIPTION

<b>Job Title:</b>	<b>County Liaison Officer</b>
<b>Directorate &amp; Section/Unit:</b>	<b>Directorate of Economy &amp; Infrastructure/Highways &amp; Transport Liaison</b>
<b>Reporting to:</b>	Head of Highways & Transport Liaison
<b>Salary Grade:</b>	<b>PO1/PO2</b>

### Our People Values:

- To uphold and act in accordance with Worcestershire County Council's values
- **Customer Focus** – Ensure delivery of a high quality service which meets the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

### Purpose of Job:

- To act as ambassadors for Worcestershire County Council and to be the primary contact for all Councillor enquiries.
- To ensure the County Council's priorities and aspirations are managed appropriately in accordance with policies and procedures in relation to the Directorate.
- Within their remit, to be responsible for safeguarding the political and public reputation ensuring these are communicated and mitigated where possible.
- To provide a strategic overview to County Councillors on major projects and operational issues relating to all activity within the Directorate.
- To ensure all communications are timely, appropriate and fit for purpose whilst maintaining a politically neutral stance.

### Main Activities & Responsibilities:

- To advise the Leader, Cabinet Members and County Councillors on strategic and operational issues in relation to the Directorate.
- To act as the dedicated resource for all Councillor communications for the Directorate.
- To provide Councillors with a practical delivery project plan, together with the most appropriate method to meet their objectives within available budgets.
- To keep Councillors informed of works taking place within their divisions and any changes to the works programme.
- To ensure Councillors are kept updated on our services contractors programme of works
- To ensure that Councillors are provided with information relating to their budgets to enable robust and accurate budget monitoring and informed decision making.
- To ensure briefings relating to the Directorate are carried out appropriately, in accordance with our political hierarchy, with District and Parish Councillors
- To ensure the provision of information conforms with our Data Protection Policy and accords with the aims and objectives of the County Council, Additionally, that the subject matter is fit for purpose and can be disseminated in the relevant domain.
- To represent the Authority in a professional capacity attending both internal and external meetings
- To work with Councillors on strategic and operational matters and to offer guidance on delivering their objectives in accordance with the County Council's vision.

- To work closely with the Councillors to proactively manage all media enquiries and ensure that all press releases are politically appropriate and comply with the aspirations of the County Council. To ensure that the good reputation of the County Council is maintained at all times.
- To ensure that Councillors are consulted on appropriate media opportunities and to manage the process with the Communications Team.
- To work closely with the subject matter experts in Economy and Infrastructure Directorate to provide local strategic advice to County Councillors, District and Town/Parish Councillors, MPs and the general public, on subjects such as Traffic Regulation Orders, Infrastructure Design and Build, political aspirations and planning applications.
- To oversee management of the Parish Lengthsman Scheme (circa 170 parishes). Ensuring accurate budget forecasting and compliance with auditory requirements
- To manage the training of the Parish Lengthsmen to ensure they are compliant with Health and Safety regulations
- To oversee management of a local works team, providing detailed work programmes, and monitoring and updating Councillors
- To work closely with multi agencies to assist in successful delivery of schemes on the network ensuring regular communication updates are disseminated to Stakeholders where appropriate
- To produce and deliver presentations at events and briefing sessions

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Schools

External: MPs, District & County Councils, Parish Councils, Government Agencies & Departments, Emergency Services, Contractors, Utility Companies, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, volunteers, media

### **Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act 2010

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Date: July 21