

JOB PROFILE – TEAM LEADER

Accountabilities

You will be accountable for : -

1. Leading one of COSLA's thematic teams and take responsibility for developing COSLA policy around the relevant range of issues flowing from e.g.
 - Your team's contribution to COSLA 's strategic objectives and business plan
 - Legislation (SE or UK)
 - External policy initiatives
 - Trade Union negotiations
2. Carrying out the full range of tasks necessary to manage a team of multi – disciplined staff to drive forward policy development and to take overall responsibility for the quality of the team's work
3. Leading the policy development process across the team's business areas from its inception to political endorsement
4. Identifying and building effective relationships with external partners including acting as an advocate for COSLA.
5. Working with colleagues and elected members to effectively communicate COSLA policy and positions to member councils, partners and the media and negotiate with partners on behalf of COSLA
6. Ensuring your team works within the context of COSLA's strategic objectives and business plan, supporting collaborative work with other teams when required
7. Creating and maintaining a framework of professional relationships and providing advice and guidance as required.
8. Providing the key interface between your team and COSLA politicians and taking the lead role in developing and maintaining external political relationships.

You will be accountable to a Strategic Director

Responsibilities

You are expected to:-

1. Behave in a consistent, fair and inclusive manner
2. Promote team working in an open and communicative environment
3. Promote equal opportunities recognising the need to encourage and develop team members