

## JOB DESCRIPTION

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### 1. JOB DETAILS

Job Title	:	Principal Practice Lead
Reporting to	:	Head of Practice and Strategy
Status	:	Full time, 1-year fixed term contract
Salary / Grade	:	£50,000 – £65,000 / Principal / Head level
Location	:	New Local operates a 'work anywhere' policy but will provide office workspace in the UK for those who require it. Applicants must have the right to work in the UK. Some UK travel is required for this role – see below.

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### 2. PURPOSE OF JOB

- To develop and deliver New Local's work with individual councils, the NHS, and other public and voluntary sector bodies to become more community powered.
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### 3. KEY TASKS/RESPONSIBILITIES

- Manage a portfolio of practice projects, ensuring effective project management so that practice work is delivered within budget and to agreed timelines.
  - Lead the delivery of projects within our Practice portfolio, in particular designing and delivering deliberative workshops and producing compelling outputs which drive impact.
  - Build and maintain excellent relationships with partners for our practice work, placing an emphasis on collaborative working and co-designing solutions.
  - Generate practice revenues through creatively developing and responding to new partnership and business opportunities, including writing proposals and devising project budgets.
  - Work closely with the network and communications teams, using your practice expertise to enhance the effectiveness and impact of New Local's work on community power.
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### 4. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED (*E = Essential; D = Desirable*)

- Excellent understanding of local government and the public sector and the confidence to work with senior officials and councillors to improve outcomes. **E**
- Knowledge and capability to use different approaches and methodologies in practice work (e.g. workshop facilitation, strategy development, options appraisal, action learning). **E**
- Excellent communications skills with the ability to put forward highly compelling and persuasive findings and recommendations which drive change in practice. **E**
- Excellent analytical and writing skills applied in a practice improvement context. **E**
- An entrepreneurial mindset with a track record of partnership initiation and business development. **E**
- Excellent project planning and project management skills with strong attention to detail. **E**
- Capability to work in a highly creative, collaborative, and autonomous way. **E**
- Capability to deal with ambiguity and to support team members and partners to manage uncertainty and work towards clarity. **E**
- Capability to actively contribute to the highly supportive and friendly organisational culture at New Local. **E**

- Commitment to professional growth and development, both your own and through coaching or managing others. **E**
  - Understanding of and commitment to the principles of community power. **E**
  - Knowledge, expertise and networks in at least one area of specialism of relevance to New Local's work (this could be in relation to a specific part of the public sector, e.g. local government, NHS, or linked to a thematic specialism, e.g. organisational development, user-centred design). **D**
  - Knowledge and understanding of the Voluntary, Community and Social Enterprise (VCSE) sector. **D**
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## 5. NATURE AND SCOPE

New Local is a think tank and network working to transform public services and empower communities. We publish research on some of today's most pressing issues - like housing, welfare and health - informed by our network of 50 plus local authorities.

At the heart of our work is 'community power' - the belief that people should be given the means to transform the places they live and the services they use. We believe this is key to shifting towards a system focused on prevention and creating more sustainable public services, which can lead to a better society for all.

In recent years, New Local's direct work with councils, NHS organisations, and other bodies to turn the principle of community power into reality has grown considerably. We are looking for a Principal Practice Lead to support the delivery and further development of this work.

Our practice work to date has tended to focus on delivering highly dynamic and deliberative workshops for partners followed by insightful reports centred on imaginative recommendations tailored closely to local and organisational circumstances. However, there is no one-size-fits-all for our practice work – we work in a highly collaborative way tailoring our activity to different organisational circumstances. As such, we also use a variety of other methods such as one-to-one interviews, desk-based research, small group work, larger events and meetings, communities of practice, and more. In all cases, we use our extensive expertise in community power to support change, but the main focus of our approach is to draw out the inherent expertise and experience of our partners and use that to develop highly practical and focused recommendations.

As a rapidly evolving and exciting area of work for New Local the postholder will be joining an established team with an ambition for further deepening of our work and growth. As a Principal Practice Lead you will be joining as one of the senior members of the Practice and Research team and alongside colleagues will play a lead role in delivering practice work with partners throughout the UK, as well as contributing to our future development and impact.

Our current portfolio sees us work across the UK and therefore requires regular travel as a core responsibility. We expect the need to travel approx. 2-3 times per month to locations across the UK, which may involve the possibility of overnight stays and weekend work.

We value creativity, collaboration and self-determination above all else and are looking for someone who can help us foster those values as well as being a friendly, kind and supportive colleague.

**Diversity:** New Local is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply. As such, New Local recruits, employs, trains, compensates and promotes regardless of age, disability, sex, gender, sexuality, race, national origin, marital status, parental status, religion or belief.

**Leave and working hours:** We operate a highly flexible policy on working hours and leave. New Local's team core working hours are 10am to 4pm but around this, staff are trusted to determine their own working hours and leave consummate with the fulfilment of their job goals to the highest level of

excellence. To ensure well-being, New Local staff are expected to take a minimum of 27 days' leave each year (pro rata for PT staff) and work no more than 35 hours a week. New Local employees also receive ten days leave over the Christmas and New Year period. We operate an unlimited leave policy meaning employees are free to take leave beyond their leave allocation as long as it does not interfere with their ability to do their job to the highest standards.

**Location:** Applications are welcome from candidates no matter where they live in the UK. We operate a 'work anywhere' policy meaning employees can choose to work at home or at any other location that enables them to do their job to the highest standards. New Local provides office space for those who wish to work in an office environment. We are currently meeting as a team in person once a month in central London and team members are expected to attend this. Travel expenses are covered for team members attending this meeting.

**Flexible working:** We are happy to discuss highly flexible working arrangements.

**Well-being:** New Local is extremely committed to staff well-being. Working long and late hours is actively discouraged and all staff at New Local are very strongly committed to creating a pleasant, friendly and supportive environment in which to work. Employees complete a weekly anonymous well-being survey to allow monitoring of general well-being in the team.

**Health scheme:** Employees can join the New Local health insurance and employee assistance scheme. The subscription to the scheme is paid for by New Local.

**Parental leave:** We take an extremely flexible approach to parental leave (including shared parental leave) to allow new parents as much time as possible to fulfil their parental role.

**Pension:** New Local will contribute 5% to the New Local group personal pension scheme. This benefit cannot be substituted for any other benefit. We operate a salary sacrifice scheme for pension contributions.

**Probation and notice:** This role is subject to a six-month probationary period and a three-month notice period.

This job description is not exhaustive and is liable to review following discussion with the job holder. The post-holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with their job grade.