

The
Local Government
Boundary Commission
for England

Communications Officer

Candidate information pack
December 2024

Closing date: Wednesday 8 January 2025 – 12 noon
Interview date: Wednesday 22 January 2025

Contents

Welcome	3
About us	4
How we work	6
Job description	6
Benefits	11
How to apply	13
Political activity	14
Political activity form	15
Equal and diversity monitoring form	16
UK Data Protection Act 2018	19

Welcome

Thank you for your interest in the role of Communications Officer with the Local Government Boundary Commission for England (LGBCE).

We may be small in size, but we play a vital role in setting the foundations for local democracy across England. In carrying out our statutory role to conduct reviews of local electoral arrangements, we are reliant on our team of skilled and dedicated staff, from those working directly on reviews and our communications to those providing our finance, IT and HR services.

We are looking for someone who will play a key role in supporting the delivery of clear and accessible communications, helping to raise awareness of and support engagement with our electoral reviews of local authorities. The post holder will bring their digital communications skills to help us identify and make use of the opportunities available to us to promote our work. They will be responsible for maintaining the website and other social media platforms, and will also support local authority communication teams to publicise the Commission's review consultations.

We are committed to an inclusive culture and would welcome applications from candidates from diverse backgrounds.

We look forward to hearing from you and hope you will want to join us and play a leading part in the Commission as we enter our next exciting phase.



Ailsa Irvine
Chief Executive

About us

The Local Government Boundary Commission for England (LGBCE) is an independent body, established by Parliament under the provisions of the Local Democracy, Economic Development and Construction Act 2009. Our main responsibility is to conduct electoral reviews by considering the electoral boundaries of local authorities in England and recommending any changes to Parliament.

We are also responsible for:

- Reviewing the administrative (external) boundaries of local authorities in England and making recommendations for changes to the Secretary of State;
- Advising the Secretary of State, at their request, on proposals they receive from local authorities for changes to unitary status;
- Reviewing the constituencies of the London Assembly and recommending any changes to Parliament.

We aim to:

- Make sure that, within each authority, each councillor represents a similar number of electors;
- Create boundaries that are appropriate and reflect community ties and identities;
- Deliver reviews informed by local needs, views and circumstances.

We are accountable to the Speaker's Committee of the House of Commons, which annually approves our budget estimate, alongside a rolling five-year corporate plan.

The Commission currently comprises a Chair and five other Commissioners, supported by a Chief Executive and 20 staff. Day-to-day operations of the Commission are delegated to the Chief Executive and the Leadership Team which includes: the Director of Corporate Services, the Director of Reviews, Strategy and Engagement, two Review Managers, and the Communications and Engagement Manager.

We are:

- Impartial: giving equal consideration to all views.
- Objective: making recommendations based on evidence.
- Responsive: listening to local opinion.
- Transparent: following clear and open processes.
- Professional: being reliable, efficient and helpful.

Working together, and with others, the Commission:

- Believes that an inclusive culture enriches all that we do;

- Values diversity and the diversity that different perspectives and experiences bring to all our work;
- Commits to being a team that is inclusive in the way that it works together and the way it engages with those contributing to our reviews.

Further information on the Commission's work can be found on our website:

www.lgbce.org.uk.

How we work

The LGBCE starts and delivers approximately 25 reviews each year, with each review taking approximately 15 months from start to finish. This means that, at any one time, in excess of 40 reviews will be in progress.

Reviews follow an established pattern of early engagement with local authorities and, subsequently, involve at least two periods of extensive consultation (with local authorities, communities and residents). An early task is to determine the number of elected members (council size) and, working with local authority officers, to agree five-year electorate forecasts. The focus then moves on to determining the number, name and shape of wards and divisions within local authorities.

The Commission is keen that reviews are undertaken 'with' local areas and not simply 'done to' local areas. Our recommendations are based on three statutory criteria - electoral equality, community identity, and effective and convenient local government.

More detail on the review process, and how the Commission approaches its work, can be found on our website.

Job description

Job title: Communications Officer

Salary: £38,138 rising to £39,320 following one year's completed service

Contract: Full time

Hours of work: 36 per week (7.2 hours per day)

Pension: Automatically enrolled in the Civil Service pension scheme. The Commission also offers the opportunity to join a non-contributory Partnership Pension Scheme instead

Leave: 27.5 days

Location: Hybrid - London office/remote working

Responsible to: Communications & Engagement Manager

Responsible for: N/A

Overall purpose of the post

To support the delivery of clear and accessible communications on our work, developing and disseminating information to raise awareness of, and support engagement in, electoral reviews.

Main responsibilities

- To provide communications expertise to support the Commission's work
- To use digital communications skills and experience to identify and make good use of the opportunities available to us to promote our work
- To support colleagues across the Commission with communicating clearly and accessibly in all the materials we produce
- To develop messages and materials for use by local authorities to support them with raising awareness of the review process with their residents
- To keep our communications resources under review and ensure that they are accessible, understandable and digital-friendly
- To work closely with colleagues in the review teams, to ensure that a communications focus is embedded fully into our review processes
- To support the delivery of consultation launches
- To support the identification, and subsequent use of, appropriate channels to maximise our reach and support wide and diverse engagement in our work

- To support the maintenance and delivery of our social media strategy
- To lead on day-to-day planning and management of the Commission's social media activities
- To lead on day-to-day management of the Commission's website, developing content and keeping it up to date with review and corporate information
- To be the main point of contact with the website provider and proactively manage the relationship
- To identify and recommend improvements to the Commission's website
- To support the evaluation of the impact of our communications activity
- To maintain the Commission's corporate style guide
- To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures
- To present a professional image to stakeholders of the Commission
- To ensure that the policies and procedures of the Commission are adhered to as regards financial and other regulations, providing updates to the Communications and Engagement Manager and information to the Business Team, as necessary
- To lead or participate in ad-hoc projects where required

General

- To understand, and actively promote, the aims and objectives of the Commission's corporate plan and other Commission plans and strategies
- To commit to and demonstrate the Commission's values and behaviours
- To comply with the statutory provisions of the Equality Act 2010 and support and commit to the Commission's equality, diversity and inclusion policy
- To actively support a positive working environment to enable the wellbeing of others and self
- To actively promote and accept responsibilities for ensuring equality, diversity and inclusion initiatives are delivered
- To work cooperatively with colleagues
- To actively participate in opportunities to communicate with colleagues, including attending team meetings
- To demonstrate a willingness to work flexibly with others to respond to the needs of an evolving organisation
- To ensure that confidentiality is respected and maintained at all times
- To comply with the statutory provisions of the Health and Safety at Work Act 1974
- To comply with the statutory provisions of the UK Data Protection Act 2018
- To participate fully in the Commission's performance appraisal scheme and training programmes; to take responsibility, with support from line management, for own development
- To make full use of technology for all appropriate tasks
- To work in accordance with our policies, standards and manuals
- To perform any other duty as reasonably directed by line management

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

Person specification

Behaviour	Requirement	Essential/ Desirable	How evaluated
Impartial	Ability to give equal consideration to all views	E	Interview (IV)
Objective	Ability to make recommendations based on evidence	E	IV
Responsive	Ability to listen to local opinion	E	IV
Transparent	Experience of following clear and open processes	E	IV
Professional	Able to demonstrate being reliable, efficient and helpful, flexible and positive	E	IV
Communication and collaboration	Experience of interacting through a variety of digital technologies and to understand appropriate digital communication means for a given context	E	IV
Engagement	Willingness to care for own and others' wellbeing	E	IV

Criteria	Requirement	Essential/ Desirable	How evaluated
Qualification	A Level or equivalent	E	Application (App)
	Degree or equivalent experience	D	App
Knowledge	A broad knowledge of and interest in local government	D	App/IV
Skills	Requirement	Essential/ Desirable	How evaluated
Communications/Digital	Substantial experience in media, digital or similar communications role	E	App/IV
	Experience of creating content for digital publications via website and other social media platforms	E	App/IV
	Proficient using a range of software, including website CMS, Microsoft Office,	E	App/IV

	Adobe, digital creative packages such as Canva, and video editing software.		
Writing	Demonstrates strong written communication skills	E	App
Presentation	Ability to present information to colleagues and Commissioners	D	IV
Accuracy	Accuracy and high-quality work with attention to detail	E	App
Time management	Experience of planning campaigns and delivering results within strict deadlines	E	App/IV
	Ability to work to a planned timetable	E	IV
Analytical	Experience of social media evaluation, including use of Google analytics	E	App/IV
Relationship building and teamwork	Experience of dealing with people at different levels externally, in a confident and professional manner	E	App/IV
	Ability to establish professional working relationships with colleagues	E	IV
	Ability to work flexibly, both independently and as part of a team	E	IV
	Ability to mentor colleagues	D	IV
IT skills	Good IT skills, including Microsoft Office Confident in the use of MS Teams	E	IV
Continuous improvement and problem solving	Ability to identify improvements and develop creative solutions	E	IV

Benefits

Salary

£38,128 per annum, with a 3.1% increase to £39,320 after one year's service.

Pension scheme

Automatically enrolled in the Civil Service pension scheme, which includes a valuable range of benefits. Employees will receive tax and National Insurance relief on their contributions. The current employer contribution rate is 28.97%.

We also offer the opportunity to join a non-contributory Partnership Pension Scheme instead. The current employer contribution rates range from 8% to 14.75% depending on age and will be matched by up to a further 3% if you choose to make contributions yourself.

Holidays

Attractive annual holiday entitlement starting at 27.5 days plus statutory bank holidays (pro-rata for part-time staff).

Performance management

Individual yearly and half yearly appraisals, learning and development plans matched to your agreed career objectives and progression plans.

Learning & development

A range of training courses relevant to the role as per the training matrix. Other opportunities are available for personal/professional development. We will pay for a professional membership relevant to the job.

Flexible working

Flexible working patterns.

Special leave

Paid time off in line with agreed policies for family emergencies, dependents and compassionate leave. Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

Occupational health

Access to health care benefits through Benenden Health, including GP consultations, diagnosis, treatment and follow ups. The cost of membership is fully covered by the Commission.

Eye care

Free eye tests for DSE users and support towards the cost of basic glasses if required for DSE work.

Flu vaccine

Annual free flu vaccination available for staff who wish to use it.

Season ticket loans

Annual interest free season ticket loans to enable you to travel to and from work.

Cycle to work scheme

A salary sacrifice scheme paid over 12 months to enable you to hire a bicycle and cycling equipment.

How to apply

Timeline

Closing date: Wednesday 8 January 2025 at 12 noon

Interview: Wednesday 22 January 2025

How to apply

All applications emailed to recruitment@lgbce.org.uk

In order to apply for the post, please submit:

- Your CV (ideally no longer than two pages) setting out your career history, with key responsibilities and achievements
- A statement of suitability (no longer than two pages) explaining how your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria set out in the person specification
- A completed diversity monitoring form – located at the end of this job pack. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.
- A completed political activity form – also located at the end of this job pack. Failure to declare in full any relevant political activity will be grounds for terminating any subsequent appointment. **Please note that it will not be possible to progress your application if you fail to submit a completed political activity form.**

Political activity

Under the terms of the Local Democracy, Economic Development and Construction Act 2009 a person may not be appointed to the staff of the Commission if they:

- a) Are an Officer or employee of a registered party or of an accounting unit of such a party.
- b) Hold one of the following elective offices:
 - Member of the House of Commons
 - Member of the Scottish Parliament
 - Member of the Welsh Parliament
 - Member of the Northern Ireland Assembly
 - Member of:
 - any Local Authority in any part of the United Kingdom, including the Common Council of the City of London but excluding a parish or community council, or
 - the Greater London Assembly
 - Mayor of London or elected mayor within the meaning of Part II of the Local Government Act 2000
- c) Has at any time within the last 10 years:
 - Been such an officer or employee as mentioned in paragraph (a)
 - Held such an elective office as is mentioned in paragraph (b)
 - Been named as a donor in the register of donations reported under Chapter III or IV of Part IV of the Political Parties, Elections and Referendums Act

Staff will be required to conduct themselves so as not to raise any questions as to the political impartiality of the Commission. In particular, active political involvement, whether at a national or local level, could be regarded as incompatible with the need for the Commission to be seen as completely impartial. However, membership of a political party is not a bar to appointment to staff of the Commission.

Political activity form

Applicants must complete the questions below.

This information is required to enable the selection panel to assess whether your involvement in political activity is or has been such as to make you ineligible to be appointed as a member of staff of the Local Government Boundary Commission for England.

Candidates should read carefully the notes on political activity contained in the information pack. It is important that candidates should provide full details of any political activity within the last 10 years. It will be for the selection panel to determine whether it is such as to raise doubts as to the eligibility or suitability of the candidate for appointment.

Please indicate which of the following activities you have undertaken during the past ten years, by ticking the appropriate box and by providing details of your involvement.

If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. Please tick all relevant categories.

- Held office (for example, Chair, Treasurer or Secretary) of a registered party or accounting unit of such a party
- Been an employee of a registered party or accounting unit of such a party
- Obtained office as a Local Councillor, MP, etc.
- Donated sums of £1000 or more to a political party
- None of the above activities apply

Details of any political involvement within the last 10 years. You may be asked about the activities listed above, if any.

Name:

Signature:

Date:

Equality and diversity monitoring form

The Commission is an equal opportunities employer. Applications from underrepresented groups are particularly welcome. Before filling the advertised posts, the Commission is committed to interviewing disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

Equal opportunities monitoring

The Commission wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We would like your help and co-operation to enable us to do this; however, please be aware that the completion of this form is voluntary.

Please return the form on a separate email to your application marked 'Strictly confidential' to recruitment@lgbce.org.uk

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

.....

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write here:.....

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
 Prefer not to say

Any other mixed background, please write here:

.....

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write here:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write here:

.....

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write here:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

.....

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say

If you prefer to use your own term, please specify here:

.....

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If other religion or belief, please write here:.....

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

.....

Homeworking Prefer not to say

If _____ other, _____ please _____ write
here:.....

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

When individuals apply to work with us we will only use the information they supply to us to process their application and to monitor recruitment statistics.

We use a variety of recruitment methods and agencies. If you are applying for a job with us via a recruitment firm or other agency you should check that organisations privacy policy. Applications to work for the Commission can always be made directly to us.

UK Data Protection Act 2018

Personal information about unsuccessful candidates will be retained for 6 months and then destroyed in line with our retention schedule. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with the Commission has ended, we will retain the file for six years in accordance with the requirements of our retention schedule and then delete it. We take our obligations under the UK Data Protection Act 2018 seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.

You can find out more about how we collect and use personal information here (<http://www.lgbce.org.uk/about-us/privacy>). If you do not want us to handle your information, please email us to let us know.

Application checklist

- Statement of suitability
- CV
- Completed political activity form (mandatory)
- Completed equal opportunities monitoring form (voluntary)