

Job Title: Senior Advisor – Regulation & Campaigning, Wales

Directorate: Devolution, Governance and Law

Responsible to: Head of Electoral Commission, Wales

Responsible for: -

Job purpose

To manage the development of expert regulatory advice in Wales on political finance issues, in order to support delivery of the Commission's corporate plan and strategic objectives of enabling an increasingly trusted and transparent system of regulation in political finance.

Key accountabilities

| Accountability | % |
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| Management of regulatory projects To plan, manage and lead the development and delivery of a range of specific regulatory and advice projects, to help deliver the Wales team operational plan, including: <ul style="list-style-type: none"> Managing the Commission's work with the regulated community in Wales to ensure compliance to the political finance rules; Representing the Commission at Welsh Government project and programme boards and at meetings with officials in relation to our regulatory work; Ensure that issues that emerge in relation to the regulated community in Wales are fed into the development of the Commission's strategy and policy on a UK- wide basis; Manage the quarterly meetings of the Senedd Parties Panel, ensuring that the parties are well briefed on the work of the Commission, the Welsh Government and other external partners; Lead on engagement with the regulated community in Wales to provide advice and to gain feedback on the Commission's work; Ensure that an up- to- date analysis of the level of risk associated with non-compliance by each body for which the Commission in Wales is responsible is carried out and actioned. | 45% |

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| <ul style="list-style-type: none"> • Manage Wales team programmes and projects and work with team members to ensure all objectives of the project are met. | |
| <p>Provide expert advice and stakeholder management</p> <p>To act as the Commission's expert point of contact for the regulated community and other external partners in relation to political finance, including:</p> <ul style="list-style-type: none"> • Managing the Electoral Commission Wales' response to requests for regulatory advice from parties, campaigners, elected representatives and other external partners; • Be the expert point of contact for all regulated individuals in Wales, and manage the advice and guidance service for regulated entities and individuals; • Developing and managing a suite of training opportunities for the regulated community in Wales to ensure compliance to the rules, to include virtual or in-person briefing sessions that may take place at party conferences or at other external events. • Meet with elected representatives in Wales, and in Westminster when required, to provide advice and updates on the Commission's corporate objectives; • Manage the compliance checking process in Wales for all regulated entities with reporting obligations, and ensure where possible that all parties and campaigners are brought into compliance with the law. | 40% |
| <p>Manage regulatory support in Wales during elections</p> <p>To lead the Commission's work in Wales on regulatory issues during elections, with both internal and external stakeholders, including:</p> <ul style="list-style-type: none"> • To assist in the development of regulatory guidance for elections in Wales, working closely with the guidance teams on work that will affect candidates, agents and campaigners; • Manage effective internal communication with other teams and colleagues in the Commission's offices in London, Cardiff and Belfast in relation to regulatory matters; • Represent the Commission in Wales at local authority briefing sessions and provide expert regulatory advice to Returning Officers, Electoral service teams, and candidates standing for election; • Lead on providing expert advice post-poll for regulated entities to ensure compliance to the reporting rules; | 15% |

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| <ul style="list-style-type: none"> • Manage the monitoring of campaign activity in Wales to ensure that those involved in elections comply with their statutory responsibilities and to identify where there is a risk of non-compliance. • To manage the Commission's work with the four police forces in Wales, and to provide expert advice and guidance to the police force Single Points of Contact on electoral integrity matters. | |
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Key working relationships

The post holder is expected to build and maintain constructive working relationships with the regulated community in Wales, including political parties, non-party campaigners, candidates and agents, and elected members. The post-holder is also responsible for building and supporting constructive relationships with other external partners, including relevant government officials, particularly those responsible for the development and management of policy relating to political finance regulation. Also, senior local authority officers, staff from other regulators, police forces and where required, other enforcement agencies.

The post-holder will work closely with other members of the Wales team to ensure that team objectives meet the goals of the Commission's corporate plan, and will also have responsibility to develop, manage and lead Wales team programmes of work and projects.

The post holder will also work closely with the policy team, particularly on Welsh Government legislation that will affect political finance regulation, and will ensure that policies and recommendations are informed by robust evidence, and operational teams in the Electoral Administration and Regulation Directorate, to ensure that operational experience is reflected in the Commission's policy positions and that the policy team has relevant input into planning, implementing or evaluating new regulatory processes. They will also work closely with colleagues in the Legal and Legislation Teams, and with colleagues in the other devolved offices.

Additional details

The post holder has significant autonomy to use their initiative and act independently to plan and manage the delivery of the Commission's political finance regulatory functions in Wales, with limited oversight/ approval. When approval is required, the post holder is expected to present and recommend solutions to the Head of Electoral Commission Wales, and where appropriate, members of the Commission's Executive Team and Commission Board.

The post-holder will also have significant authority to initiate and develop appropriate relationships with a range of senior external partners, particularly with the regulated community in Wales, and also relevant government officials, returning officers, and elected members.

Person Specification

| Category | Requirement | Essential or Desirable |
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| Qualifications | Degree level education or equivalent relevant experience. | E |
| | Recognised relevant management qualification e.g MBA, DMS, MSc, ILM. | D |
| Experience | Experience of working within a regulatory function, including experience in the public sector. | E |
| | Experience at an appropriate level of managing projects, budgets or staff, and of being proactive in taking steps to ensure work is delivered to the required standards to often tight deadlines. | E |
| | Experience of analysing legal issues and seeking legal advice, working with and understanding legislation. | E |
| | Experience of writing internal and external briefings and managing stakeholder correspondence. | E |
| | Experience of working with databases and a detailed, accurate approach to administration. | E |
| | A proven track record of successfully influencing stakeholders. | E |
| Knowledge and skills | A good understanding of Welsh politics and civil society. | E |
| | The ability to lead and inspire team members, deliver to a high standard and to continually improve performance and effectiveness. | E |
| | Excellent written and oral communication skills, for both internal and external stakeholders. | E |
| | Negotiating, influencing and relationship- building skills. | E |
| | Familiarity with political systems and structures in Wales and the UK. | E |
| | Able to present complex messages to a variety of audiences. | E |
| | Excellent problem-solving skills. | E |
| | A strong commitment to delivering results and continuous improvement. | E |

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| | An understanding of the political, regulatory and policy context in which the Electoral Commission operates and relevant legislation. | D |
| Personal Qualities | High level of creativity and conceptual thinking. | E |
| | Ability to respond flexibly and positively to changing conditions. | E |
| | Political sensitivity. | E |
| | The ability to respond to the need of an evolving, independent organisation. | E |
| | A flexible approach to work and ability to manage changing requirements and business priorities as necessary. | E |