South London Partnership
'Representing and connecting'

Job Profile comprising Job Description and Person Specification

Job Description

Job Title:	
Digital Infrastructure Enabler	
Grade	**Status**
PO5 (£41,292 - £50,034)	Fixed term contract up to 2 years
Team:	**Directorate:**
South London Partnership	Chief Executive's Group
	Richmond & Wandsworth Shared Staffing Arrangement
Reporting to:	**Responsible for following staff:**
Senior Digital Infrastructure Enabler	

Background

Improving digital connectivity in the capital is a key ambition of the Mayor of London and South London Partnership (SLP) boroughs of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. To this end, the GLA is funding two posts in the SLP for a fixed period of two years that will deliver a programme of action to complement and strengthen borough capabilities and provide more resource to boroughs to help with constraints in accelerating delivery of digital infrastructure, particularly full fibre to premises and enabling 5G across our boroughs.

The two posts are a Senior Digital Infrastructure Enabler and a Digital Infrastructure Enabler. They will work closely together and with borough colleagues to develop and deliver a co-ordinated programme of activity.

The overarching aim for the programme is to work in partnership between borough teams, the GLA, market providers, developers and other key stakeholders to enhance digital connectivity in the SLP area by accelerating the roll-out of full fibre and supporting 5G readiness, to support citizen, community, economic and sustainability outcomes. The anticipated benefits include:

- delivery of greater connectivity, particularly to poorly served areas, by making them more commercially viable through reducing risks or capital cost for private sector

providers – a key measure of success is that by the end of the two years the posts will have supported increased levels of digital connectivity in all SLP boroughs;

- unlocking economic resilience/recovery, growth and productivity gains via greater connectivity to town centres and critical district centres and other local hubs;
- enabling new services to be delivered in new settings via connecting public sector assets;
- supporting sustainability and contributing to local actions in response to the climate change emergency;
- raising identified areas of local need to London-level and bringing examples of best practice elsewhere in the capital to the SLP area;
- achieving cost savings for local authorities via enabling more efficient ways of working; and
- a legacy of knowledge, skills, expertise, systems and programmes within all SLP boroughs to support and enable further delivery of digital infrastructure.

Job purpose

The Digital Infrastructure Enabler will support the Senior Digital Infrastructure Enabler to develop and deliver a programme of work to meet these aims. S/he will use their expertise and insight to help shape the programme and help ensure that it is responsive to learning and opportunities that arise. S/he will agree with the Senior Digital Infrastructure Enabler specific elements of the programme that s/he will be responsible delivering. S/he will work closely with boroughs on agreed projects, engage with providers and wider stakeholders, and contribute to wider networking and collaboration across London with the GLA and other sub-regions.

Three areas of focus for the programme have been agreed with SLP boroughs:

A. STRATEGIC LEADERSHIP

    a. Identify strategic barriers that are hindering delivery of digital connectivity in individual boroughs and across the SLP area, and support the development and delivery of action to address these

    b. Support development and refinement of borough digital infrastructure plans and internal working arrangements to streamline, co-ordinate and support delivery by providers (eg master wayleaves, rooftop strategies)

    c. Develop and maintain a sub-regional summary and map of borough plans, enabling identification of common interests and cross-border issues, and joint promotion of opportunities

    d. Support networking, best practice-sharing, co-development of approaches, etc between SLP boroughs and more widely

    e. Proactively identify wider opportunities where sub-regional collaboration could add value in the digital landscape, develop and secure agreement, and where necessary resources, to pursue these

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f. Keep abreast of, and provide updates as required on, the regulatory landscape and any relevant funding opportunities for the provision of digital infrastructure

g. Facilitate or deliver any stakeholder workshops on digital connectivity and infrastructure, if required

B. PROVIDER ENGAGEMENT AND AREA-FOCUSED DEMAND STIMULATION

a. Relationship management with providers to understand and shape projects and identify and address barriers to delivery

b. Liaison and facilitation of provider engagement with boroughs, including forward planning their work programmes and co-ordination of contractors, necessary permissions and works

c. Promote the ambitions of SLP boroughs and opportunities in them to individual providers and the market overall, to secure engagement in key projects and stimulate wider market-led delivery

d. Shape and support engagement and communication with businesses (incl BIDs and other business organisations) and residents to build commercial demand for fibre

e. Understand the wider stakeholder landscape (eg other public sector bodies, land owners, developers, etc) and develop links, offers or engagement to support the overall aims

C. PROJECT SHAPING, SUPPORT & MANAGEMENT

a. Support the identification and definition of opportunities to improve digital infrastructure and in support of their wider strategic ambitions, particularly in priority locations and making use of borough or wider public assets

b. Shape plans for and support the management of projects to deliver new digital infrastructure, including working with internal teams in boroughs, supporting relationship management and coordination with providers and coordination of contractors, engagement with funders, etc

c. Co-ordinate and facilitate delivery of projects

d. Identify potential sources of funding to accelerate digital roll-out and work with boroughs to prepare bids for these

e. Develop and deliver projects to enable wider roll out of fibre (eg establishing or streamlining wayleaves)

Example projects in SLP boroughs:
- Support roll out of full fibre broadband to Social Housing estates (Sutton, Croydon)
- WANLAN re-procurement: connectivity for council properties across the borough, utilising new tech and allowing council properties to take advantage of fibre connectivity across borough (Sutton)
- Support procurement of 4G/5G small cells (Croydon)
- Explore potential for ducting linked to new Go Cycle network (Kingston)
- Coordinating numerous land owners to identify installation points (e.g. street boxes) to enable roll-out of fibre in town centres (Merton, Croydon)

> - Explore potential for building on Openreach rollout of fibre to premises to 10k houses in Twickenham in 2019 (Richmond)
> - Support delivery of borough projects to be funded through the Connected London Public Assets FTTP Connectivity Programme (all boroughs)

If applicants wish to be considered for both posts, they should apply for the Senior Digital Infrastructure Enabler post and make their interest in both clear in their covering letter.

Specific Duties and Responsibilities

The postholder will work closely with the Senior Digital Infrastructure Enabler to develop the overall programme of work and identify her/his specific roles in relation to it, reflecting respective experience and expertise. This is expected to involve responsibility for a range of key deliverables across the following areas of work:

- Support the development and contribute to the delivery of a programme to enhance digital connectivity across the sub-region, reflecting SLP borough interests and wider priorities, opportunities, best practice and innovation.

- Work closely with boroughs and support them to crystalise their ambitions regarding digital connectivity where needed and to clarify how best to intervene and act to achieve these, including developing or refining plans, roles, expertise, policies, systems, programmes, projects, relationships etc.

- Provide bespoke project management support to secure the delivery of borough digital connectivity projects, as well as key GLA projects that enhance connectivity in the SLP area (e.g. the next stage of the TfL Connected London Network).

- Support SLP boroughs to collaboration in relation to digital connectivity, focussing clearly on where this can add value to local action.

- Engage with digital infrastructure providers to secure their constructive involvement in projects in the SLP area and to encourage acceleration of market-delivery of full fibre to premises and 5G.

- Identify funding and other support that boroughs could access to accelerate the roll out of digital infrastructure and support them (individually or collectively) to bid for or secure this.

- Contribute to the end of programme review and consideration of any arrangements that might be put in place after this initial two-year programme.

Generic Duties and Responsibilities

- To comply with the relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety. To adhere to the security controls and requirements as mandated by the policies, procedures and local risk assessments of the Richmond and Wandsworth SSA as hosting organisation or equivalent in other boroughs where relevant to maintain confidentiality, integrity, availability and legal compliance of information and system.

- To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identify and culture are valued and respected.

- To understand councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role.

- As SLP is a small organisation, post holder(s) will be expected to work flexibly and carry out any other reasonable duties within the overall function.

Additional Responsibilities

- Evening working may be required very occasionally to attend meetings or events.

Person Specification

Our Values and Behaviours

As the SLP is hosted by Richmond Council, our values and behaviours are based on those for the council as part of the Richmond and Wandsworth Shared Staffing Arrangement (SSA), which expects staff to meet high standards. The SSA values and behaviours are:

- being open
- being supportive
- being positive and helpful.

Additional values and behaviours reflecting the specific functions of a sub-regional partnership team are:

- understanding and respecting the perspectives, policies and practices of the different SLP member boroughs. The SLP team sees itself as part of the five boroughs it works with, helping them to work together effectively, not as a separate entity;

- continuously ensuring that sub-regional working adds value to what could be or is done locally, and that it delivers outcomes for residents, service users or businesses;

- taking responsibility and being accountable for achieving the best possible outcomes – a 'can do' attitude to work;

- continuously seeking value for money and improved outcomes at lower cost; and

- taking a team approach that values collaboration, partnership and mutual support.

While formally based at the Civic Centre in Twickenham, post holder(s) will be expected to work remotely from home while the Covid-19 restrictions persist unless there are particular reasons otherwise. Once these restrictions are lifted, it is the expectation that all SLP team members regularly work flexibly in locations across the five SLP boroughs and more widely (including for this programme City Hall) to build good working relationships and as required.

Person Specification Requirements	Essential/ Desired	Assessed by A & I/T/C
Knowledge		
Knowledge of policy and processes (incl land use planning and procurement) relating to local government and infrastructure, preferably with some specific knowledge of digital infrastructure	E	A/I

Understanding of the commercial drivers and business models for digital infrastructure providers, at least sufficient to enable credible and informed engagement, negotiation and influence with them	E	A/I
Experience		
Experience of working on projects to deliver or enable infrastructure, preferably digital connectivity	E	A/I
Experience of making an impact through partnership working in political and commercial environments	E	A/I
Experience of shaping and delivering multi-partner programmes and projects	E	A/I
Experience of working with light oversight, demonstrating resilience, determination, flexibility and initiative to achieve desired outcomes	E	A/I
Skills		
Excellent interpersonal skills with the credibility to develop exceptional relationships of trust and influence with politicians, senior executives, peers and other agencies working strategically and personally across organisations and professional boundaries	E	A/I
Thinking strategically and creatively, drawing on your own and others' expertise and identifying gaps and opportunities, to shape policy, projects and workable initiatives that deliver value	E	A/I
Proven programme and project management skills to plan and manage delivery of multi-partner working to realise benefits	E	A/I
Strong communication skills with the ability to present clearly and confidently to a wide range of audiences	E	A/I
Clear and compelling writing for reports, strategies, briefings, media statements, web content etc.	E	A/I
Qualifications		
Educated to degree level or equivalent and holding relevant professional qualifications	E	A/C

A - Application, I – Interview, C - Certificate

Additional Information

About the South London Partnership

The South London Partnership (SLP) is a voluntary cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. It has a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, economy, skills and transport.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

SLP is hosted by Richmond Council, so the post holder will employed by the Richmond and Wandsworth Shared Staffing Arrangement on its standard terms and conditions.

About the Greater London Authority Connected London Grant for Sub-Regional Partnerships

The GLA's Connected London programme aims to co-ordinate increased broadband and mobile connectivity with boroughs – and fund some of it. Key aspects of its agenda are:

- Awarding and securing grant funding to connect public sector assets with full fibre connectivity.
- Resourcing boroughs to support delivery – including through the GLA's own Connected London Team and through grant to each of the sub-regional partnerships, which is funding this post).
- Addressing London's biggest not spot by working to bring mobile connectivity to the London Underground.
- Making full fibre and mobile a requirement for all new developments through the new London Plan.
- Supporting 5G in London.
- Using data to support digital connectivity eg the Connected London map.