**Job Profile comprising Job Description and**

**Person Specification**

**Job Description**

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| **Job Title:**  Partnership Development & Events Officer (Richmond and Wandsworth) | **Grade**:  PO2 |
| **Section:**  Stronger and Safer Communities | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Strategic Partnership Manager | **Responsible for following staff:**  None |
| **Post Number/s:** | **Last review date:**  November 2023 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* To work alongside the wider Chief Executive’s division on the design and delivery of partner and community focused events in Richmond and Wandsworth
* Provide project support to the delivery of strategic partnership initiatives and projects, including planning and the associated communications and engagement activity.
* Provide project management support and occasionally lead new initiatives and service development.

**Specific Duties and Responsibilities**

Event Management and Co-ordination

* Co-ordinate public and partner facing events in Richmond and Wandsworth, on behalf of the Chief Executive’s division, which will include arranging seminars, board meetings and public events, in consultation with senior officers and Councillors.
* To ensure effective pre-planning and follow up post events, including setting up event steering groups, securing venues, managing event budgets, preparing briefings for senior officers and Councillors and ensuring appropriate follow up post event on issues raised by delegates, and advising on the development of future events.

Strategic Partnership and Policy Support

* To facilitate and support relevant partnerships in the development of policies and strategies which reflect the priorities and meet the needs of local residents and are aligned with the Council’s Corporate Planning processes.
* To facilitate and support the development of stakeholder partnerships in Richmond and Wandsworth including supporting the Strategic Partnership Manager with the determination of key issues for senior officers and Councillors to consider.
* To develop performance monitoring frameworks for plans and strategies and to monitor and report on their performance.
* To ensure that the Council’s partnerships work productively together. This includes sharing key information across partnership boards to ensure that there are joined up discussions across the two boroughs and that corporate priorities, including addressing climate change and inequalities, are inherent in all considerations.
* To research, advise and develop policy options available to the SSA and make recommendations to meet changing community, corporate and service requirements.
* To support the Strategic Partnership Manager in supporting the Richmond and Wandsworth position within sub-regional partnering’s of local authorities, including the South London Partnership and Central London Forward and others as identified.
* Maintaining details of chief officers in key organisations within each borough and having a well-developed knowledge of the issues those organisations face and their strategic direction.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* 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 identity and culture are valued and respected
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Attends evening and weekend meetings as required for which time off in lieu is offered.
* The Post holder will work from Richmond Civic Centre and Wandsworth Town Hall and will frequently be called upon to visit organisations across the borough (primarily Wandsworth). This role cannot be solely home based.

**Team Structure (proposed)**

**Person Specification**

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| **Responsible to following manager:**  Strategic Partnership Manager | **Responsible for following staff:**  None |
| **Post Number/s:** | **Last review date:**  October 2023 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Think Bigger**

Our work is important and challenging. It takes a mix of vision, idealism and ideas to do it well. We use our imagination and creativity to see further, solve problems and make positive change. We find time to plan ahead. We're ambitious. We're not afraid to do things differently or challenge the status quo.

**Embrace Difference**

Our energy and empathy, our strength and ideas come from our mix of different minds. Whoever we are, whatever gender or sexuality, ethnicity or cultural background, whatever health conditions or impairments we may or may not have, however we think and whatever we believe, we support each other to bring our unique perspectives and experiences to work. We don’t stand by; we stand up for each other’s differences and call out bad behaviour when we see it.

**Connect Better**

We're a big team working across two boroughs. The way we connect, share and collaborate with each other and our partners makes the difference for our residents. We're open to ideas and inspiration from different places, across our organisation and beyond. We build bridges and break down barriers inside and out. We're ready to adapt and adjust to get the most out of working with each other.

**Lead by Example**

Whoever we are, whatever we do and whatever role we play, we can all show leadership. We all bring different skills and experience, but we're united by the pride we take in our work and by the standards we set on behalf of our residents. We're always ready and ready for anything. We're dependable, we strive to improve and we support each other. Whoever we are and whatever we do, we're prepared to step up and take responsibility.

**Put People First**

Our work is all about people. About how we, as people, do the best we can to help the people of Richmond and Wandsworth to thrive. We put ourselves in the other person's shoes. We treat each other with compassion and respect. And whatever we do, we focus on what it means for the people we work with and the people we serve.

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| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of partnership working and stakeholder management | **X** |  | A & I |
| Up to date knowledge of relevant legislation and central government policy relating to the developments, issues and best practice amongst strategic partners | **X** |  | A & I |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of managing and delivering complex public facing events | **X** |  | A & I |
| Multiple partner and stakeholder management supporting organisational goals | **X** |  | A & I |
| Working in a political or public sector environment | **X** |  | A |
| Experience of effective project management with positive outcomes |  | **X** | A |
| Experience of successfully managing own workload where deadlines and priorities frequently change and are often conflicting |  | **X** | A |
| Experience of working with councillors or other levels of government to support development of their proposals |  | **X** | A & I |
| Experience of writing complex reports and preparing briefings |  | **X** | A |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Organising and delivering large scale partnership and engagement events | **X** |  | A & I |
| Ability to communicate effectively orally and in writing in order to present findings in an engaging and effective way variety of audiences | **X** |  | A & I |
| Ability to represent the Councils, in dealing with external organisations | **X** |  | A & I |
| Ability to work in partnership with a large number of stakeholders to achieve a positive outcome which works for all | **X** |  | A & I |
| Strong interpersonal skills including the ability to successfully negotiate with different stakeholders to ensure the successful delivery of specific programmes of work | **X** |  | A & I |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Degree level or equivalent qualification through experience. |  | **X** | A |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**