



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Policy and Business Manager	Grade: PO5
Section: Public Health	Directorate: Chief Executive's Group
Responsible to following manager: Head of Community Safety	Responsible for following staff: Community Safety Support Officer
Post Number/s:	Last review date: September 2018

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 provide the Community Safety Service with policy advice, manage strategic projects and reviews, undertake corporate monitoring, and oversee Community Safety communications. Undertake financial monitoring of all budgets and contracts across the service, responsible for the design and implementation of the service's business planning processes, and the monitoring of partnership and service level agreements with other departments and services, challenging performance and ensuring value for money as required. Act as a member of the management team and represent the service in interactions with senior external partners, Councillors, and other council departments.



Specific Duties and Responsibilities

1. To provide motivational leadership of staff as a member of the management team, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
2. Provides high level business and management support to the Head of Community Safety and management team to ensure the continued development and smooth running of the Community Safety Service.
3. Remain up to date and provide analysis on developments in Community Safety policy, analyse trends, make forecasts, and recommend policy changes to tackle identified problems including securing allocation of necessary resources.
4. Draft briefing notes, complex reports and presentation materials in an clear and accessible way for high profile audiences.
5. Support the on-going strategic development of the Community Safety Partnerships along with the Head of Community Safety.
6. To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary, other public organisations and communities, to forge effective partnership working.
7. Develop, maintain and deliver a Communications Plan for the Community Safety Service and Community Safety Plans across both boroughs, in conjunction with communications teams within the Councils and partner agencies.
8. Undertake financial monitoring of all budgets and contracts across the service, the design and implementation of the service's business planning processes, and the monitoring of partnership and service level agreements with other departments and services, challenging spend and value for money as required.
9. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
10. To manage the Community Safety Support Officer to ensure effective administrative support that includes receiving referrals and risk assessments, maintaining a database, agenda setting, completing minutes and actions; ensuring that partner agencies complete their actions.
11. Deliver corporate projects and objectives, and co-ordinates the Division's response to corporate requirements, e.g. performance data requests, key issue identification and monitoring, achievement of corporate savings targets, responses to audit requirements, etc.



12. Deliver Partnership projects and objectives and support Partnership governance arrangements including responses to external inspections as required.
13. Co-ordinates responses to complex Member and Council questions, queries and complaints from external bodies, etc.
14. To proactively assist and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
15. Ensure that Information Sharing Protocols are in place and adhered to and that information and intelligence is submitted and shared by the team, where appropriate, in a timely manner.
16. To identify and lead applications for funding opportunities as required.

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.

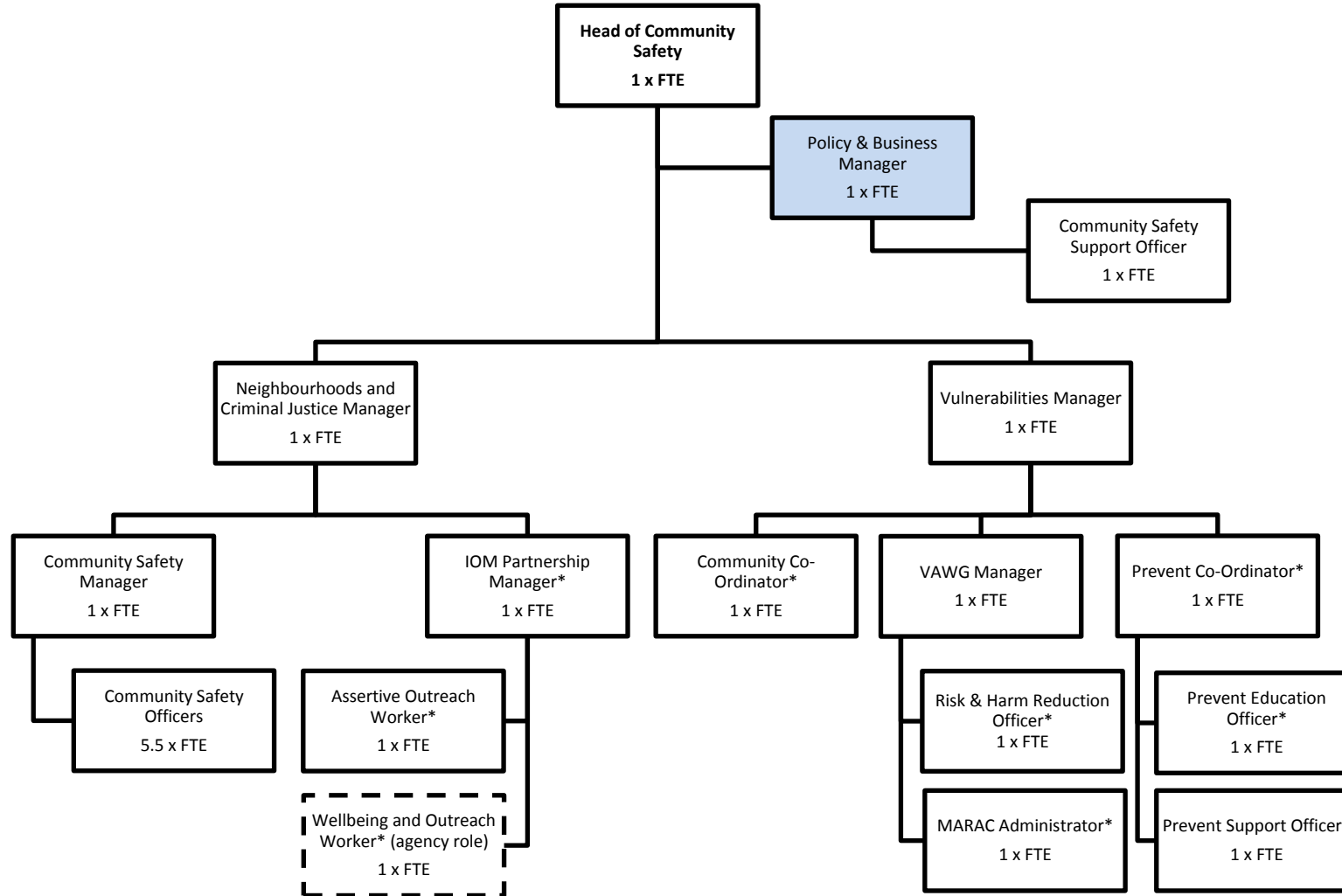
Additional Information

- Post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) in order to manage staffing teams across both sites.



- The role requires the post holder to at times work evenings and weekends.
- Undertake direct line management of one Community Safety Support officer and provide leadership and guidance to other members of the Community Safety Service.

Team structure



Person Specification

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Section: Public Health	Directorate: Chief Executive's Group
Responsible to: Director of Public Health	Responsible for: Community Safety Support Officer
Post Number/s:	Last Review Date: September 2018

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:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Excellent knowledge and understanding of community safety strategy, policy and legislative requirements relating to community safety partnerships.	A/I
A good understanding of current issues faced within the community safety agenda including governance and commissioning arrangements	A/I

Good level of knowledge of the application and management of IT and administrative information systems as well as business processes and improvement.	A/I
A broad understanding of local government policies and procedures and understanding of local authority and community working involving committees, steering groups etc.	A/I
Experience	
Extensive management experience of successfully managing complex projects from the planning stage to completion.	A/I
Experience of drafting complex reports, presentation materials and non-standard correspondence to a wide variety of audiences, including Councillors and outside organisations.	A/I
Experience in developing effective multi-agency partnership working.	A/I
High level experience of working with senior officers, partnership organisations and Council Members.	A/I
Skills	
Highly skilled written and verbal communicator with the ability to make complex policy information understandable for high profile audiences. Ability to speak confidently and knowledgeable at a range of meetings.	A/I
Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade, motivate and influence others.	A/I
Ability to identify and understand complex issues and translate them into effective strategies and operational delivery.	A/I
Able to create a culture of continuous improvement, initiating ideas, responding to change opportunities and maintaining momentum.	A/I
Able to plan and manage own workload and deal with competing priorities as well as supporting others to manage their own workload.	A/I
Being an innovative problem solver who can create, initiate, identify and develop new opportunities and ideas.	A/I
Ability to appropriately manage budgets and or allocating staff resources.	A/I
Qualifications	
Educated to a degree level or equivalent by experience.	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate